



## Town of Vinton

### Special Event Permit Application

\* To apply for a Special Event Permit, please complete this application. Submit this application form with an event site plan to the Town of Vinton. **This application must be received at least 45 days prior to your event to be considered for approval.**

#### Basic Event Information

Event Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Category:  Community Festival  Parade  
 Run/Walk  Bike Race/Tour  
 Concert  Other: \_\_\_\_\_

(Check all that apply) Organization: \_\_\_\_\_

Event Contact : \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Description: \_\_\_\_\_

Alcohol: Yes No

#### Event Logistics

Requested Street Closure:  
(include dates and times)  
\_\_\_\_\_

Will you have staff/volunteers working your event? Yes No

Are you requesting that the Town of Vinton provide any of the following ?

Vinton Farmers' Market Stage Crowd Control Barricades

\* You will be required to use the Town of Vinton Logo in your event publicity.  
Please provide a copy of your publicity 2 - 3 weeks prior to the event.

### Liability Insurance Information

\*A certificate of insurance for this event must be presented to the Town of Vinton Community Programs & Facilities Director no later than **15 calendar days prior to the start date of the event**. If the information requested below is not available when this application is submitted, it can be added later, but **not later than the 15 day deadline previously noted**.

Insurance

Agency: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Limit: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### Indemnity Agreement

In consideration for the Town of Vinton granting the undersigned Event Organizer representative permission to hold the proposed event on public property and to display, sell, or offer for sale wares, services, and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense of and indemnify and save harmless the Town, its employees, officers and agents against any and all claims, liabilities, judgments, costs, cause of action, damages, expenses, and shall pay all attorney's fees, court costs, and other cost incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the Town, its employees, officers, and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts, omissions, or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions, or negligence of any other person subject to the undersigned's control. The Town, its employees, officers, and agents shall not have to give the undersigned any specific types of notices of such claims.

Under the current COVID-19 Pandemic situation, the Event Organizer agrees to adhere to all the guidelines for "Business Sectors and Entertainment and Public Amusement", as outlines in Phase III of Executive Order 63, placed into effect July 1, 2020. These guidelines are attached to this document.

Event Organizer Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_

Witness (Print) \_\_\_\_\_

### **Certification by Applicant**

I certify that the information contained in this Special Event Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all regulations, provisions, and rules governing Special Events as set forth by the Town of Vinton. I understand that this application is made subject to the rules and regulations established by the Vinton Town Council. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on the behalf of the event to the Town of Vinton.

Applicant Title: \_\_\_\_\_

Applicant Signature : \_\_\_\_\_

Date of Application: \_\_\_\_\_

\* A signed hard copy of the Indemnity Agreement and Certification of Applicant portions of the Special Event Permit Application **must be provided to the Town before an application will be considered fully executed.** Submit a hard copy and an electronic version of this Special Event Permit Application to Director of Community Programs.

Town of Vinton,  
311 S. Pollard Street  
Vinton, VA 24179  
(540) 983- 0607

### **For Office Use Only**

Reviewed By:

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date