



SPECIAL EVENT PERMIT APPLICATION



APPLICANT INFORMATION

(PLEASE PRINT)

Name _____

Mailing Address _____

Phone # _____ E-Mail _____

Group/Organization (if applicable) _____

EVENT INFORMATION

Event Name _____

Date of Event _____ Begin Time _____ AM/PM End Time _____ AM/PM

Setup/Cleanup Time (if different from begin/end time) _____ AM/PM _____ AM/PM

Name and Phone # of Contact Person(s) on Day of Event/Event Coordinator (if different from applicant)

_____ Phone # _____

_____ Phone # _____

Location of Event (Check all that apply)

Historic Downtown Area (Gazebo, Village Commons)

Bowman Park

Private Property (please specify) _____

Other (please specify) _____

Nature of Event (Check all that apply)

Stationary Organized Event/Gathering

Parade or Procession

Run and/or Walk Event or Race

Other (please specify) _____

Description of Event Activities, Performers and/or Vendors *(attach additional sheets if necessary)*

IF APPLICABLE:

Closure of Town Rights-of-Ways Needed for the Event *(streets, parking lots, sidewalks, etc.)*

Please list ALL requested rights-of-way and specify whether complete or partial closure is needed.

Route Attached for Parades, Procession, Walk, Runs, Races that lists the cross streets or landmarks for the starting and ending locations including staging areas. Race Marshalls must be provided by the organizations. Routes are reviewed by local law enforcement to ensure safety for participants and accommodate competing demands for the public use of streets. Applications are incomplete without a route attached.

Certificate of Liability Insurance naming the Town of Front Royal as Additional Insurer

Electric Service - \$25.00 non-refundable per day payable to the Town of Front Royal *(card, check, cash)*

Provisions for sanitation facilities, garbage removal, noise, parking, traffic control

Applicant's Signature: _____ **Date** _____

Approved by Town Manager _____ **Date** _____

ONCE APPROVED, THIS APPLICATION SERVES AS YOUR PERMIT

Overview of Regulations of Chapter 72

A Special Events Permit is required to regulate the time, place and manner of special events and demonstrations within the Town and to accommodate competing demands for the public use of streets, sidewalks and public places. Regulation is necessary to preserve the public peace and safety, to permit free expression on issues of public concerns, to protect persons and property, to maintain acceptable conditions of traffic flow upon the streets and sidewalks and to prevent, control or eliminate any illegal, injurious or dangerous effects of this lawful activity. The Town does not seek to deny or abridge any person's rights of assembly and free speech or the opportunity for communication of thought and discussion of public questions in public places.

- **Events in the Historic Downtown Area shall adhere to the following restrictions:**
 - o Less than 750 attendees shall be restricted to the Gazebo Area and Parking Lot
 - o Less than 3,000 attendees shall be restricted to the Gazebo Area, Parking Lot, Chester Street and Laura Virginia Hale Place; and a partial closure of Main Street from Chester Street to Blue Ridge Avenue after 5:00pm shall be requested.
 - o 3,000 or more attendees shall request closure of Main Street from N. Royal Avenue to Blue Ridge Avenue
 - o Partial closure of Main Street, prior to 5:00pm shall be permitted once a month
 - o Full closure of Main Street, prior to 5:00pm shall be permitted (4) times per calendar year

- **All Events**
 - o The Town Manager shall determine the number of attendees based on the information provided, but shall not be limited to that information when estimate is determined to be unrealistic by applicant.
 - o Town or County sponsored or co-sponsored events shall have priority in use of public property. Other applicants who have held a quality event in the previous year and remain in good standing with the Town shall have priority for the same time and location the following year. All other applicants are processed in order of receipt.
 - o The provision of adequate crowd, parking, traffic control, security, emergency services, fire protection, food handling, garbage disposal and noise restrictions will be carefully evaluated by the Town Manager and the applicant is strongly encouraged to review these provisions when organizing the event as well as during the event so as they are compatible with the surrounding area or neighborhood in consideration
 - o Events involving rights-of-way closures shall confine exhibits, equipment, etc. to the confined area only. Moving barricades, cones, etc once in place and established as part of the closure is prohibited.
 - o Pedestrian access paths shall be provided to the sidewalk and must be free from vendor booths.
 - o Food and beverages sold or distributed shall meet all state and local requirements, ordinances and regulations
 - o Provisions for waste collection from animals used during the event
 - o Musical entertainment shall not exceed (12) hours in any (24) hour period
 - o Race events shall provide traffic cones along route to keep participants within boundaries. Race Marshall shall be place at the start/finish and every intersection along the route

Completed Application shall be returned by email, mail or delivery to:

Tina Presley, tpresley@frontroyalva.com

Town Manager's Office, Town Hall, 102 E. main Street, P.O. box 1560, Front Royal, Virginia 22630

Additional contact information: Town Manager's Office at (540)635-8007, Monday – Friday, 8:00am – 5:00pm



THE FOLLOWING "CODE OF CONDUCT"
Applies to all Town-Maintained Areas
Signs are Posted

- All children eleven (11) years of age and under must be accompanied by an adult eighteen (18) years of age or older
- Consumption or possession of alcohol is PROHIBITED without proper authorization by the Town of Front Royal and the Virginia ABC Board.
- Horseplay is PROHIBITED at all times.
- Portable sound systems are PROHIBITED unless equipped with earphones or by Town of Front Royal permit.
- Loud, abusive and/or profane language or disruptive behavior is PROHIBITED.
- Playing ball is PROHIBITED.
- Bicycles, skateboards, and roller blades are PROHIBITED on sidewalks and green spaces
- Shirts are required at all times.
- The Town of Front Royal is not responsible for lost or stolen items.

The Town of Front Royal and/or its agents reserve the right to require anyone violating the "Code of Conduct" to leave any Town-owned and maintained property and/or not to trespass upon the property for a period of one (1) year.