

# City of Blue Ridge Special Event Application



Name of Event: \_\_\_\_\_

Desired Date(s) of Event: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_ Estimated number of event workers: \_\_\_\_\_

Set up time: \_\_\_\_\_ Clean up completed time: \_\_\_\_\_

Has this event been held before? \_\_\_\_\_

If so, where, and when? \_\_\_\_\_

Name of Individual or Organization Sponsoring Event: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person authorized to act on behalf of the Organization: \_\_\_\_\_

Contact person phone: \_\_\_\_\_ (cell) \_\_\_\_\_ (other)

Contact person Email address: \_\_\_\_\_

## **Location- check all that apply:**

- |   |  |
|---|--|
| <input type="checkbox"/> Farmers Market 787 Summit St | <input type="checkbox"/> Pavilion at Downtown Park |
| <input type="checkbox"/> Gazebo at Downtown Park      | <input type="checkbox"/> Stage at Downtown Park    |
| <input type="checkbox"/> Other (Please Specify) _____ |  |

## **Type of event- check all that apply:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Athletic Event               | <input type="checkbox"/> Street Fair     | <input type="checkbox"/> Cycling Event   |
| <input type="checkbox"/> Craft Show                   | <input type="checkbox"/> Rally/ Assembly | <input type="checkbox"/> Carnival/Circus |
| <input type="checkbox"/> Parade                       | <input type="checkbox"/> Wedding         | <input type="checkbox"/> Festival        |
| <input type="checkbox"/> Concert/Performance          | <input type="checkbox"/> Road Race       | <input type="checkbox"/> Market          |
| <input type="checkbox"/> Other (Please Specify) _____ |  |  |

## **Purpose of Event- check all that apply:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Charity                      | <input type="checkbox"/> Education              | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Fundraiser                   | <input type="checkbox"/> Celebration of Holiday | <input type="checkbox"/> Tourism       |
| <input type="checkbox"/> Other (Please Explain) _____ |   |  |



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**A check must be made payable to the City of Blue Ridge in the amount of \$30. This check is non-refundable and must be submitted with the Special Event Permit.**

**MAP OR SKETCH OF EVENT**

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Unless indicated otherwise, this page serves as the permit for the event and must be kept in the possession of the Event Organizer on-site during the entire duration of the event and must be presented to City officials upon request. By signing this page, the Applicant acknowledges acceptance of all conditions placed upon them for the event and is solely responsible for ensuring the conditions are met.

**APPLICANT:** I hereby attest and affirm that the permit application as submitted by me is true and accurate to the best of my knowledge.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CHIEF OF POLICE:** I have reviewed the application and hereby(  **APPROVE**  **DENY**) said application as submitted.

**CHIEF'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FIRE CHIEF:** (If applicable ) I have reviewed the application and hereby(  **APPROVE**  **DENY**) said application as submitted.

**CHIEF'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CITY ADMINISTRATOR :** I have reviewed the application and hereby(  **APPROVE**  **DENY**) said application as submitted.

**ADMINISTRATOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**After the City Administrators approval is obtained, the community group's representative shall attend a pre-event meeting with the appropriate City staff.**

**COMMENTS/CONDITIONS:**

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**APPLICANT/ORGANIZER ACKNOWLEDGEMENT: (NOT VALID UNLESS SIGNED)** I hereby acknowledge receipt of this permit and understand the restrictions, conditions, and/or limitations placed upon this event by the City of Blue Ridge. I understand that failure to comply with instructions given to me by the City of Blue Ridge may result in revocation of this permit and may be reason for denial of future events requested by me.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_