

Town of Berryville
Berryville-Clarke County
Government Center
101 Chalmers Court Suite A
Berryville, VA 22611



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Special Event Permit Application

Activity type and/or location (Please select all that apply):

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Rose Hill Park | <input type="checkbox"/> Other |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Gazebo at Rose Hill Park | (please describe) |
| <input type="checkbox"/> Film Production | <input type="checkbox"/> Rixey Moore Parking Lot | _____ |
| | <input type="checkbox"/> Hogan's Alley | _____ |

Group Requesting Event _____

Date of Event _____

Rain Date, if any _____

Time of Event _____

Organizer's contact information (Representative must be present at the event with approved permit available for inspection)

Primary Name _____ Cell Phone _____
Address _____ Work Phone _____
City _____ State/Zip _____
Email _____ Home Phone _____

Secondary Name _____ Cell Phone _____
Address _____ Work Phone _____
City _____ State/Zip _____
Email _____ Home Phone _____

Description of the Event (Please attach additional sheet if more space is needed)

Patricia Dickinson
Mayor

Harry Lee Arnold, Jr.
Recorder

Council Members

Donna Marie McDonald
Ward 1

Allen Kitzelman, III
Ward 2

Erecka L. Gibson
Ward 3

David L. Tollett
Ward 4

Keith R. Dalton
Town Manager

Will the activity require the blocking of any surrounding public streets, driveways or entrances?

Yes _____ No _____ If yes, please identify: _____

Event Hours

Set-Up Time _____ Hours of Event _____ Clean-Up Time _____

Anticipated Attendance

Participants _____ Spectators _____ Other _____

Name of Insurance Company: _____

(Certificate of Insurance and additional insured endorsement providing \$1 million in general liability insurance required. May be increased or waived as deemed necessary as determined by the Town Manager or their designee.) Please note that animals on site require additional insurance.

Will sound amplification devices be used? Yes _____ No _____

If Yes, length of time: _____

Will the event require use of any parking lots for staging areas? Yes _____ No _____

If Yes, please identify: _____

Will alcohol be served? Yes _____ No _____

If Yes, all state laws and local ordinances must be followed. The organizer must obtain a Virginia ABC permit (<http://www.abc.virginia.gov/>) and is responsible for all required permits.

Will food be served? Yes _____ No _____

If Yes, the organizer may be required to obtain a permit from the Virginia Department of Health (540/955-1033) and is responsible for all requisite permits.

Will any fees be charged in association with the event, admission, etc.?

Yes _____ No _____ If yes, amount to be charged _____

If Yes, please note that a Fundraising Permit is required upon application for valid and duly-constituted non-profit organizations for the purpose of approved charitable, educational, cultural, and/or community-oriented projects and activities. Commercial activity is prohibited.

Will you have security on site? Yes _____ No _____

If Yes, please identify who will be on site _____

Will weapons or firearms be present? Yes _____ No _____

If Yes, please provide detail of activity _____

Will there be a parade? Yes _____ No _____ (If yes, please complete the following section)

VDOT and/or Town of Berryville Land Use Permit and fee are required.

Please identify parade route _____

Will there be vehicles in the parade? Yes _____ No _____ Number of vehicles anticipated _____

What time will staging occur? _____

Where will staging occur? _____

Will there be animals in the parade? Yes _____ No _____

If Yes, what type and how many? _____

Will you need assistance from Fire & Rescue? Yes _____ No _____

If Yes, please contact John H. Enders Fire & Rescue at 540/955-1110 at least ten (10) days prior to the event.

Will you be using any of the following? Yes _____ No _____

_____ Tents

_____ Tables

_____ Live Radio

_____ Signs

_____ Banners

_____ Animals

_____ Portable Toilets

_____ Other

_____ Electricity

Please note: Architectural Review Board review and approval and Zoning Permits may be required for certain banners, signs and temporary structures.

Hold Harmless Agreement

_____ (Legal name of business/organizer, exactly as it appear on Insurance Endorsement), shall defend and hold harmless, the Town, its officers, employees, agents, and representatives thereof, harmless from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect on behalf of _____ (Legal name of business/organizer) while their personal property is situated on Town Property.

_____ (Legal name of business/organizer) shall further hold the Town harmless for any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.

Legal Name of Business/Organizer _____
(As it appears above)

By (signature): _____

Name (printed): _____

Title: _____

Address: _____

Date: _____

+++++

For Office Use Only

Permit Approved _____ Denied _____

By

Date

Permit #

Special Event Permit # _____

Permission is hereby granted to _____
(Name of Organization/ Organizer)

for the use of the facilities at Rose Hill Park on _____
(Date)

from _____ to _____.
(Time)

This permit is issued with the understanding that _____
(Name of Organizer)

shall accept responsibility for adherence to the Policies Governing Use of Rose Hill Park as well as to any special conditions which may be attached hereto.

Date _____ Signed _____
Town Manager

Special Fundraising Permit

Permission is further granted to the above-named Organization for a fundraising event pursuant to the approved application for same dated _____.

Date _____ Signed _____
Town Manager