



Armory/Market Facility Use Application

To apply for a Special Event Permit, complete this application. Submit this application form, in both a hard copy and on disk or email along with an event site plan and a **\$50.00 application fee** payable to the City of Lynchburg, c/o Parks & Recreation Special Events Coordinator. **This application must be received at least sixty (60) days prior to your event to be considered for approval.**

Event Name	<input style="width: 100%;" type="text"/>			
	Start Date	<input style="width: 50%;" type="text"/>	End Date	<input style="width: 50%;" type="text"/>
Annual Event	<input style="width: 50%;" type="text"/>	1st Time Event	<input style="width: 50%;" type="text"/>	Longevity of Event
	<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
Alcohol Served	<input style="width: 100%;" type="text"/>			
Event Category (check all that apply)	Community Festival	<input style="width: 50%;" type="text"/>	Concert	<input style="width: 50%;" type="text"/>
	Run/Walk	<input style="width: 50%;" type="text"/>	Parade	<input style="width: 50%;" type="text"/>
	Bike Race/Tour	<input style="width: 50%;" type="text"/>		
	Other (specify)	<input style="width: 100%;" type="text"/>		
		<input style="width: 100%;" type="text"/>		
Event Organizer	<input style="width: 100%;" type="text"/>			
Street Address	<input style="width: 100%;" type="text"/>			
City	<input style="width: 50%;" type="text"/>	State	<input style="width: 50%;" type="text"/>	Zip
Primary Contact	<input style="width: 100%;" type="text"/>		Email Address	<input style="width: 100%;" type="text"/>
Phone Number	<input style="width: 50%;" type="text"/>	Fax #	<input style="width: 50%;" type="text"/>	Cell
	<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
Additional Event Partner	<input style="width: 100%;" type="text"/>			
Primary Contact	<input style="width: 100%;" type="text"/>			
Phone	<input style="width: 50%;" type="text"/>		Cell #	<input style="width: 50%;" type="text"/>
	<input style="width: 50%;" type="text"/>		<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
Event Sponsors	<input style="width: 100%;" type="text"/>			
	<input style="width: 100%;" type="text"/>			
Description of Event (Provide thorough details of event, activities programs, & schedule)	<input style="width: 100%; height: 50px;" type="text"/>			
Event Venue/Site(s) (Provide thorough details activities, programs, and schedule)	<input style="width: 100%; height: 50px;" type="text"/>			
Admission/Entry Fee	In Advance	<input style="width: 50%;" type="text"/>	Day of Event	<input style="width: 50%;" type="text"/>
Overall Attendance Estimate	<input style="width: 50%;" type="text"/>		Largest One-Time Attendance Estimate	<input style="width: 50%;" type="text"/>

Event Start Date
 Time Open To Public
 Actual Event Start Time
 Music/Sound Start Time

(include sound checks)
 Alcohol Service Start Time

2nd Date of Event
 Time Open To Public
 Actual Event Start Time
 Music/Sound Start Time

(include sound checks)
 Alcohol Service Start Time

3rd Date of Event
 Time Open To Public
 Actual Event Start Time
 Music/Sound Start Time

(include sound checks)
 Alcohol Service Start Time

Event End Date
 Time Closed to Public
 Actual Event End Time
 Music/Sound End Time

Alcohol Service End Time

Time Closed to Public
 Actual Event End Time
 Music/Sound End Time

Alcohol Service End Time

Time Closed to Public
 Actual Event End Time
 Music/Sound End Time

Alcohol Service End Time

Event Merchants & Vendors Information

Food Served/Sold at Event
 # of Non-Profit Vendors
 # of Vendors Needing Electricity
 Cooking Method Charcoal
 (check all that apply) Electric

of Vendors
 # of For-Profit Vendors
 # of Vendors Needing Water
 Gas/Propane
 Other

Merchandise sold at Event
 # of Non-Profit Vendors
 # of Vendors Needing Electricity

of Vendors
 # of For-Profit Vendors
 # of Vendors Needing Water

Other Items/Services Sold

Describe Items/Services

of Vendors
 # of Non-Profit Vendors
 # of Vendors Needing Electricity

of For-Profit Vendors
 # of Vendors Needing Water

Event Venue Set-Up & Break-Down Information

Event Venue Set-Up Date(s)	<input type="text"/>		
Set-Up Start Time	<input type="text"/>	Set-Up Finish Time	<input type="text"/>
Venue Break-Down Date(s)	<input type="text"/>		
Break Down Start Time	<input type="text"/>	Break-Down Finish Time	<input type="text"/>

Additional Venue (s) or sites required for Event set-up or staging of

Requested street (s) to be closed

Proposed date(s) and times of street closures

Will you be supplying any of the following items or elements at your Event?

Dumpsters	<input type="text"/>	Quantity	<input type="text"/>	
Portable Toilets	<input type="text"/>	Quantity	<input type="text"/>	
Trash Cans	<input type="text"/>	Quantity	<input type="text"/>	
Recycling Containers	<input type="text"/>	Quantity	<input type="text"/>	
Banners or Signs	<input type="text"/>	Quantity	<input type="text"/>	
Fencing, barricades	<input type="text"/>	Type	<input style="width: 100%;" type="text"/>	
Special lighting	<input type="text"/>	Describe	<input style="width: 100%;" type="text"/>	
Shuttle Services	<input type="text"/>	Describe	<input style="width: 100%;" type="text"/>	
Site Decorations	<input type="text"/>	Describe	<input style="width: 100%;" type="text"/>	
Catered Food	<input type="text"/>	Describe	<input style="width: 100%;" type="text"/>	
Live Entertainment	<input type="text"/>	Describe	<input style="width: 100%; height: 30px;" type="text"/>	
Stage, bleachers, or other structures	<input type="text"/>	Describe	<input style="width: 100%;" type="text"/>	Quantity <input type="text"/>
Event web site or hot-line phone	<input type="text"/>	URL or Phone #	<input style="width: 100%;" type="text"/>	
Fireworks, fires, or pyrotechnics	<input type="text"/>	Describe	<input style="width: 100%;" type="text"/>	
Name of fireworks contractor	<input style="width: 100%;" type="text"/>			

Will you be supplying any of the following items or elements at your Event? (Cont'd)

Booths, exhibits, or displays	<input type="text"/>	Describe	<input type="text"/>	Quantity	<input type="text"/>
Tents or Canopies	<input type="text"/>	Size - Sq. ft.	<input type="text"/>	Quantity	<input type="text"/>
Vehicles/Trailers	<input type="text"/>	Describe	<input type="text"/>	Quantity	<input type="text"/>
Animals	<input type="text"/>	Describe	<input type="text"/>	Quantity	<input type="text"/>
VIP Area	<input type="text"/>	Describe	<input type="text"/>		
Amplified Music/Sound	<input type="text"/>	Describe	<input type="text"/>		
Rides, inflatables other amusement items	<input type="text"/>	Describe	<input type="text"/>	Quantity	<input type="text"/>
Event Day Staff	Quantity	<input type="text"/>			
	Hours	<input type="text"/>			

Are you requesting that the City of Lynchburg provide any of the following items/elements for your event?

(Check and complete all that apply)

Electrical Service	<input type="text"/>	Describe	<input type="text"/>
Water Service	<input type="text"/>	Describe	<input type="text"/>
First Aid Service	<input type="text"/>	Describe	<input type="text"/>
Crowd Control Barricades	<input type="text"/>	Describe	<input type="text"/>
Unique Grounds Preparation Needs	<input type="text"/>	Describe	<input type="text"/>
Stage	<input type="text"/>	<input type="text"/>	
Other City Services	<input type="text"/>	Describe	<input type="text"/>

How will you obtain event staff?

How many staff persons will you have working the following areas:

Entry/exit gates	<input type="text"/>	Clean-up crew	<input type="text"/>
Beer/wine garden area	<input type="text"/>	Other	<input type="text"/>
Parking area	<input type="text"/>		
Stage area	<input type="text"/>		

How do you plan to notify residents and businesses who may be affected by your event?

Door To Door	<input type="text"/>	Flyers	<input type="text"/>
Phone Calls	<input type="text"/>	Other	<input type="text"/>

How do you plan to market/promote your event?

Television Ad	<input type="text"/>	Street Banner	<input type="text"/>
Newspaper Ad	<input type="text"/>	Radio	<input type="text"/>
Website	<input type="text"/>	Other	<input type="text"/>
Bill Boards	<input type="text"/>		

Liability Insurance Information

A certificate of insurance for this event must be presented to the City of Lynchburg (c/o Parks & Recreation Special Events Coordinator) no later than fifteen (15) calendar days prior to the start date of the event. If the information requested below is not available when this application is submitted, it can be added later, but not later than the fifteen (15) day deadline previously noted.

Insurance Agency	<input type="text"/>	Agent's Name	<input type="text"/>
Business Phone	<input type="text"/>	Policy Number	<input type="text"/>
Policy \$ Limits	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>

Indemnity Agreement

In consideration for the City of Lynchburg granting the undersigned Event Organizer representative permission to hold the proposed event on public property and to display, sell, or offer for sale wares, services, and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense of and indemnify and save harmless the City, it's employees, offices, and agents against any and all claims, liabilities, judgements, costs, causes of action, damages, expenses, and shall pay all attorney's fees, court costs, and other cost incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the City, its employees, officers, and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions, or negligence of any other person subject to the undersigned's control. **The City, its employees, officers, and agents shall not have to give the undersigned any specific types of notices of such claims.**

Witness the following signature (Event Organizer Signature)

(Signature)

Witnessed by:

Affidavit of Applicant

I certify that the information contained in this Special Event Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all regulations, provisions, and rules governing Special Events as set forth by the City of Lynchburg. That I understand that this application is made subject to the rules and regulations established by the Lynchburg City Council. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the City of Lynchburg.

Applicant

Title (print or type)

Signature of Applicant (Event Organizer)

Date of Application

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of the Special Event Permit Application must be provided to the City before an application will be considered fully executed. Submit a hard copy and an electronic version (either email or disk) of this Special Event Permit Application to **Sharon Brown, Special Events Coordinator, City of Lynchburg Parks & Recreation Department.**

Lynchburg Parks & Recreation Division
Attention: Facilities Supervisor
301 Grove Street
Lynchburg, VA 24501

Phone: (434) 455-5875

Fax: (434) 528-2794

Email: mark.reasor@lynchburgva.gov