

OVERVIEW

Event applications must be returned to the Community Relations Office no less than 30 days before a one-day event, or 60 days before a multi-day event. Email completed applications to events@blacksburg.gov or deliver them to the Community Relations Office at 203 Washington St., SW. Applicants are encouraged to [contact](#) the Community Relations Office with any questions, before completing an application: 540.443.1090.

Events taking place downtown must be free and open to the public.

WHAT IS CONSIDERED AN EVENT?

An event is any organized activity involving the use of, or having an impact on downtown public property, public facilities, parks, sidewalks, or public roadways in a manner that varies from its current land use. Examples of such activity include, but are not limited to, street festivals, craft fairs, concerts, etc.

Stand-alone parades, run/walk events, and block parties that are not part of a larger downtown event, only require submission of a [short application](#). If these activities are part of a larger event, a downtown event application must also be submitted. Blacksburg Municipal Codes [§§ 15-101](#) and [15-102](#) provide the framework and guidance for the issuance of Special Event Permits within the Town of Blacksburg.

MARKET SQUARE PARK

To hold an event in [Market Square Park](#), organizers must submit a [Market Square Park application](#). Completion of this Downtown Event application is **not** necessary.

Events proposed for Market Square Park must be co-sponsored by Friends of the Farmers Market (FFM), Downtown Blacksburg, Inc., (DBI), or the Town of Blacksburg. If a co-sponsorship arrangement cannot be met, the applicant must submit a letter of support from DBI or FFM to be considered for approval.

Events proposed for Market Square Park may not take place on the same day and time as the Farmers Market, and must remain open to the public without charge.

Use of the park for private purposes such as weddings, reunions, and club gatherings is not permitted.

Vendor retail, concessions, and fundraising may be a part of event activities, but **shall not** be the primary or only reason for the event.

The permitting process shall follow the procedures established in Town Code [§ 15.2-101](#) and [§ 15-102](#). The duration of any event in Market Square Park cannot exceed 48 hours.

DOWNTOWN CALENDAR OF EVENTS

Downtown Blacksburg is host to a number of annual or reoccurring events. Check any of the following calendars before selecting a date for your event. [Downtown Blacksburg Inc.](#); [Blacksburg Farmers Market](#); and the [Town of Blacksburg](#).

Applicants are also encouraged to check the Virginia Tech academic and athletic calendars when planning an event. Visit www.calendar.vt.edu for academic and event calendar information and www.hokiesports.com for athletic schedules.

APPLICATION PROCESS

The process begins when the applicant submits a completed Downtown Event application to the Community Relations Office and provides proof of payment to the Town of Blacksburg. The application must include a proposed event footprint and approximate locations of vendors and activities.

Next Steps:

1. The applicant will receive an email confirmation about the availability of the preferred date.
2. The Blacksburg Event Review Team will review the submission and provide feedback within two weeks. The applicant must make adjustments or address concerns within two weeks of receiving this feedback.
3. The Event Team will make a recommendation to the Town Manager's Office and the applicant will be notified of approval or denial.
4. Before the event, the town will send a list of event conditions. These conditions, including the agreed-upon layout, are final unless significant circumstances occur that require change before the day of the event. These changes must be approved by the Town Manager.

APPLICATION FEES

A nonrefundable processing fee or proof of payment must be received at the time of submission. Please make payment to the Department of Financial Services, 300 South Main Street, PO Box 90003, Blacksburg, VA 24062-9003. The name of the event and a contact person must be noted in the memo line of a check. Credit card payments are also accepted.

One day event	\$75
Two or more consecutive days	\$150
Commercial motion picture or television production for one day	\$50
Activities or events requiring a variance from park regulations	\$75

EVENT LAYOUT

Please provide, to the best of your ability, a preliminary layout-of the entire event venue, including all affected streets. The area requested must be reasonably suited to the accessibility, size, and nature of the proposed event. Event organizers must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act who chose to participate in this event.

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.

The map should include the locations of the following:

- Vendors (Food, Alcohol, Merchandise, etc.)
- Tents (Include Sizes)
- Portable Toilets and Handwashing Stations
- Garbage Receptacles and Recycling Bins
- Stages and Sound Equipment
- Signs, Banners, Flags, etc.
- Assembly Areas (Seated and/or Standing)
- Trailers, Vehicles, and/or Storage Facilities
- Fire Extinguishers
- First Aid Station(s)
- Generator(s)/Electricity

APPLICANT CHECKLIST

ITEMS TO SUBMIT AS PART OF A COMPLETED APPLICATION

- Completed Application
- Event Layout
- Proof of Payment
- Proof of permission to use Virginia Tech property if applicable. (ex., Henderson Lawn and/or Stage)

ITEMS DUE TWO WEEKS BEFORE THE EVENT

- A certificate of insurance listing the Town of Blacksburg as additionally insured.
- A copy of the ABC license (if applicable).
- A copy of the Health Department Banquet License (if applicable).
- Tent permits (for tents over 900 square feet) See page 9 of the application.
- Applicant must confirm that all vendors and food trucks have a Blacksburg Business License.

DOWNTOWN EVENT APPLICATION

Date of Application: _____

Event Name: _____

Event Date: _____ Event Time: _____

Event and/or Organization Website: _____

Set-Up Time: _____ Clean-Up Time: _____

Proposed Location: _____

Applicant Name: _____ Organization Name: _____

Co Applicant Name: _____ Organization Name: _____

Mailing Address: _____

City/State/Zip: _____

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

Responsible Party Name and Phone Number(s) Day of the Event: _____

Event Type:

Festival

Festival with Run/Walk/Bike Race/Parade or Procession

Concert

Other (please specify) _____

Briefly describe the purpose and scope of your event and estimated attendance: _____

STREET CLOSURES

Will this event require street closure? Yes

No

Street Closure Time: _____

Street Opening Time: _____

Requested Street Closures:

Towing: The applicant is responsible for towing vehicles out of the event area, if needed. Vehicles can be towed to the nearest legal parking space at the applicant's expense. The town will place an electronic message on the meters and pay stations to indicate no parking and towing. Applicants may place A-frame signs in the area, but are not allowed to affix signage or flyers to the parking equipment.

Towing Company: _____

Towing Phone Number: _____

REFUSE AND RECYCLING

If the event is held on town property, refuse and recycling containers may be provided by the town upon request. **It is the applicant's responsibility to dispose of all trash and recycling during and after the event.** Applicants are asked to leave the event area in its original condition. Should the town find that the event area was not restored to its proper condition, cleanup will be contracted and the applicant will be charged. There will also be a charge for any lost or damaged receptacles. The health department may require individual food vendors to provide waste receptacles near food preparation areas.

Number of trash containers requested: _____ Number of recycling containers requested: _____

STORMWATER

Will chalk, paint, cooking grease, or other potentially damaging materials be used? Yes No

**Paint used for special events markings should be a latex based temporary marking spray paint that is intended to wear away and fade quickly.* If so, please explain and describe location:

FOOD AND ALCOHOL

Health Department Guidelines for Food Services

Organizers of events featuring food service must contact the Montgomery County Health Department of the New River Health District to determine if a permit is required. Complete guidelines and applications for temporary food events are available at www.vdh.virginia.gov/new-river/environmental-health/#apps.

The Health Department requires that the applicant must complete an event information form, and distribute health permit applications to each vendor who will provide food at the event. It's the applicant's responsibility to collect and submit all vendor applications to the Health Department.

Please review the guidelines carefully and for more information, contact

Montgomery County Health Department
Phone: 540-585-3300; Fax: 540-381-7104

Virginia ABC Guidelines for Alcohol Services

The downtown event application allows applicants to request permission to sell alcoholic beverages in the town's public right of way. If allowed, the applicant is responsible for obtaining an ABC license from the Virginia Department of Alcohol Beverage Control. The applicant must provide the town with a copy of the ABC license before the event. Guidelines for obtaining a license are available at www.abc.virginia.gov/licenses/get-a-license or by calling 540-562-3604.

Food Trucks

Food trucks must be [licensed](#) to operate in the Town of Blacksburg, be approved by the town's Planning Department, and pay meals tax. A current state fire inspection sticker is also required. Virginia Tech food trucks are not allowed in the downtown area.

Describe the food services for this event, types of alcohol to be served, if applicable, and participating vendors/food trucks known at the time of application. All vendors must have a business license with the town. Contact the Department of Financial Services at 540-443-1050 for more information. (Please attach a separate list of vendors if more space is needed.)

Protective Mats for College Avenue

Mats provided by the town must be used to prevent food grease, paint, and other potentially damaging materials from spilling on the sidewalk and/or roadway on College Avenue. The town will provide 6' x 8' mats at no charge.

Number of mats needed: _____

PORTABLE RESTROOMS AND SINKS

The applicant is required to provide portable restroom facilities at the event unless the applicant can substantiate the availability of both ADA accessible and non-ADA accessible public facilities in the area. 5% of those facilities should be ADA compliant. **Portable restrooms need to be removed on the next business day.**

A ratio of one hand washing station for every four restrooms is recommended when food and beverage is being served.

When feasible, portable restrooms should also be equipped with hand sanitizer.

Do you plan to provide portable restroom facilities? Yes No

Do you plan to provide hand-washing stations? Yes No

If no, explain: _____

Number of Non ADA facilities: _____

Number of ADA accessible facilities: _____

Number of hand washing stations: _____

Location of facilities (Please note on layout as well):

Restroom Company: _____ Contact Number: _____

Equipment Set Up Date: _____ Time: _____

ELECTRICAL SERVICES

The town will provide staff for day of event connections. This is a requirement of all downtown festivals tapping into the downtown electric infrastructure. Electricity is not intended for cooking or other high demand activities. The larger the event, the amount of electricity available to each vendor gets smaller, so town staff may limit access to each participant. All cords must be grounded and tripping hazards minimized.

Generators: Electrical service required beyond that which is generally available must be provided for by the applicant. Restrictions may apply to specific sites and to the type of generators allowed in the event area. Generators cannot be refueled during the event.

Only single plug extension cords are allowed in the event area. If more than one item needs to be plugged in, an outlet strip with a built in breaker may be used if not overloaded. Zip cords and multi-plug adaptors are not allowed.

Community Relations Office
Town of Blacksburg

Historic Five Chimneys House
203 Washington Street, Blacksburg

540.443.1090
events@blacksburg.gov

ELECTRICAL SERVICES (CONTINUED)

Do you require electrical service? Yes No

Location and power needs:

SOUND AMPLIFICATION

Note: No sound amplification shall occur before 10:30 a.m. or after 10 p.m.

Will your event include amplified sound (i.e., live or recorded music)? Yes No If yes, please briefly describe the types of equipment to be used, and where it will be located.

Name of sound company if applicable: _____

Contact information for sound company representative during the event:

Name: _____ Phone: _____

How many and what types of stages will be used (dance floor, tent, stage truck, etc.):

Show the proposed location(s) of the stages on the submitted layout.

Henderson Lawn/Henderson Lawn Stage Reservations: To reserve Henderson Lawn, the Henderson Lawn Stage or another campus property downtown, please contact Virginia Tech Event Planning at 540-231-5005. Proof of permission to use these spaces must be provided to the town, with the full event application.

PUBLIC SAFETY AND HAZARDOUS MATERIALS

Law Enforcement: The Town of Blacksburg will assist applicants with determining the number of police officers necessary for the event. Depending on the size and type of activities, the town may require additional police personnel, above and beyond those who are working the event as part of their regular work day. The fee for this service will be shared with the applicant prior to finalizing the application, and payment will be due at the conclusion of the event.

Fire and Emergency Medical Services: The town will assist applicants with determining the need for fire and emergency medical services for the event, and will work with the applicants to determine the proper set up location.

Fire Safety at Outdoor Events

Open flame devices: These devices shall not be allowed in public gathering spaces, or within 10 feet of combustible materials such as fabrics and tents. Open flame devices include such things as grills, smokers, candles, Tiki torches, and fire pits. Warming tables and chafing dishes are allowed under a regular festival tent, as long as the warmers are not wrapped with combustible materials (paper or fabric).

Tents: Tent rentals are the responsibility of the applicant. Tents and membrane structures having an area in excess of 900 square feet shall not be erected for any purpose without first obtaining a permit and approval from the [fire code official](#) (540-443-1477.) Tents must be secured in a manner that will not damage the concrete or asphalt. Water barrels or concrete blocks with ropes are recommended. There must be at least 12 feet clearance for emergency vehicle access.

Applicant must show the proposed location of tents on the event layout.

Number of tents: _____ **Tent sizes:** _____

Tent rental company and contact information: _____

It is the applicant's responsibility to ensure all of the following requirements are met.

Cooking tents: Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet.

Outdoor cooking: Outdoor cooking that produces grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.

Fire Extinguishers: Fire Code requires a 5lb or larger ABC fire extinguisher at each cooking location.

Fire break: An unobstructed fire break passageway or fire road not less than 12 feet wide and free of guy wires, awnings and other obstructions shall be maintained on street side of a booth or tent.

Electrical: Only heavy-duty extension cords and/or outlet strips with built in breakers are allowed. Multi-plug adaptors are not allowed unless they have built in breakers. Use only LED or cool bulbs for lighting. Do not overload circuits. If an extension cord or outlet strip gets warm to the touch- immediately unplug it.

Portable heaters: Provide a minimum of three feet of clearance from combustibles. Portable heaters must be plugged directly into outlets if approved. Heating equipment must comply with National Electrical Code. ([NFPA 70](#))

Fireworks: No fireworks are allowed in the downtown area.

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 must be named as an additional insured and the certificate must include the following information:**

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

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.

The 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:** _____