



CITY OF PETERSBURG

SPECIAL EVENT PERMIT APPLICATION

Event Name:

<i>Applicant /Organization's Name</i>	<i>Street Address</i>	<i>Telephone Number(s)</i>
		Cell:
		Home:

Non Profit #

SSN # OR Driver's License Number:

<i>Contact Person (If different from Applicant)</i>	<i>Street Address</i>	<i>Telephone Number(s)</i>
		Work:
		Home:
		Cell:

Brief Description of Event (Overall event program format including the types of activities):

Will Alcoholic Beverages Be Served or Sold?

Requested Location/Venue:	Anticipated Number of Persons Attending:
Admission Charge/Entry Fee In Advance:	Date of Event:
	Rain Date:

How do you plan to notify residents and businesses that may be affected by your event? (Check all that apply)

Door To Door	Flyers
Phone Calls	Other:

How do you plan to market/promote your event? <i>(Check all that apply)</i>	
Telephone Ad	Street Banner
Newspaper Ad	Radio
Website (list site)	Bill Boards
Other:	

Event Start Date and Time	Event End Date and Time
DAY 1:	
DAY 2:	
DAY 3:	
DAY 4:	
DAY 5:	
Event Name:	Dismantle Schedule:
Set Up Schedule:	

Total Number of Event Staff Each Day:	Hours:
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How many staff persons will work the following areas:	
Entry/Exit Gates:	Clean-up:
Beer/Wine Garden Area:	Parking Area:
Stage Area:	Other:

Requested City Services: <i>(Check below all that apply)</i>	
Electric Service	Describe:
Water Service	Describe:
Barricades	Describe:
Stage	Describe:
Unique Grounds Preparation	Describe:
Security	Describe:
EMS	Describe:
Other Services	Describe:

Requested Street Closure Yes No	Street	Closure Schedule	
		From	To

Event Merchants and Vendors Information: vendors with local health resources

Will you or a vendor supply any of the following at the Event? (Check all that apply)

Dumpster	Quantity:	
Port-a-Johns	Quantity:	
Trash Cans	Quantity:	
Banners/Signs	Description:	Quantity & Location(s)
Fencing/Barricades	Description:	Quantity:
Cooking Elements	Description:	Quantity:
Special Lighting	Description:	
Site Decorations	Description:	
Live Entertainment	Description:	
Amplified Music	Description:	

Event Name:

Fireworks/Pyrotechnics	Description:	
Stage/Bleachers	Description:	
Tents/Canopies	Description:	Quantity:
Booths/Exhibits/ Displays	Description:	Quantity:

Signature *(Event Organizer Must Sign)* _____ Date

Subscribed and sworn to before me, this _____ day of _____, _____

My Commission expires _____

Date

Notary Public

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 and that I understand and agree to abide by all regulations, provisions, and rules governing Special Events as set forth by the City of Petersburg. I understand that this application is made subject to the rules and regulations established by the City of Petersburg. 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 Petersburg.

Signature *(Event Organizer Must Sign)* _____ Date

Subscribed and sworn to before me, this _____ day of _____, _____

My Commission expires _____

Date

Notary Public

Event Name:

Additional Documentation

The following additional documentation, as required, must be included as a part of this official Special Event Permit Application:

1. Diagram of Event site layout and parking spaces.
2. Letters of authorization for use of private property.
3. Signed petitions in support of the Event from affected business and residential property owners.
4. An original signed hard copy of the Indemnity Agreement and Affidavit of Applicant.

Liability Insurance Information

A Certificate of Insurance of at least \$1,000,000.00 that names the City of Petersburg as Additional Insured and a copy of the policy endorsement must be presented to the City of Petersburg Risk Management Office no later than 10 calendar days prior to the start date of the event. Please note: the insurance can be increased by the Risk Management Office based upon the nature of the event.

FOR OFFICIAL USE ONLY:

Date Application Received: _____

Fees Paid: _____ Cleaning/Damage Deposit _____ Police
#: _____

Receipt

Amount: _____

_____ Public Works

_____ Other _____

Receipt Date: _____

Insurance Certificate received on _____ (Initial)

Special Event Committee	Approval	Cost associated with city services charged to the event	Decline/reason
Police Department			
EMS Dept.			
Fire Dept.			
Health Dept.			
Recreation, Special Events			
Public Works - Right of Way, Street Closure Permit			
Public Works - Barricades, cones			
Revenue Com.			
Risk Mgt.			
Southside EMS			
Transit Dept.			

Reason/Stipulation:

Date: _____

 Signature of Authority (COO, or CM)

Submit a hard copy and all attachments of this Special Event Permit Application to with a \$50.00 Application fee to :

City of Petersburg Special Events, Recreation and Volunteerism
Attention: Special Events
1937 Johnson Road
Petersburg, Virginia 23805
Phone: 804.324.4014 or 4015

****APPLICATIONS Must be submitted to the office above. For your convenience, we accept MasterCard and VISA. Please note, additional fees will be attached to the special event as it relates to city services needed (ie, Police, Emergency Services, Fire, Public Works Permits for street closures, Public Works Services (barricades, cones), Commissioner Revenue (Business License).**