EVENT/ACTIVITY REGULATIONS

2007 **Old Town Winchester Primary & Secondary District**

Date: _____

Organization: _____ **Permit #** _____

All decisions may be appealed to the Old Town Development Board of Directors. Conditions, regulations are subject to change at the discretion of the Old Town Development Board of Directors and/or as revisions and amendments occur with regard to city zoning, codes and regulations. Event Directors/Sponsors are responsible for ensuring that all participating vendors comply with the following conditions.

Definitions: A unit is any portable apparatus for housing concessions, displays, games, sale items, etc. It may be, but is not limited to, free standing items as in the case of display boards or exhibition items or vehicles; it can consist of tents, enclosed or open vending or concession vehicles, carts or tables, display/sale items, gaming, or other activity held outside.

REGULATIONS FOR ACTIVITY ON THE OLD TOWN PEDESTRIAN MALL

The following conditions, when checked, shall apply

☐ Event Director must coordinate with city Fire & Rescue, Zoning, Inspections, Police and the Health Department with regards to set-up and safety regulations.

☐ A 3 foot-separation must be kept between storefronts and any vending unit.

☐ A 16 foot clearance from ground to sky must be maintained between vending units, face to face, down the center of the Mall.

☐ Provide a 10 foot clearance/space between all units.

☐ Provide a minimum of 12 linear feet (including store entry) of unobstructed access to storefronts that are open for business.

☐ Maintain unobstructed access to all entryways to upper-story spaces.

☐ Provide a minimum separation of 10 feet between vending units on the same side of the Old Town Mall.

☐ All tents, air supported structures, and extended canopies must be inspected by the Zoning and Inspections Department for compliance with USBC 111.0, IBC 3101, and NFPA 701.

☐ All vending units must meet the following requirements with regard to unit safety:
- LP Gas: Standards as set by National Fire Protection Association (NFPA) Pamphlet #58: ____
- Electrical: Standards as set by NFPA Pamphlet #70: ____
- Fire hydrant connections (including backflow prevention): ____
- Fire Extinguisher: Each unit must carry a 10lb ABC Multi-purpose fire extinguisher: ____

☐ A turning radius of 49 feet must be provided for fire equipment at intersections.

☐ Minimize trip hazards caused by hoses, electrical cords, and other utility services.

THE FOLLOWING CONDITIONS, WHEN CHECKED, SHALL APPLY

☐ Provide a 10 foot clear-radius around all fire hydrants, connections and equipment (i.e.: including those affixed to permanent structures)

☐ No access lane may be blocked at any time by vending units on the Mall: Miller's Alley, Solenberger Alley, Taylor Hotel Alley, Rouss Ave. and the access Lane beside First Presbyterian Church 116 S. Loudoun St.

TRAFFIC ON THE OLD TOWN PEDESTRIAN MALL

☐ No access lane may be blocked by vehicles at any time on the Mall: Miller's Alley, Solenberger Alley, Taylor Hotel Alley, Rouss Ave. and the access Lane beside First Presbyterian Church 116 S. Loudoun St.

☐ Vehicular traffic is prohibited on the Old Town Mall except for vehicles making deliveries to businesses on the Mall. Any vehicle on the Mall other than the designated delivery times of **6am to 11am** and **4pm to 6pm** must have a permit from the police department displayed on the windshield. Vehicles shall enter from the northern end, travel southward, and exit at the next street after the completion of business.

ALL ACTIVITY ON THE OLD TOWN PEDESTRIAN MALL

☐ A minimum distance and radius of 10 feet must to be maintained from fire hydrants and other fire protection equipment.

☐ Permission must be obtained from the Old Town Development Board for the use of any amplification equipment in Old Town. Amplified sound is prohibited on the Mall after 10:00 p.m. (Winchester City Code, Chapter 17, Section 17-7, 17-9 & 17-10.) ☐ Approved ☐ Disapproved

☐ Permission must be obtained from the Old Town Development Board for use of electrical outlets on the Old Town Mall. Use will require a fee or reimbursement.

☐ All electrical hook-ups subject to the Uniform Standard Building Code (USBC) must be inspected and permitted by the Zoning and Inspections Department.

☐ An electrical fee shall be payable by check at the time the event permit is received. Make checks payable to Treasurer, City of Winchester. Submit check with application form to Old Town Development Board office.

Light Use: $15 a day

Heavy Use: $25 a day *(Heavy use usually re u res add t nal c ns derat n.)*

☐ A permit fee of $_____ shall be payable to the Old Town Development Board by check at the time the permit is received. (This fee may be set from time to time by the Old Town Development Board.)

☐ Permission must be obtained in writing from the Fire Chief and the Utilities Director regarding use of hydrants on the Mall for festival/event activities.

☐ As a courtesy, the Old Town Development Board includes the following with regard to restricted private access:

- ☐ Special restrictions apply to the commons area in front of Frederick County Court House. Use of Court House steps and lawn requires permission from Frederick County. (665-5678)
- ☐ Permission to load or unload from Rouss Avenue must be obtained from the property owner, BB&T Bank. (665-4200)
- ☐ At no time shall the entrance or properties of the First Presbyterian Church at 116 S. Loudoun Street be blocked or occupied by the vendors, organizers, and patrons of any Mall activity without express permission from the First Presbyterian Church.

THE FOLLOWING CONDITIONS, WHEN CHECKED, SHALL APPLY

PROPERTY MAINTENANCE

☐ Standing, sitting, or securing vendor units in or to tree wells on the Mall is prohibited.

☐ The Old Town Development Board will determine if the event is such that it might inadvertently inflict damage to the Mall surface, public fixtures and landscaping. If so determined, the Old Town Development Board, may:

- ☐ 1) require that the event organizer submit a Certificate of Insurance of up to $150,000 to cover Personal Injury, Liability and property damage to ensure that the area and patrons are properly protected and restored, or,
- ☐ 2) require that the event organizer replace or repair any damage as determined by the OTDB director, within five days of the event completion, occurring as a result of the permitted activity.

The area around the activity must be kept clean, and at the end of the day(s) trash is to be bagged and removed from the area. The event coordinator/sponsor is responsible for removal of any soiling of the Mall/sidewalk surface as per Chapter 26, Section 26-10, 26-11 & 26-12 of Winchester City Code. The Old Town Development Board may require that cleaning include, but not be limited to, pressure washing and the use of a steam-genie to assist with removal of grease and oil.

☐ Special Conditions: _____

USE OF SECONDARY DISTRICT FOR ACTIVITIES & EVENTS
(Cameron, Cork, Braddock, Piccadilly, & Boscawen Streets)

☐ If you are wanting to have A Block Party a special events form must be colmpleted and submitted.

☐ Event Director must coordinate with City Fire & Rescue, Zoning, Inspections, and Police and Health Departments with regard to set-up and regulating safety.

☐ No sidewalk area closer than 5 feet to the curb shall be used in the Secondary Assessment District. If sidewalk area is 5 feet or less, then no sidewalk area may be used.

☐ The area around the activity must be kept clean, and at the end of the day(s) trash is to be bagged and removed from the area. The event Director/sponsor is responsible for removal of any soiling of the sidewalk & road surface as per Chapter 26, Section 26-10, 26-11 & 26-12 of Winchester City Code.

☐ Permission must be obtained in writing from the Fire Chief and the Utilities Director regarding use of hydrants for festival/event activities.

☐ A minimum distance and radius of 10 feet must to be maintained from fire hydrants and other fire protection equipment.

☐ Permission must be obtained from the Old Town Development Board for the use of any amplification equipment in Old Town. Amplified sound is prohibited in the Secondary District after 10:00 p.m. (Winchester City Code, Chapter 17, Section 17-7, 17-9, 17-10 & 17-11) ☐ Approved ☐ Disapproved

☐ Provide a minimum separation of 10 feet between units on the same side of the Street.

THE FOLLOWING CONDITIONS, WHEN CHECKED, SHALL APPLY

☐ All tents, air-supported structures, and extended canopies must be inspected by the Zoning and Inspections Department for compliance with VUSBC 111, IBC 3101, and NFPA 701.

☐ All vending units must meet the following requirements with regard to unit safety. Compliance is to be coordinated through Zoning, Inspections and Fire & Rescue:

- LP Gas: Standards as set by National Fire Protection Association (NFPA) Pamphlet #58:____
- Electrical: Standards as set by NFPA Pamphlet #70: _____
- Fire hydrant connections (including backflow prevention): _____
- Fire Extinguisher: Each unit must carry a 10lb ABC Multi-purpose fire extinguisher:____

☐ A turning radius of 49 feet must be provided for fire equipment at intersections.

☐ Minimize all trip hazards caused by hoses, electrical cords and utility fixtures.

☐ Provide a 10 foot clear radius around all fire hydrants and fire department connections/Siamese connections (i.e.: including those affixed to permanent structures)

☐ Provide a minimum of 12 linear feet (including store entry) unobstructed access to storefronts that are open for business.

☐ Maintain unobstructed access to all entryways to upper -story spaces.

☐ No fire lane or emergency access lane identified by Fire & Rescue prior to the event may be blocked at any time during an event.

☐ Special Conditions:_____

RELEASE

Date:_____ **Permit #** _____

Organization:_____

In consideration of the permission granted to the organization named above, herinafter, Organization, by the City of Winchester Old Town Development Board to use Loudoun Street Mall for its activities on _____(Date/s) at

_____(Times), the Organization does hereby release, hold harmless and indemnify the City of Winchester, the

Common Council, the Old Town Development Board and the members, agents, employees and volunteers of each from all actions, causes of action, damages, claims, or demands including attorneys fees, which the Organization, its successors or assigns, or any member thereof may have against any and each of the above described parties, for all personal injuries,

damages or death which the Organization, any of its members or any other person or entity may incur by participating in the activities of the Organization associated with the use of the Loudoun Street Mall.

Signature indicates that the Event Director/Sponsor understands and will adhere to the above-checked regulations:

_____

Event Director/Sponsor Date