



# ABBITT PARK APPLICATION

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## APPLICATION FORM

1. Event Name: \_\_\_\_\_
2. Organization/sponsor Name: \_\_\_\_\_
3. Address: \_\_\_\_\_  
\_\_\_\_\_
4. Telephone: \_\_\_\_\_
5. Contact Name: \_\_\_\_\_
6. Purpose of the Event: \_\_\_\_\_
7. Dates/Hours of the Event: \_\_\_\_\_
8. Dates/Hours of set-up and clean-up Operations: \_\_\_\_\_  
\_\_\_\_\_
9. Specific location of event/site plan (attach map): \_\_\_\_\_  
\_\_\_\_\_
10. List any streets that may be closed: \_\_\_\_\_  
\_\_\_\_\_
11. Identify specific dates/times of closure: \_\_\_\_\_  
\_\_\_\_\_
12. Identify specific dates/times of re-opening: \_\_\_\_\_  
\_\_\_\_\_
13. Tickets for event (attach copy): \_\_\_\_\_
14. Total Number of tickets for sale: \_\_\_\_\_
15. Projected number of attendees: \_\_\_\_\_
16. Basis for projection: \_\_\_\_\_  
\_\_\_\_\_
17. Identify any temporary structures that will be constructed: \_\_\_\_\_  
\_\_\_\_\_
18. Describe temporary structures in detail, identifying where they will be located: \_\_\_\_\_  
\_\_\_\_\_
19. Will there be any hanging decorations or banners? : \_\_\_\_\_
20. If yes, identify location and how they will be hung/secured: \_\_\_\_\_  
\_\_\_\_\_
21. Will there be any music/entertainment? : \_\_\_\_\_
22. If yes, name groups, identify performance times and indicate where they will perform: \_\_\_\_\_

23. Will additional utility services such as power and water be needed beyond what is currently in the area? : \_\_\_\_\_

24. Describe in detail the utilities that are needed and where they are located: \_\_\_\_\_

25. Is a parade planned? : \_\_\_\_\_

26. Identify the parade route, start/stop time, and anticipated crowd size: \_\_\_\_\_

27. Are any street vendors being planned? : \_\_\_\_\_

28. Identify quantity, type and location of vendors: \_\_\_\_\_

29. Are food sales planned? : \_\_\_\_\_

30. Identify type, location and quantity: \_\_\_\_\_

31. Describe in detail trash removal and clean-up plan: \_\_\_\_\_

32. Has a security plan been developed or finalized? : \_\_\_\_\_

33. If so, who will provide needed security and how many security personnel will be present? : \_\_\_\_\_

34. Plan for providing necessary medical services: \_\_\_\_\_

35. Plan for fire protection: \_\_\_\_\_

36. Identify parking needs and state if additional off-site parking with shuttles will be used: \_\_\_\_\_

37. Will existing restroom facilities be adequate? : \_\_\_\_\_

38. If not, identify what method will be used to supplement: \_\_\_\_\_

39. Will alcoholic beverages be sold or permitted on site? : \_\_\_\_\_

40. Identify vendors and type of alcohol to be sold: \_\_\_\_\_

41. Identify times/locations in which alcoholic beverages will be sold: \_\_\_\_\_

42. Identify what controls will be in place for restricting sale/consumption of alcoholic beverages of minors: \_\_\_\_\_

43. How will the event be publicized:

\_\_\_\_\_

44. Will there be a fireworks display? :

\_\_\_\_\_

45. If so, identify the date, time, location and vendor:

\_\_\_\_\_

A statement specifying whether any outdoor lights or lighting is to be utilized and, if so, a plan showing the location of such lights and shielding devices or other equipment to prevent unreasonable glow beyond the property on which the festival is located, and the same shall comply with the Uniform Statewide Building Code:

Approval of this application will preserve for the applicant, the requested event date/place, provided all requirements outlined in this policy are met. If the special event request is approved, the applicant shall resume full responsibility for compliance with all conditions, fees, charges and further agrees to pay any cost associated with damages to Town Property, lost barricades/signs, clean-up by Town Crews or any other additional Town expense caused by this event, over and above the security deposit.

Applicant agrees, as a condition of seeking and receiving permit approval, to pay all attorney's fees and costs incurred by the Town due to failure of Applicant to comply with all terms of this permit.

Applicant further agrees to be bound by all requirements contained in the Town's current Special Events Policy and all modifications to Applicant's event plan as set forth below.

This writing and the Town's current Special Events Policy represent the total agreement between the Town and the Applicant. No oral modifications have been made. Writing signed by both the Town Council, or designee, and the Applicant may only modify this agreement.

If any part of the writing of the Town's current Special Events Policy is ruled by any court to be void for any reason, it will be severed and the rest of this agreement will continue in force as if the invalid part had never been a part of this permit.

Applicant shall not bring or permit a person to bring an animal into the reserved area without the written consent of the Administrative Review Team and / or the Town. Applicant may not place or put up decorations without the written consent of the Administrative Review Team and /or the Town.

The Town has the right to require Applicant to remove anything placed in the reserved area, in the sole discretion of the Administrative Review Team, at any time.

Applicant agrees that no illegal, indecent, lewd, obscene or racially inflammatory program reasonably likely to provoke violence in the sole opinion of the Administrative Review Team or the Town, will be presented. Applicant must remove or rewrite the offensive portions. The Town may, in sole discretion of the Town or its designee, terminate this license where the Applicant presents or attempts to present a program, which is offensive for one or more of the reasons aforesaid.

Any dispute arising under this Agreement shall be governed by the laws of the Commonwealth of Virginia. Venue for any litigation resulting from this agreement shall be proper only in Appomattox County General District Court or Appomattox County Circuit Court and Applicant voluntarily submits to the jurisdictions of such Courts.

The undersigned officers and agents of Applicant execute this Agreement in their individual capacity; in consideration of the covenants contained herein, to guarantee to the Town payment of any sums owed to it by the Applicant pursuant to this Agreement. Such individuals agree to be held personally liable to the Council for any such sums.

Applicant agrees to ensure that no more persons shall be admitted to the event than can safely be accommodated or the number approved in the application, whichever is less.

### **IMPORTANT**

Appomattox Town Code Section 185-5.1 1(d) states:

No person who participates in an assembly, demonstration, march, parade, picket line, procession, rally, or spontaneous event on the streets, sidewalks, or other public areas within the town shall (i) carry bats, clubs, or similar items, (ii) wear masks as prohibited by § 18.2-422 of the Virginia Code, (iii) carry chemical irritant sprays or caustic substances, (iv) carry shields, (v) carry torches or any other burning substances attached to a stick or rod (candles are permitted), (vi) wear a helmet (unless riding a motorcycle, bicycle, or similar device in a parade or procession), (vii) carry aerosol containers that can be used as incendiary devices, or (viii) carry any item that can be used as a projectile. It is permissible to carry written or printed placards, signs, flags, banners, etc., but such items shall not be attached to poles or rods.

Please note: **This is not a VDOT or ABC permit, which may also be required.** You must contact VDOT or ABC directly to obtain their permit, if necessary.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN COMPLETED APPLICATION TO ADMINISTRATIVE REVIEW TEAM.**

Approved: \_\_\_\_\_ for \_\_\_\_\_ Attendees

Denied: \_\_\_\_\_

Town Manager:

Approved Y / N Date \_\_\_\_\_ Signature \_\_\_\_\_

Notes:

Sheriff:

Approved Y / N Date \_\_\_\_\_ Signature \_\_\_\_\_

Notes:

Public Safety Director:

Approved Y / N Date \_\_\_\_\_ Signature \_\_\_\_\_

Notes: