



\$25 Application Fee
 Cash Check Online
 Received by: _____
 Date Received: _____

Date Application was received:

Special Events Application

In accordance with Section 14-148 of the Winchester City Code, the organizer of any parade, public assembly, or special event (unless exempt by City Code) must obtain a permit issued by the Deputy City Manager for Public Health and Safety. The information requested by the application form will be used to determine your eligibility for the special event permit request. Please type or print clearly. **The event will not be considered for approval until the completed application form, certificate of insurance, all necessary supporting documents, and \$25 application fee are received.** Applications are due to the Winchester Police Department (231 East Piccadilly Street or 540-542-1314), no later than 60 days prior to the proposed parade or special event and 5 days prior to an assembly.

Choose One: Parade/Special Event Assembly (Refer to Code Section 14-147)

Event:		Date of Application:	
Requested Date:	1 st Choice	2 nd Choice	
Sponsored By:			

ORGANIZERS' CONTACT INFORMATION

Primary:	Name	Cell Phone
	Address	Work Phone
	Email	Home Phone
Secondary:	Name	Cell Phone
	Address	Work Phone
	Email	Home Phone
Requested Area(s):	<i>Check all that apply</i> <input type="checkbox"/> Old Town District <input type="checkbox"/> Parking Lots <input type="checkbox"/> Parks <input type="checkbox"/> Other: _____ <input type="checkbox"/> City Streets/Right of Way	

Exact Location for the Event:			
Event Hours:	Exact event times: _____ to _____	Set-up start time: _____	Clean-up end time: _____
Anticipated Attendance Per Day:	Participants: (volunteers, staff...)	Spectators:	

FOR OFFICE USE

City Sponsored:	<input type="checkbox"/> Yes- Dept: _____ <input type="checkbox"/> No	Safety Plan Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Charge City Costs:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance Provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments/Special Considerations:	Department Approvals: Police: <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> N/A Fire & Rescue: <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> N/A Emergency Management: <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> N/A Public Services: <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> N/A Old Town Winchester: <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> N/A Parks & Recreation: <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> N/A Zoning/Inspections: <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> N/A Facilities/Parking: <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> N/A			
Deputy City Manager Approval:				Date:
Special Events Permit #:				
City Personnel & Equipment Cost: (See page 7 for calculations)				

HOLD HARMLESS AGREEMENT

The below Hold Harmless Agreement must be completed, signed and submitted with this special event application to be considered for approval.

All permits and/or applications are conditional upon proper insurance, or other City and state agency requirements. Approved permits will be revoked prior to the event if conditions are not met

I have read the above statements and the below agreement and understand my responsibilities and rights.

_____ (Initial)

_____(Legal name of business/organizer, exactly as it appears on Certificate of Insurance.), shall defend and hold harmless the City of Winchester, its officers, employees, agents, and representatives thereof, harmless from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect on behalf of _____ (Legal name of business/organizer), while their personal property is situated on City property, City streets, and/or right of ways, as requested on this application.

_____ (Legal name of business/organizer) shall further hold the City of Winchester harmless from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.

Legal name of business/organizer (as it appears above): _____

By (Signature): _____

Name (Printed): _____

Title: _____

Address: _____

Signature: _____ Date: _____

Comments/Special Considerations:

GENERAL EVENT INFORMATION

Complete the following questions. Please provide additional information as needed.

1. Event Name:		
2. Describe your event and the planned activities.		
3. Name of insurance company providing Certificate of Insurance and Endorsement Page for the event: <i>The City shall receive a certificate and endorsement page of a GL policy in the amount of one million dollars listing the City of Winchester, 15 N. Cameron Street, Winchester, VA 22601 as additionally insured. The endorsement must be issued by the insurance company (notation on the certificate of insurance is not sufficient). There may be additional insurance amounts required for other permits and approvals depending on your anticipated activities.</i>		
4. Has your organization held this event in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Where and when?
5. Is this event a fundraiser for your organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Will you be requiring assistance from Winchester Fire and Rescue? <i>IF YES, 60 day notice required. A dedicated unit will require a unit and personnel fee. NOTE: A non-dedicated unit may have to leave for other emergencies.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	What kind of assistance? <input type="checkbox"/> Fire Engine Dedicated Unit? <input type="checkbox"/> Yes or <input type="checkbox"/> No <input type="checkbox"/> Ambulance Time Frame: _____ to _____ <input type="checkbox"/> First Responder Gator
7. Will you be requesting assistance from the Police Department? <i>IF YES, 60 day notice required. A fee for off-duty officers will apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	What kind of assistance?
8. Will items be left overnight? <i>IF YES, any propane or other hazardous chemicals must be constantly attended.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	What and where?
9. Will you have private security on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Who?
10. Will alcohol be served? <i>IF YES, 60 day notice required.</i> <i>All state and local ordinances must be followed.</i> <i>NOTE: Alcohol is NOT permitted on park grounds.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Event must obtain and submit a VA ABC permit; comply with state code and 16-32; and 14-150 of the City Ordinance. Additional security requirements and fees may apply.
11. Will food be served? <i>IF YES, 60 day notice required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	You must have a permit from the local Health Department (540) 722-3480 at least 30 days prior to the event. A vendor list shall also be submitted.
12. Will food, merchandise or services be sold? <i>IF YES, 60 day notice required.</i> <i>All vendors except those selling unprocessed food products must have a current business license. Contact the Winchester Commissioner of the Revenue. The collection and filing of any applicable taxes will be the responsibility of the individual vendor.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Event Organizer must submit vendor list to Winchester's Commissioner of the Revenue, Treasurer, and Fire Marshal in advance of the event. Contact the Fire Marshal's Office for a copy of the fire safety guidelines for Vendors and Exhibitors and to schedule an inspection of the vendors' setup.
13. Will admission fees, entry fees or other fees be charged as part, or in association with the event? <i>IF YES, you must contact Winchester's Commissioner of the Revenue (540) 667-1815 at least 30 days prior to the event.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fee amounts?

14. Will the activity require the blocking of any surrounding streets? <i>IF YES, 60 day notice required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Provide details below.			
Blocked Street:	From (Street):	To (Street):	Day/Time Closed:	Day/Time Re-opened:	# of Barricades

15. Street sweeper requested? <i>Does not apply to Loudoun Street Mall.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Street(s): By When? (Day/Time):
16. Electricity requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location(s): Purpose: By When? (Day/Time):
17. Water/Hydrant hook-up requested? <i>IF YES, 60 day notice required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location(s): Purpose: By When? (Day/Time):
18. Trash boxes requested? <i>Event Organizer must set-up boxes and remove all trash.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many? Deliver To/Location:
19. Will the event need barricades or fencing material? <i>IF YES, 60 day notice required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Location(s):
20. Will amplification equipment be used? <i>NOTE: All events must comply with the City of Winchester's noise ordinance (Chapter 17).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	What length of time? Location(s):
21. Portable restrooms requirements. The estimated # of people expected to attend the event will determine the # of portable restrooms needed. <i>If using portable restrooms, 60 day notice required. Indicate preferred location on site plan.</i>	$\frac{\text{_____}}{\text{\# of people}} \div 100 = \frac{\text{_____}}{\text{\# of restrooms}}$	NOTE: The Health Department requires one portable restroom and one hand washing station per 100 people (include at least one handicap accessible portable restroom in total).
22. Will you bring the following? <i>IF YES, 60 day notice required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose all that apply.
<input type="checkbox"/> Tables: # _____ <input type="checkbox"/> Chairs: # _____ <input type="checkbox"/> Radio Remote <input type="checkbox"/> Signs/Banner Sign(s): _____ Location: _____	<input type="checkbox"/> Gators/Golf Carts Size(s): _____ Type: _____ Location(s) for Use: _____	<input type="checkbox"/> Tents: # _____ Size(s): _____ Location: _____ <i>900+ sq.ft. <u>must</u> be inspected and have an Occupancy Permit issued. NO EXCEPTIONS.</i> <i>All tents should be adequately anchored.</i> <input type="checkbox"/> Stage (size): _____ <i>Contact Zoning and Inspections regarding stage inspection. See question #23.</i>

<p>23. Will there be any other temporary structures used in conjunction with your event? (Examples: stage, large tents, bleachers, inflatables, etc.)</p> <p><i>NOTE: *If temporary structures will be used, permits, insurance, and inspection are required. Contact the Zoning and Inspections office (540) 667-1815 and Fire Marshal's Office (540) 662-2298.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Size: Quantity: Location(s):
<p>24. Will the event require use of any parking lots as staging areas or additional spectator parking?</p> <p><i>IF YES, contact the Winchester Parking Authority at (540) 722-7575 or wincparking@winchesterva.gov to initiate the request process.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	List lots: Hours: Areas:
<p>25. Will you need space for primitive or RV camping?</p> <p><i>IF YES, 60 day notice required.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notify the Health Department with plan and submit with this application.
<p>26. Will there be balloon or helicopter rides?</p> <p><i>IF YES, 60 day notice required.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type:
<p>27. Will there be any mechanical rides?</p> <p><i>IF YES, 60 day notice required.</i></p> <p><i>NOTE: An amusement device permit is needed from the Zoning and Inspections office. (540) 667-1815</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type:
<p>28. Will there be animals?</p> <p><i>IF YES, 60 day notice required.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Quantity:
<p>29. Will there be fireworks, open flames, pyrotechnics, or fire art performances?</p> <p><i>IF YES, 60 day notice required. Contact Winchester Fire and Rescue for application and permit process.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location:
<p>30. Will there be a parade, organized run or walk?</p> <p><i>IF YES, 60 day notice required. A site plan must be submitted along with this application.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location: Route:
<p>a. List the streets that will be partially or entirely occupied during the event under question #14</p>		
<p>b. Will there be vehicles in the parade, run or walk?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Quantity:
<p>31. Do you intend to have any professional photography or commercial videography conducted on City Property?</p> <p><i>Insurance required. See question #3.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Location(s):
<p>32. What items or tasks will your organization be providing or performing for the event? (Please list all)</p>		
<p>33. Please attach a site plan of your event to this application.</p>		

COMPLETE A & B IF EVENT IS IN JIM BARNETT PARK

<p>A. If your request is in Jim Barnett Park, does your event require shutting down any of the following?</p> <p><i>Check all that apply.</i></p>	<table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> Athletic Fields</td> <td><input type="checkbox"/> Any Park Road</td> </tr> <tr> <td><input type="checkbox"/> War Memorial Building</td> <td><input type="checkbox"/> City Roads</td> </tr> <tr> <td><input type="checkbox"/> Shelters</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Athletic Fields	<input type="checkbox"/> Any Park Road	<input type="checkbox"/> War Memorial Building	<input type="checkbox"/> City Roads	<input type="checkbox"/> Shelters	<input type="checkbox"/> Other
<input type="checkbox"/> Athletic Fields	<input type="checkbox"/> Any Park Road						
<input type="checkbox"/> War Memorial Building	<input type="checkbox"/> City Roads						
<input type="checkbox"/> Shelters	<input type="checkbox"/> Other						
<p>B. I understand that my organization will be charged a fee by Winchester Parks & Recreation for the use of the above facilities and for event maintenance and services. _____ <i>(initial)</i></p> <p>Base Event Fees: <input type="checkbox"/> Small Event (<500 people): \$50.00 <input type="checkbox"/> Large Event (>500 people): \$100.00</p>							

COMPLETE IF EVENT IS IN OLD TOWN WINCHESTER

Special conditions apply when using the Old Town Mall as a venue. Contact the Downtown Manager at (540) 535- 3660 or OTW@winchesterva.gov to discuss your plans. Conditions and regulations are subject to change at the discretion of the Downtown Manager and/or as revisions and amendments occur with regard to City zoning, codes and regulations. Event Organizers are responsible for ensuring that all participating vendors comply with the conditions.

- If any alleys or streets, such as Indian Alley or Boscawen Street, will be blocked, list under question #14.
- If any parking lots will be requested, see question #24.

<p>Will the event require use of the steps or lawn of the 1840 Courthouse?</p> <p><i>IF YES, contact the Shenandoah Valley Battlefields Foundation at (540) 740-4545 or info@svbf.net to obtain permission.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Will the event require use of the Taylor Pavilion? <input type="checkbox"/> Yes</p> <p><i>IF YES, a separate application, including additional insurance listing Taylor Master Tenant, LLC as additionally insured and a rental fee is required. Contact Old Town Winchester at (540) 535-3660 to obtain the application.</i></p>	<p>Mobile Stage Rental (\$300 per day)</p> <p><input type="checkbox"/> Yes- list dates</p> <p><input type="checkbox"/> No</p>

SUBMIT TO: Winchester Police Department, 231 E. Piccadilly Street, Winchester, VA 22601 or FAX: (540) 542-1314

NOTE: Your application will be reviewed by several City of Winchester departments. Additional information may be required before granting permission for the event. An Event Organizer will be required to sign a Hold Harmless Agreement prior to the event. The Event Organizer may be required to sign a Memorandum of Understanding prior to the event permit being issued. The event permit must be available on site during the event.

PERSONNEL COSTS: In order to ensure the maintenance of public safety and/or sanitation, the assignment of Winchester City personnel may be required. The permit applicant is responsible for the costs associated with off-duty personnel requested or required to provide services for the event. Please refer to the Personnel Cost Calculation Worksheet on page 7 for hourly rates of certain City personnel and equipment. A two-hour minimum rate shall apply to each City employee assigned to work the event.



PERSONNEL COST CALCULATION WORKSHEET

Pursuant to Sec. 14-149.1 of the Winchester City Code, Special Event applications may be subject to additional charges for the services of Winchester City employees and/or equipment. Personnel assignments are determined by the appropriate Department administrator based on the proposed special event's needs and/or requests.

FOR OFFICE USE

Position	Hourly OT Rate	# Assigned Personnel	# Hours	Subtotal
Police Department				
Police Officer	\$49.00			\$ 0.00
Police Supervisor	\$64.00			\$0.00
Equipment/Other				\$0.00
				\$0.00
WPD Administrator Approval:			Date:	
Fire Department				
Firefighter/EMT/Medic	\$41.50			\$0.00
WFRD Supervisor	\$57.00			\$0.00
Equipment/Other				\$0.00
				\$0.00
WFRD Administrator Approval:			Date:	
Public Services				
Sanitation Worker	\$27.00			\$ 0.00
Sanitation Supervisor	\$43.00			\$ 0.00
Traffic Technician	\$32.50			\$ 0.00
Traffic Supervisor	\$48.00			\$ 0.00
Maintenance Technician	\$40.00			\$ 0.00
Maintenance Supervisor	\$58.00			\$ 0.00
Trash Boxes & Bags	\$12.00			\$ 0.00
Equipment/Other				\$ 0.00
				\$0.00
Public Services Administrator Approval:			Date:	
Other Departments/Costs				
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$0.00
Administrator Approval:			Date:	
Total Personnel/Equipment Costs:				\$0.00