

MARKET SQUARE PARK EVENT APPLICATION

Market Square Park

To hold an event in Market Square Park, the event should promote downtown Blacksburg and be designed to attract the community at large. Events proposed for Market Square Park must be open to the public without charge and may not be used for private purposes such as weddings, reunions, club gatherings, etc. Vendor retail, concessions, and fund raising may be a part of event activities, but shall not be the primary or only reason for the event.

Given its primary purpose as a park and farmers market facility, priority for events at Market Square Park shall be given to those sponsored by the Town of Blacksburg, the Friends of the Farmers Market, and Downtown Blacksburg, Inc. However, entertainment and cultural events (art exhibits, concerts, plays or dances, holiday celebrations and festivals); and health and wellness events related to the Farmers Market may also be permitted.

Permitted events should be open to the public without charge. In scheduling events, the Friends of the Farmers Market shall have priority for events conducted during regular Farmers Market hours, based on its existing license agreement. The permitting process shall follow the procedures established in Town Code §§ 15-102 and 15-103. However, the duration of any event in Market Square Park cannot exceed 48 hours.

The organizer of an event taking place in Market Square Park must fill out the following application and is advised to return it to the Community Relations Office no less than thirty days prior to the date of the proposed activity. Email applications to events@blacksburg.gov or deliver to 203 Washington St., SW (on the corner of Washington and Draper, across from the Blacksburg Municipal Building.)

For larger events such as Breakfast at the Market or events where alcohol is served, the full downtown event application found at www.blacksburg.gov/events must be completed and returned to the Community Relations Office along with the application fee.

Applications will be reviewed within one to two weeks after submittal.

MARKET SQUARE PARK EVENT APPLICATION

Today's Date: _____ Event/Activity Name: _____

Event Date: _____ Event Begin Time: _____ Event End Time: _____

Applicant Name: _____ Organization Name: _____

Phone #1: _____ Phone #2: _____ Email: _____

Contact Name and Number During the Event: _____

Briefly describe the event and estimated attendance: (Feel free to attach more information)

Briefly describe the event layout:

Will the parking lot be closed to the public? Yes No

Applicant Set Up Time Begins: _____ **Applicant Clean Up Time Ends:** _____

Will food be served? Yes No **Name of Vendor(s):**

How will food be prepared (grills, hot plates, deep fryers, etc.)?

Please consult with the Fire Code Official for requirements pertaining to open flames, tent coverage, and fire extinguishers at 540-443-1476.

Serving alcohol? Yes No

If yes, please fill out full event application located at www.blacksburg.gov/events.

Amplified sound? Yes No **Non-amplified music?** Yes No

Name of band(s): _____

Number of portable restrooms: _____ Number of police officers needed: _____

Number of trash cans needed: _____ Number of recycling bins needed: _____

Number and sizes of tents needed: _____

Location of tents: _____

Number of tables needed: _____ Number of chairs needed: _____

Other Special Requests: _____

APPLICATION FEES

A nonrefundable processing fee, as follows, must be submitted with the completed application for an event. Please send payment to the Community Relations Office at 300 South Main Street, PO Box 90003, Blacksburg, VA 24062-9003 or deliver to 203 Washington Street, SW. If you have questions about under which category your event falls, please call our office at 540-961-1199.

Festival, art show or event held for one day	\$75
Festival, art show or event held for two or more consecutive days	\$150
Activities or events requiring a variance from park regulations	\$75

INSURANCE REQUIREMENTS

Applicants shall provide proof of liability insurance acceptable to the town and written for no less than the limits cited 30 days prior to the event. If one policy has several categories, the amount of coverage must be at least \$1,000,000.

Event Type	Minimum Limit of Insurance
Food and Beverage: Sale or Distribution to General Public	\$1,000,000 per occurrence
Outdoor Staged Entertainment	\$500,000 per occurrence
Amusement Devices	\$500,000 per occurrence
Fireworks or Pyrotechnics (including fire performers)	\$1,000,000 per occurrence
Parades and Other Miscellaneous Activities (Required for parades with motor vehicles only.)	\$500,000 per occurrence
Sporting Events: Requiring Street Closure	\$1,000,000 per occurrence
Major thoroughfare	\$500,000 per occurrence
Residential (block parties are exempt)	
Sporting Events: Not Requiring Street Closure	\$500,000 per occurrence

The Town of Blacksburg does not sell insurance. However, this type of insurance policy can be acquired from most private insurance carriers. **The Town of Blacksburg requires that the town be named as an additional insured and contain the following information:**

1. Certificate Holder: Town of Blacksburg
2. Description of date(s) of event or a statement that the coverage is for all events held on town property during the policy period
3. For sale or distribution of food and beverage: Products Liability Coverage
4. For sale or distribution of alcoholic beverage: Liquor Liability Coverage

The Town of Blacksburg reserves the right to modify the cited minimum liability insurance limits based on the nature and degree of risks to the public.

Liability insurance is required for these events. Final consideration of the event application will be pending until a certificate of liability insurance is provided.

Applicant shall assume risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the applicant's operation. Applicant hereby expressly agrees to defend and save the Town of Blacksburg, its officers, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of the applicant or its officers, agents, and employees.

Applicant Signature: _____ **Date:** _____