



SPECIAL EVENT LICENSE APPLICATION

(Public Exhibitions, Shows, Carnivals)

SEL # _____

RETURN COMPLETED LICENSE APPLICATION TO: TOWN TREASURER
Town of Haymarket - 15000 Washington Street, Suite 100 - Haymarket, Virginia 20169
Phone: 703-753-2600 Fax: 703-753-2800 EMAIL: rgonzalez@townofhaymarket.org

APPLICANT INFORMATION

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE #:	EMAIL:	

EVENT INFORMATION

Name of Event	Date(s) of Event
Time(s) of Event	Estimated Attendance
Location(s) of Event	
Onsite Event Contact Name(s) and Telephone #	

TYPE OF EVENT ACTIVITY

Will food be served or sold	YES ☐	NO ☐	Description
Will alcoholic beverages be served or sold	YES ☐	NO ☐	Description
Will there be merchandise vendors	YES ☐	NO ☐	Description
Will there be live music/band/DJ	YES ☐	NO ☐	Description
Will there be stage performances	YES ☐	NO ☐	Description
Will there be sanitary facilities	YES ☐	NO ☐	Description

LICENSE APPLICATION REQUIREMENTS

****Completed licence applications must be submitted to the Town Treasurer 30 days prior to the Event****
Submission of a license application does not guarantee approval

☐	Fee of \$300 (please make checks payable to the Town of Haymarket)
☐	Written Approval from the Owner(s) of the Event Location(s)
☐	Written Acknowledgement of the Event by Businesses/Tenants at the Event Location(s) not participating in the Event
☐	Conceptual Site/Floor plan (must include): 1. Location of Event Activities listed above 2. Parking Area(s) (onsite and off-site) 3. All points of Ingress/Egress (pedestrian & vehicular) 4. Security Plan (traffic control, crowd control, lighting)

APPLICANTS SHOULD NOTE THE FOLLOWING:

Alcoholic beverages provided or sold in conjunction with the Event must meet the requirements set by the VA Department of ABC
All vendors of the Event providing food/beverage to the public must meet all requirements of the Health Department
All vendors of the Event selling merchandise, food, or beverages are responsible for the remittance of State Sales Tax
All Events and use of amplified sound shall conform to the applicable provisions of the Haymarket Town Code
Event Signs shall conform to the applicable provisions of the Haymarket Town Code

Signature of Applicant _____

Date _____

OFFICE USE ONLY

DATE RECEIVED: _____

DATE APPLICATION COMPLETE: _____

DATE APPROVED: _____

Signature: _____