

This application must be submitted at least 30 days prior to the date of the event. It may be dropped off at the Blacksburg Police Department, 200 Clay St., SE, Blacksburg, VA 24060 or emailed to events@blacksburg.gov. Please call 540-443-1404 for consultation before submitting the form.

Name of Event: _____ **Type of Event:** _____

Date of Event: _____ Start Time: _____ End Time: _____

Expected Number of Participants: _____

Applicant: (Organization making the request) _____

Address: _____

Phone Number: _____ Email: _____

Day of Event Contact Person: _____

Cell Phone Number: _____ Email: _____

Location: Please reference the preferred start and stop location of the event, and the type of activities that will take place in the space before and after the event. Include a map of the proposed route for a parade, race, bicycle event, or similar.

Participants: (animals, vehicles, floats, bikers, walkers, runners, block party attendees, etc.)

- See page 2 for insurance requirements.
- Paint used for special events markings in the street should be a latex base temporary marking spray paint that is intended to wear away and fade quickly.

Signature of Applicant: _____

Application Fee: Parade, procession, march, footrace, bicycle race, block party, or other event requiring the closure of sidewalk, street or thoroughfare - **\$75** or Parade, procession, march, footrace, bicycle race, block party, or other event requiring monitoring of sidewalk, street, or thoroughfare - **\$25**. Payment can be made by credit card, cash, or check written to the Town of Blacksburg. Please cite the name of the event on the memo line.

Fee Paid: Yes _____ No _____ Amount Paid: _____ Date Paid: _____

DENIED

APPROVED WITH
CONDITIONS

DATE

CHIEF OF POLICE (OR DESIGNEE)

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:** _____