

APPLICATION FOR SPECIAL EVENT PERMIT



Please Return To:
Town Administrator
Town of Middleburg
P. O. Box 187, 10 W. Marshall Street, Middleburg, VA 20118
(540) 687-5152
60 days notice is requested for all proposed events.
Submission of application does not guarantee approval of event.

[For Office Use Only: Approve _____ Deny _____
If approved, amount of deposit required: \$ _____]

Date of Application: _____ Date & Hours of Event: _____

Activity/Title of Event: _____

Sponsored by: _____

For Profit Non-Profit Tax Exempt #: _____

Description of Event: _____

Location of Event: _____

Anticipated Attendance: _____ Public _____ Vendors _____ Staff _____

Set Up Time: _____ Clean Up Time: _____

Alternate/Rain Date, Hours, and Location: _____

Organizers/Contacts: Name: _____ Home #: _____

Work#: _____ Email Address: _____

Address: _____

City, State and Zip: _____

Second Contact Information:
Name: _____ Phone Number: _____
Email: _____

The applicant shall submit a current Certificate of Insurance naming the Town of Middleburg as an additional insured in the amount of \$1,000,000. The Town is not held liable for any incidents or lawsuits that are indirectly or directly related to the Special Event.

Name of Company Providing Certificate of Insurance for the Event: _____

The questions below will aid the Town of Middleburg in determining what town services and safety requirements are necessary to ensure. Please check the appropriate answer and/or attach additional documents to ensure a successful Special Event.

Will any Town streets, sidewalks, and/or alleyways need closing? Yes No

If yes, please list street(s): _____

Will there be a parade? Yes No

If yes, please identify and attach a proposed route map of event: _____

How do you intend to notify businesses/residents of street closures? _____

Will there be security on site? Yes No

If yes, please identify who will provide security, including a contact name and telephone number: _____

Will there be parking and crowd control staff on site? Yes No

If yes, how many parking and crowd control staff will be on site? _____

Please indicate parking on proposed site plan. _____

Will any items be left overnight? Yes No

If yes, what are the items and who will secure them, including a contact name and telephone number: _____

Will portable restrooms be provided? Yes No

Please attach a proposed site plan indicating the location, number of portable restrooms, date of removal and vendor name and contact information.

Will trash disposal services be provided? Yes No

Please attach a proposed site plan indicating the location of said trash receptacles & name of disposal vendor.

Will your event require electricity and/or water hook up? Yes No

Please attach a proposed site plan indicating the use, location, and number of electrical and water hook up(s)

Will outdoor lighting be used? Yes No

If yes, attach plan showing location of lighting units and shielding devices to prevent light trespass beyond property line.

How will your event ensure emergency response should it be necessary?

The questions below will assist the Town in determining what permits/licenses are required for your Special Event:

Will food/beverages be served? Yes No If yes, attached County Health Department permit applications.

Will there be performers at the event? Yes No

If yes, who will perform: _____

Will signs and/or banners be displayed? Yes No

If yes, please identify on your site plan where signs and/or banners will be displayed & indicate size: _____

Will tents be erected? Yes No

If yes, what size are the tents? _____

Will the event include temporary peddlers and itinerant vendors? Yes No

If yes, please attach a list of the temporary peddlers and itinerant vendors and their contact information.

Town of Middleburg Events Calendar Information: The Town of Middleburg will post permitted events on the Town's Event Calendar located on our webpage. Please provide a brief description and the contact information you would like posted. (Description 100 word max.)

Contact Information:

Name: _____ Phone Number: _____

Email: _____

RELEASE: I agree to indemnify and hold harmless the Town of Middleburg, its employees, and its agents from and against any and all liability for any injury, which may be suffered in connection with this event. I also hold harmless the Town of Middleburg, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event. I also agree that no music shall be played, either by mechanical or live performance, in such a manner that the sound emanating therefrom shall be audible beyond the property line or right-of-way line past 11:00 p.m. I also agree to obtain all applicable permits and approvals for the event, including but not limited to those required by the County of Loudoun, the Virginia Department of Transportation and the Virginia ABC Control Board. I also agree to be responsible for the payment of the actual costs of Town services provided for said event, including the payment of an advance deposit which will be applied toward said costs at the end of the event.

Signature of Applicant: _____ **Date:** _____