

# 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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## **Event permit holder obligations:**

1. **MINIMUM AGE REQUIREMENTS:** \_\_\_\_\_(INITIALS) I certify that I am 25 years of age or older.
2. **COMPLIANCE WITH LAWS AND REGULATIONS:** Event permit holder and its agents or employees will comply with all laws and, ordinances and regulations adopted or established by federal , state ,or local government agencies or bodies; and by all facility rules and regulations as provided by the City.
3. **JANITORIAL DUTIES:** Event permit holder agrees to perform normal clean-up including but not limited to picking up trash, removal of trash from building, spot cleaning ,sweeping ,mopping and vacuuming where needed.
4. **FACILITY TO REMAIN IN SAME CONDITION:** Event permit holder agrees to leaving the facility space in condition equal to that at the commencement date/time of this permit.
5. **REMOVAL OF PROPERTY:** Event permit holder agrees that all materials pertinent to the event which are not the possession of the City will be removed from the facility on or before the date/time this permit expires.
6. **PAYMENT OF DAMAGES:** Event permit holder agrees to pay costs of repair or replacement of all damages of whatever origin or nature which may have occurred during the exercise of the permit set forth in this Agreement to restore the facility affected by the event to condition equal to that at the time this permit went into effect.
7. **ADHERRENCE TO POLICIES AND PROCEDURES:** Event permit holder agrees to adhere to all facility use guidelines as well as general facility operating policies and procedures.
8. **CATERING:** All catering must be performed by caterers who have a permit to perform business of this nature. Caterers who do not have a business permit will not be allowed to use the facility. It is the responsibility of the Event permit holder to decide only with a caterer who has a permit to do business of this nature.
9. **POLICE:** Applicant must contact the City to determine the need for security, and to arrange adequate security for the event prior to application being approved.

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## **Property use Regulations:**

1. **CONCESSIONS:** No food or beverage items may be sold by the Event Permit holder, Exhibitors, agents or patrons at any time without the approval of the City.
2. **CITY'S ABSOLUTE RIGHT OF ENTRY:** In permitting the use of the facility or space herein before mentioned , CITY does not relinquish and does hereby retain the right to enforce all necessary and proper rules for the management and operation of the said premises. Duly authorized representatives of the City may enter the facility or space to be used, at any time on any occasion without any restrictions whatsoever.
3. **CANCELLATION OR TERMINATION:** The City may terminate this Agreement if determined in its sole discretion to be necessary or desired. In such an instance ,a full refund or rescheduling of the event will be offered to Event permit holder.



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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** \_\_\_\_\_