



## DO I NEED A PERMIT FOR MY EVENT?

A permit must be obtained prior to having a “Special Event” in Altavista. This form is designed to assist in determining if a particular event qualifies as a Special Event. The Town defines a Special Event as follows:

### **Special Event-**

1. a gathering of persons to be held in open space not within a permanently enclosed structure for the purpose of listening to or participating in music or listening to or participating in entertainment that is open to the public or which results in revenue through donations or ticket sales. “Entertainment” includes but is not limited to fairs, carnivals, circuses, fund raisers, exhibitions, performances, rides, races, parades, marches, events, concerts, celebrations, tours, shows, outdoor dances and fireworks displays.
2. Any event that occurs on public property or town rights-of-way (scavenger hunt, Scarecrow Stroll, block party, etc)

The following is a list of some events that are not considered Special Events and **DO NOT** require a permit:

Town, County or School sponsored events; yard sales; flea markets; family reunions; private parties; athletic tournaments; outdoor weddings/receptions; pep rallies; business grand openings; indoor events (in buildings designed for assembly purposes)

Please answer the following questions to determine if your event qualifies as a “Special Event”:

1. Will the event be on public property or rights-of-way?  
 YES or  NO
2. Does the event include “Music or Entertainment” that is audible beyond the property lines?  
 YES or  NO
3. Is the event open to the public?  
 YES or  NO
4. Will the event result in revenue through donations or ticket sales?  
 YES or  NO

If you answered YES to any of the questions, your event is a “Special Event” and will require a permit. Please complete the *Town of Altavista Special Event Permit Application* and submit to Town Hall at least **60 days** prior to the event.

A Special Event Permit (if requested) may be issued for up to three (consecutive) years for a recurring event so long as there are no material changes in the event.

**The permit fee for a “Special Event” is \$25.00 per event per year.** Events for the purpose of raising funds to assist an Altavista or Campbell County charitable cause may qualify for a fee waiver at the discretion of the Altavista Town Council.

If you have questions related to Special Event requirements, please contact Town Hall at (434) 369-5001.

# Town of Altavista Special Event Application - Part 1

**Event Name**

Start Date

End Date

Proposed  
Rain Date

First Time Event

Re-Occurring Event

If re-occurring, in what year did the event commence?

**Event Category**

Community Festival

Parade

Concert

Run/Walk

Other  
(please specify)

Alcohol Served

If alcohol is being served, please attach the name and all contact information for the ABC license holder (phone, cell, address and email). Also, please attach a copy of the issued ABC license as well as a sheet describing how drinking ages will be monitored/controlled.

**Event Organizer (s)**

Corp. ID #

Street Address

County/Locality

State/Zip

Non-Profit ID #

**Primary Contact**

Address

Business Phone

Email

Cell Phone

Home Phone

Fax

**Event Promoter/Marketing Coordinator**

Name

Work Phone

Email

Cell Phone

Home Phone

# Town of Altavista Special Event Application - Part 2

**Town Funds Requested?**     YES     NO    **AMOUNT:**

**Type of Assistance Requested:**     GRANT     LOAN

**How Often Assistance Requested?**     ONE-TIME     ANNUALLY

*Please attach list of expected event sponsors contributing funds or in-kind supplies/services.*

**Admission Fee**     **Day of the Event**

**In Advance**     **Senior/Jr. Fee**

## **Purpose and Description of the Event**

Please include a detailed description of the event/attractions, a site map, and schedule of activities. Please attached additional pages if needed.

## **Event Cancellation**

Please describe your cancellation policy; please note that the Town of Altavista must be notified if the event is cancelled or postponed.

**Event Venue or Site(s)**    Please attach a tax/parcel location map and a signed leettter of consent from the property owner (*consent letter not needed if using Town-owned property*).

**Site Address**

**Zoning Classification**

**Anticipated Attendance**     **Average Attendance at Past Events**

**Alternate Site Address(es)**

**Town of Altavista Special Event Application - Part 3**

**Event Set-up Dates**  to

**Event Start Date**  **Event End Date**

**Event Start Time**  a.m./p.m., **Event End Time**  a.m./p.m.,  
(open to the public) (closed to the public)

**Music/Sound Start Time**  a.m./p.m., **Music/Sound End Time**  a.m./p.m.,

**Alcohol Served**  a.m./p.m.,  a.m./p.m.,

*If the event continues through subsequent days, please list the dates and start times for each day's activities; attach extra pages if needed.*

**Event 2nd Date**

**Event Start Time**  a.m./p.m. **Event End Time**  a.m./p.m.,  
(open to the public) (closed to the public)

**Music/Sound Start Time**  a.m./p.m. **Music/Sound End Time**  a.m./p.m.,

**Alcohol Served**  a.m./p.m. to  a.m./p.m.

**Event 3rd Date**

**Event Start Time**  a.m./p.m. **Event End Time**  a.m./p.m.,  
(open to the public) (closed to the public)

**Music/Sound Start Time**  a.m./p.m. **Music/Sound End Time**  a.m./p.m.,

**Alcohol Served**  a.m./p.m. to  a.m./p.m.

**Event / Venue Tear Down Dates**  to

**Event/Venue Tear Down Times** Day 1  a.m./p.m. Day 2  a.m./p.m.

*Additional Sites Needed for Staging: Please list the address of each:*

**Requested street/road closures:**

**Proposed dates and times of closures:**

**Town of Altavista Special Event Application - Part 4**

**Will you be supplying? Check all that apply.**

Dumpsters	<input type="checkbox"/>	Quantity	<input type="text"/>	
Portable Restrooms	<input type="checkbox"/>	Quantity	<input type="text"/>	
Trash Cans Recycling Containers	<input type="checkbox"/>	Quantity	<input type="text"/>	
Banners/Decoration	<input type="checkbox"/>	Quantity	<input type="text"/>	Type <input type="text"/>
Fencing/Barricades	<input type="checkbox"/>	Quantity	<input type="text"/>	Type <input type="text"/>
Special Lighting	<input type="checkbox"/>	Quantity	<input type="text"/>	Type <input type="text"/>

Will shuttle services be provided?

Shuttle Service Coordinator

Name  Contact #

Type of transportation used (i.e. buses, golf carts, wagons, etc.)

Please attach a map of shuttle routes and schedule for shuttle services.  
Describe shuttle plan, indicate drop off and pick up points.

Will special shuttling services be provided for disabled citizens?

Explain plans/amenities to accommodate disabled citizens on-site at the event.

Will live entertainment be scheduled? Please describe any scheduled performances.

**Town of Altavista Special Event Application - Part 5**

**Will you be supplying? Check all that apply.**

Booths/Exhibits	<input type="checkbox"/>	Quantity	<input type="text"/>		
Tents/Canopies	<input type="checkbox"/>	Quantity	<input type="text"/>	Size	<input type="text"/>
Vehicles/Trailers	<input type="checkbox"/>	Quantity	<input type="text"/>	Kind	<input type="text"/>
Animals	<input type="checkbox"/>	Quantity	<input type="text"/>	Kind	<input type="text"/>
VIP Area	<input type="checkbox"/>	Describe	<input type="text"/>		
Amplified Sound	<input type="checkbox"/>	Describe	<input type="text"/>		
Rides/Inflatables	<input type="checkbox"/>	Describe (kind/quantity)	<input type="text"/>		
Stage/bleachers (other structures)	<input type="checkbox"/>	Describe	<input type="text"/>		
Fireworks/ Pyrotechnics	<input type="checkbox"/>	Describe	<input type="text"/>		

*Please list name, contact information and copy of permit for any fireworks contractor(s).*

*Please indicate/describe the precise location on-site from which fireworks will be deployed.*

# Town of Altavista Special Event Application - Part 6

**How will the event be marketed? Check all that apply.**

Television	<input type="checkbox"/>	Stations	<input type="checkbox"/>	<input type="text"/>
Radio	<input type="checkbox"/>	Webpage	<input type="checkbox"/>	<input type="text"/>
Billboards	<input type="checkbox"/>	Social Media	<input type="checkbox"/>	(please list all that apply)
Newspapers	<input type="checkbox"/>			<input type="text"/>
Informational hotline	<input type="checkbox"/>			
(please list #)				

**Are you requesting the Town of Altavista or Campbell County to provide/coordinate any of the following items/elements of the event? Please check all that apply.**

<b>Town Services:</b>	<b>County Services:</b>	<b>Other:</b> <input type="checkbox"/>
Law Enforcement <input type="checkbox"/>	Fire/EMS <input type="checkbox"/>	_____
Public Works <input type="checkbox"/>	Safety Information <input type="checkbox"/>	_____

*Describe the safety plans for the event (please use extra pages if necessary).*

*Other Town services or equipment? Please describe.*

*Describe any unique grounds preparation or traffic control needs.*

# Town of Altavista Special Event Application - Part 7

**How many staff persons will be designated to the following areas:**

Entry/exit gates

Event-day ground staff

Clean-up crew

Volunteers

Parking areas

How will you obtain event staff? Describe:

Stage areas

Is liability coverage provided for staff/volunteers working on-site?

If so, to what amount?

How do you plan to notify residents and businesses who may be affected by event? (in addition to adjacent property owners).

Door to door

Phone calls

Flyers

Others

Will any food be served on-site?

Is there a designated food coordinator?

# Non-profit food vendors

Name:

# For-profit food vendors

Phone/Cell:

# Vendors needing electricity

# Vendors needing water hook-ups

# Vendors using open fire/gas

# Non-profit vendors selling wares

# for profit

Please describe items/services vended on-site; describe any special needs of vendors.



**Liability Insurance Information**

A certificate of insurance for this event (if applicable) must be presented to the Town of Altavista no later than fifteen (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 fifteen (15) day deadline previously noted.



**Indemnity Agreement**

In consideration for the Town of Altavista granting the undersigned Event Organizer representative permission to hold the proposed event 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 and indemnify and save harmless the Town, its employees, offices and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses and shall pay all attorney’s fees, court costs and other costs 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 or 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.

**Affidavit of 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 Altavista. I certify that I understand that this application is made subject to the rules and regulations established by the Altavista 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 costs and fees that may be incurred by or on behalf of the Event to the Town of Altavista. I grant permission for Town officials to access the property at any time to enforce permit compliance.

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of the Special Event Permit must be provided to the Town before an application will be considered fully executed. Submit one copy of this Special Event permit application to Town of Altavista, ATTN: Special Event, P.O. Box 420, Altavista, VA 24517; townhall@altavistava.gov

\_\_\_\_\_  
Event Coordinator/Responsible Event Representative  
(Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Owner (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Town of Altavista Representative (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature