**FACILITY, PARK USE and SPECIAL EVENT PERMIT QUESTIONNAIRE**

The City permits and encourages use of its public parks and facilities for events of all sizes. In some cases fees may apply. The Parks and Recreation Department requires advance notification and a permit for reservation and rental of parks and facilities.

In order to determine which type of permit is needed for your event or activity and to provide you the best possible service, please complete this form. Please note that this form must be attached to **ALL** completed permit applications.

After completing this form, simply click on the correct permit application and complete the application. Return both forms and your check, made payable to
*The City of Lynchburg* to our offices at 301 Grove Street. For further information please contact us at (434) 455-5858.

Date of event: _____

Please check the park or facility desired below:

Armory
Aviary
Athletic Field
Community Market

Miller Park Pool
Park _____
City Stadium

Picnic Shelters

Blackwater Creek Athletic Area
Jefferson Park
Miller Park – Large Shelter #1
Miller Park – Small Shelter #2
Peaks View Park – Large Shelter #1
Peaks View Park – Small Shelter #2
Riverside Park – Shelter #1
Riverside Park – Shelter #2
Riverside Park – Gazebo

Neighborhood Centers

College Hill
Daniel's Hill
Diamond Hill
Fairview Heights
Jefferson Park
Miller Park
Yoder

Please note that the use of alcoholic beverages at an event in any facility or park will require a permit. Please check with Parks and Recreation staff for details.

1 Do you plan to use/hire a commercial caterer that will need vehicular access?
2 Do you expect more than 300 persons at your event?
3 Do you expect 1000 persons or more at your event at any one time, or will 1500 persons or more attend over the course of the event?
4 Will you or any company or individual hired by you:
   a. Sell food or beverages?
   b. Provide live music or large scale entertainment?
   c. Provide or erect mechanical or inflatable amusement rides?
   d. Erect tents, canopies or other temporary structures during the event?

5 Will you have animals or livestock (other than dogs on leash or service animals)?
6 Will alcoholic beverages be sold or consumed at your event?
7 Will admission be charged for your event?
8 Will participants at your event assemble or travel in unison on any street and/or disrupt normal or usual traffic regulations or controls?
9 Will your event require City Services beyond those used in the course of normal and usual operation? Will you or any company or individual hired by you:
   a. Require street or public property closings, or additional traffic control?
   b. Require additional safety and security personnel? (Fire or Police officers?)
   c. Require trash dumpsters or private trash removal?
   d. Require Emergency medical personnel?

*Examples of Special Events include, but are not limited to, concerts, parades, circuses, fairs, festivals, community events, mass participation sports (such as marathons and running events, bicycle races or tours, etc.)*

If you answered "No" to all of the questions above, yours is likely a Simple Use of the City park or facility. PDF format MSWord format

If you answered "Yes" to any of questions 1-5, yours is likely an Expanded Use of the City park or facility, or a Simple Use permit that requires insurance. PDF format MSWord format

If you answered "Yes" to any of questions 6-9, yours is likely a Special Event permit. PDF format MSExcel format