

**** PLEASE RETURN ORIGINAL FORM ****

**APPLICATIONS MUST BE RECEIVED NO LESS THAN 21 DAYS PRIOR TO
THE EVENT TO ALLOW FOR POLICE DEPARTMENT PERSONNEL
SCHEDULING**

SPECIAL EVENTS REGULATION

TOWN INFORMATION

*******IN THE EVENT THAT THE SPECIAL EVENT IS
CANCELLED FOR ANY REASON, PLEASE NOTIFY THE
POLICE DEPARTMENT AND THE SPECIAL EVENTS
COORDINATOR IMMEDIATELY AS SUFFICIENT PERSONNEL
HAVE BEEN SCHEDULED TO ASSIST WITH THE EVENT!!!*******

SPECIAL EVENTS COORDINATOR: Town Planner

Town Hall: 276/328-6013

Pager: 276/973-2064

Home: 276/328-3236

The Town Planner shall provide assistance to applicant; initial screening and coordination of Town approvals.

POLICE DEPARTMENT: 276-328-9046

POLICE CHIEF HOME: 276/328-8283

Scheduling of event vis a vis providing a sufficient number of police personnel for traffic control, internal security, nighttime lighting and any other requirements to protect public health and safety.

FIRE DEPARTMENT: 276-328-6715

Use of routes or placement of barricades that might impede emergency vehicles; use of fireworks; cooking facilities.

STREETS MAINTENANCE: 276-328-6119

Safety equipment (barricades, cones, no parking signs, etc.)

TOWN TREASURER: 276-328-6013

Business licenses as may be required by municipal code. If you are charging admission or selling merchandise and do not currently carry a license for the conduct of business in the Town of Wise, please check with this office. All itinerant merchants are required to pay a \$30.00 fee for business license purposes. Food consumed on the premises or prepared on the premises for immediate

consumption is subject to a municipal excise tax of four percent (4%) of the total amount paid for the food.

NON-TOWN AGENCIES:

DEPARTMENT OF HEALTH SERVICES: 276-328-8000
Food Handling and Distribution

BUILDING INSPECTION: 276-328-7119
Plan check/inspection of any electrical, mechanical or structural installation made for the event. This includes temporary or permanent electrical wiring or structures such as bleachers, scaffolding, stages or platforms, etc. This requirement is for your protection. A building permit for your event may be required and all inquiries should be directed to the Wise County Building Inspector's office.

AMUSEMENT DEVICES: 276-328-7119
Requires inspection by appropriate agency of the Commonwealth of Virginia as well as possession of a current operating and safety permit as issued by the Commonwealth. The operator of the amusement devices will be responsible for the costs of all required inspections. Said inspections can be arranged through the Wise County Building Inspector's office.

I. PURPOSE OF THE APPLICATION

To establish policies and procedures for the procession of Special Events permits while providing good communication and coordination among affected Town departments and ensuring public health and safety without delays for the applicant.

II. DEFINITION OF SPECIAL EVENT

- a. Any organized activity or set of activities conducted by an individual, group or entity for a common or collective use or benefit and which involves the use of public facilities and the possible or necessary provision of municipal services ancillary thereto.
- b. Any organized formation, parade, procession or assembly consisting of persons, animals, vehicles or any combination thereof, traveling in unison upon any public street, highway, alley, sidewalk or other public way which does not comply with normal traffic regulations or controls.
- c. Any organized assemblage of 50 or more persons at any public park which is to gather for a common purpose under the direction and control of a responsible person or agency.

III. EXAMPLES OF SPECIAL EVENTS

Parades, circuses, fairs, community events (not family), any mass participation events, any organized sporting event, etc.

A SUCCESSFUL SPECIAL EVENTS APPLICATION MAY CONTAIN SOME OR ALL OF THE FOLLOWING:

A. INSURANCE REQUIREMENTS:

You may be required to obtain liability insurance for bodily injury and property damage which could arise from the event. The insurance policy must name the Town of Wise, its officers, agents, employees, and volunteers as "insured's". If required, insurance coverage should be at least as broad as Comprehensive General Liability, Broad Form Comprehensive General Liability. Any less coverage shall require special approval. The amount of insurance may be one million dollars (\$1,000,000); however, this amount may be greater or lesser if the event is of a demonstrated high or low risk category, according to recognized insurance and risk management standards, as determined by the Town's attorney. Again, please note that insurance requirements depend upon the

level of risk inherent in the event. Within five (5) days after submittal of a complete written application, you will be notified of any insurance requirements.

Any required certificate of insurance must be received by the Town no less than five (5) days prior to the event. Without proof of adequate coverage as requested, the Town of Wise maintains the right to revoke the Special Events Permit.

B. PLAN FOR CLEAN-UP AND MATERIAL PRESERVATION:

You will be required to submit and attach to your permit your plan for post-event clean-up and for the material preservation of Town facilities, equipment, premises or streets. Should you fail to perform adequate clean-up or should damage occur to Town property and facilities, you will be billed for actual Town costs for clean-up and/or repair. In addition, such failure may result in the denial of future permit applications.

C. REVIEW OF SPECIAL EVENTS APPLICATION:

Your permit application will be reviewed by a number of Town departments to determine the effect of your proposed plans on public health, safety and convenience. For this reason, you may wish to contact these departments or persons in your preliminary planning stage for information which may help you prepare a successful special events permit application.

APPLICATION NO. _____

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PLEASE APPLY NO LESS THAN 21 DAYS PRIOR TO EVENT

*****PLEASE NOTIFY THE POLICE DEPARTMENT AND THE SPECIAL EVENTS COORDINATOR IMMEDIATELY UPON CANCELLATION OF ANY SPECIAL EVENT!!******

DATE RECEIVED(Town Use Only): ____/____/____

TOWN OF WISE, VIRGINIA

SPECIAL EVENTS PERMIT APPLICATION

New Application

Renewal or Change

Name of Applicant or Sponsoring Organization:

Contact Person: _____

Mailing Address: _____

Daytime Phone: () _____ Evening Phone: () _____

Name of Company(ies) providing the special event(s) if other than the sponsor. Please list contact person(s), mailing address(es), and daytime phone number(s).

APPLICATION NO. _____

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Event Principals: Please list names, addresses and telephone numbers of all principals involved in any way in the proposed special event. Include professional event organizers, promoters, commercial sponsors, charitable organizations, etc. (attach additional sheets if necessary)

INDEMNIFICATION

The applicant hereby applies for a Special Events Permit for the event described above and on any additional attachments. Permittee agrees to be responsible for and pay, indemnify and hold harmless the Town, its officers/officials, agents, employees and volunteers against any and all loss, cost or expense, including reasonable attorneys' fees, resulting from any claim or legal action of any nature whatsoever, whether or not reduced to a judgment, for liability of any nature whatsoever that may arise against the Town in connection with the Event or in connection with any of the rights and privileges granted by the Town to license.

Signature of Applicant Date

1. Name of Event _____

 Location of Event _____

For parades, please indicate the assemblage area, the parade starting point and ending point. Attach a detailed diagram of the parade route:

2. Please describe in detail the nature of the event: _____

- a. Requested day and date: _____
- b. Requested hours of operation: _____ am/pm to _____ am/pm

No public performance, exhibition, show production or other scheduled activity or performance shall be conducted in the Town between the hours of 12:00 midnight and 7:00 am.

3. Estimated number of participants: _____. Is there a limit of participants? Yes No

FACILITIES REQUIREMENTS:

1. Do you plan to use sidewalks? Yes No
Streets? Yes No
If so, please attach detailed map of desired route, streets to be closed and intersections where traffic must be stopped.

2. Do you plan to use public buildings and/or park facilities? Yes No
If so, please indicate which location(s). _____

3. Town Services/Equipment: Please describe in detail any Town services or equipment that you are requesting for this event.

NOISE REQUIREMENTS:

1. If you wish to have amplified music and/or other sound devices, you must obtain municipal authorization. Please describe any music, sound amplification or any other noise impact: _____

Hours of music, sound or noise: _____ am/pm to _____ am/pm

1. If you wish to hang banners across streets or sidewalks, you must obtain municipal authorization. Please describe any temporary signage you may require (number, size, location, etc.)

FIRE PREVENTION AND CONTROL:

1. Will there be any use of fireworks or other pyrotechnic devices, motorized competition or other events that may pose a hazard to attendees, participants or the general public? Yes No
If so, please explain in detail and describe preventative measures to be taken to protect the public from injury (attach additional sheet)

REVIEW AND COMMENT – TOWN USE ONLY (The departments below reviewed this application and registered the following comments):

Wise Street Department: _____

Signature/date

Wise Fire Department: _____

Signature/date

Wise Police Department: _____

Signature/date

Virginia Department of Transportation: _____

Signature/date

APPLICATION NO. _____

**RECORD OF FINAL ACTION
SPECIAL EVENTS PERMIT APPLICATION**

APPLICANT: _____

CONTACT PERSON: _____

EVENT: _____

APPROVED
Conditions for Approval:

DENIED
Reasons for Denial:

Signature/date

ATTACHMENTS TO THIS APPLICATION

- A. Certificate of Insurance (may be required)**
- B. Building Permit(s) (if applicable)**
- C. Business License (if applicable)**
- D. Clean-Up Plan**
- E. Parade Route Map (if applicable)**
- F. Facilities and Traffic Control map (if applicable)**
- G. Hazard Prevention and Public Protection Plan (if applicable)**