

Special Event Permit Application

Gatherings of 50 people or less not requiring the assistance of Town employees

This application must be completed and forwarded to the Visitor Center not less than 10 business days prior to the first day of the event. All questions must be fully answered and typed or printed clearly.

Date of Event: _____ Time of Event _____ to _____

Rental Park/location: _____

Type of Event (Birthday, Wedding, Meeting, etc.): _____

Contact Person's Name: _____ Phone: _____

(Must be accessible at all times during event)

Address: _____ Ph #2: _____

Expected number of participants: _____ Non-Profit Org? _____ 501-c-3 # _____

Please answer the following:

Will you be serving or selling alcohol during the event? Yes _____ No _____

Will you be using amplified sound? Yes _____ No _____

Will tents be used for the event? Yes _____ No _____

Will any signs or banners be erected? Yes _____ No _____

Will you need power? Yes _____ No _____

Will generators be used? Yes _____ No _____

Have arrangements been made for restroom facilities? Yes _____ No _____

Will food items be served or sold? Yes _____ No _____

Will gas cookers be used? Yes _____ No _____

Will you have a bounce house? Yes _____ No _____

Are you requesting a road closure for the event? Yes _____ No _____

If yes, what location? _____

Please explain any special needs/requests you may have: _____

Event Coordinators will be responsible for the clean-up of all areas and must dispose of trash appropriately, and for the conduct of all attendees and participants while on Town premises. Failure to comply with this request may result in not being issued a permit in the future.

I, THE UNDERSIGNED, HAVE READ, UNDERSTAND, AND WILL ABIDE BY EVERYTHING IN THIS SPECIAL EVENT AGREEMENT POLICY.

NOTE: NO VEHICLES ARE ALLOWED IN PARK OR ON GRASS - MUST BE PARKED IN A LEGALLY DESIGNATED PARKING AREA

Please read the Policy Statement on the reverse carefully before signing.

Renter Signature _____ Date _____

Parks & Recreation Director _____ Date _____

Tourism Director _____ Date _____

Police Chief _____ Date _____

Town Manager _____ Date _____

Town of Big Stone Gap Special Event Policies

These guidelines pertain to all Town of Big Stone Gap owned parks and town streets. Hereinafter, all references to the Town of Big Stone Gap will be referred to as "TOWN".

The organizer of a special event must fill out the application and return it to the Visitor Center not less than 10 business days prior to the start of the event. However, the Visitor Center will process all permit application requests as soon as possible upon receiving all the required information. The requested area is then reserved pending review of the application. Failure to fully complete the application results in **NO** reservation.

Events sponsored by the TOWN have first priority for use of any town property or right-of-way. Applications for Special Event Permits are processed in order of receipt of the fully completed application, and the use of the requested area is then reserved pending review of the application.

In order to insure the public safety and protection of the TOWN, its businesses and citizens, and to avoid conflict between events by assigning the same time and location to two or more events, the TOWN reserves the right to refuse or to require changes to a permit application, relocate, or terminate a permitted event.

Except as provided by law, the TOWN is under no obligation to issue permits for the use of its streets, sidewalks, buildings, parks and other facilities for special events. In deciding whether to issue a permit, or in resolving possible conflicts between applicants, the following points will be considered:

- The number of participants
- The appropriateness of Town property for the intended use
- The likely impact on Town property of the Special Event
- Impact on downtown businesses
- Anticipated traffic conditions
- Adequacy of adult supervision for minors
- The adequacy of public property at the proposed location
- Probable impact upon the ordinary and customary uses of nearby properties
- This listing of factors does not preclude the reasonable evaluation of other factors and equitable considerations

If the permit is approved, the applicant shall be subject to all town, state, and federal laws and regulations as they apply to the event. Failure to do so will result in revocation of the permit. The Permittee must have the permit on site at all times during the event.

PROCEDURES AND REQUIREMENTS: To present a special event, the event organizer must go to the TOWN Visitor Center located at 306 Wood Avenue East, Big Stone Gap, VA. If the date is available, the organizer must fill out the application completely and return it to the appropriate staff member. **There will be NO penciling in a date.** To reserve a date, the application must be submitted and approved.

INDEMNIFICATION: The Town shall not be held liable for any and all claims, demands, actions, suits, judgments, liabilities, losses, costs, and expenses (including reasonable attorneys' fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition, or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, their employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, their employees, agents, licensees or invitees.