



# 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):**

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**Will Alcoholic Beverages Be Served or Sold?**

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

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

<b>Door To Door</b>	<b>Flyers</b>
<b>Phone Calls</b>	<b>Other:</b>

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:   Set Up Schedule:	Dismantle 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)**

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

**Event Name:**

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

Vehicles/Trailers	Description:	Quantity:
Animals	Description:	Quantity:
Rides/Inflatables	Description:	Quantity:
<b><u>OTHER</u></b> —Description of Product <i>(If food please state whether cooked on site or catered)</i>		Number of Vendors

**Event Name:**

**Indemnity Agreement**

In consideration for the City of Petersburg granting the undersigned Event Organizer representative permission to hold the proposed event on public property and to display, sell or offer for sale wares, services and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense of and indemnify and save harmless the City, its employees, offices, and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses, and shall pay all attorney’s fees, court costs, and other cost incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the City, its employees, officers, and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned’s event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned’s employees and agents or by such acts, omissions, or negligence of any other person subject to the undersigned’s control. The City, its employees, officers, and agents shall not have to give the undersigned any specific types of notices of such claims.

\_\_\_\_\_  
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.**

**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)

<b>Special Event Committee</b>	<b>Approval</b>	<b>Cost associated with city services charged to the event</b>	<b>Decline/reason</b>
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).**