



Special Event Permit Application

Buchanan Town Park
485 Lowe Street
Buchanan, VA 24066

This application is for reserving **Buchanan Town Park** for special events, including the park grounds and any associated park facilities requested. Please complete all applicable sections of this application and provide all required attachments.
All applications are subject to approval by the Town of Buchanan

A \$75 application fee is due at the time of submission. Rental fees and the security deposit are due upon approval. The security deposit will be refunded after the event if the park is left clean and undamaged.

Full Park Rental Fee Schedule		
Application Fee	Rental Fee	Security Deposit
\$75	\$250	\$250

Applicant Information

Organization/Applicant Name: _____

Phone Number: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Event Contact * This contact **MUST** be present throughout the duration of the event.

Contact Name: _____

Phone Number: _____

Email: _____

Event Details

Event Name: _____

Event Date(s): _____

Has this event been held previously? ☐ Yes ☐ No If yes, how many years: _____

Event Start Time: _____ Event End Time: _____

Set-Up Start Time: _____ Clean-Up End Time: _____

Type of Event: _____

Event Description: _____

Is this event open to the public? ☐ Yes ☐ No

Will admission fee be charged? ☐ Yes ☐ No If yes, amount: _____

Estimated Attendance: _____

Park Facilities Requested (select all that apply)

☐ Park Grounds ☐ Small Pavilion ☐ Large Pavilion ☐ Stage ☐ Gazebo

☐ Restrooms ☐ Other: _____

Resources Requested (select all that apply)

☐ Traffic Cones ☐ Signage ☐ Trash Cans

☐ Other: _____

Food & Beverages

Will food, beverages, or merchandise be sold? ☐ Yes ☐ No

Will food and beverages be prepared and served on site? ☐ Yes ☐ No

➔ If food or beverages are prepared or served on-site, a temporary food permit from the Virginia Department of Health must be obtained. Vendors with a valid VDH mobile food permit are exempt.

Alcohol

Will alcohol be served? ☐ Yes ☐ No If yes, please describe: _____

➔ Alcohol may only be served with a license from the Virginia Department of Alcoholic Beverage Control (ABC). Town Council approval is required.

Amusement Devices

Will amusement devices be used? ☐ Yes ☐ No

➔ Amusement devices must comply with all applicable regulations. The applicant is responsible for obtaining required permits and providing proof of compliance to the Town.

Additional Information

Will the event include: (select all that apply)

☐ Vendors ☐ Food Trucks ☐ Live Music/DJ ☐ Temporary Structures ☐ Inflatables

☐ Tents/Canopies ☐ Other: _____

Security

All events serving alcohol will be required to have security during the duration of the event. The number of security officers will be dependent on the size and location of the event.

Attachments Needed

- Site Plan
- Proof of Liability Insurance
- Proof of Applicable Permits & Licenses (ABC, VDH, Amusement Devices, etc.)
- Food Truck/Vendor List (if applicable), including business name, contact, address, email, and phone number.

Applicant Agreement

By checking this box, the applicant agrees to pay the required **\$75 application fee** upon submission of this application. If the event is approved, the applicant agrees to pay all applicable rental fees and the refundable security deposit prior to the event. The applicant also agrees to obtain and provide proof of all required permits, licenses, and approvals, as applicable.

☐ I agree

By checking this box, the applicant certifies that they have read and agree to comply with all requirements of this application. The applicant understands that special events are subject to all applicable Town Ordinances, all Town Park Rules and the Town Park Rental Policy. The applicant further certifies that all information provided in support of this application is true, complete, and accurate to the best of their knowledge and is submitted for the purpose of obtaining a Special Event Permit from the Town of Buchanan.

☐ I agree

Applicant Signature _____ Date _____

Co-Signature (if applicable) _____ Date _____

Application Submission

Completed applications and application fees may be submitted:

In Person:

Town of Buchanan
19753 Main Street
Buchanan, VA 24066

By Mail:

Town of Buchanan
PO Box 205
Buchanan, VA 24066

By Email:

HCrawford@buchanan-va.gov
For emailed applications, payment
instructions will be sent after your
application is received

Questions? Contact:

Town of Buchanan

19753 Main Street | PO Box 205
Buchanan, Virginia 24066
(540) 254-1212

TOWN USE ONLY

Date Received: _____ Application Fee (\$75): ☐ Paid Date: _____

Application Status:

☐ Approved ☐ Denied

Reviewed By: _____ Review Date: _____

Comments: _____

Once Approved:

Rental Fee (\$250): ☐ Paid Date: _____

Security Deposit (\$250): ☐ Paid Date: _____

Processed By: _____