

# Special Events Application

The City of Winchester has enacted an ordinance for assemblies, demonstrations, special events and parades in Section 14-146 through 157. All requests must be submitted to the office of the Chief of Police for review. The information required on this form is consistent to the enacted City ordinance. 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 entire application and all of its parts 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)

<b>Event:</b>		<b>Date of Application:</b>	
<b>Requested Date:</b>	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	
<b>Sponsored By:</b>			
<b>ORGANIZERS' CONTACT INFORMATION</b>			
<b>Primary:</b>	Name	Cell Phone	
	Address	Work Phone	
	Email	Home Phone	
<b>Secondary:</b>	Name	Cell Phone	
	Address	Work Phone	
	Email	Home Phone	
<b>Requested Area(s):</b>	<i>Check all that apply</i> <input type="checkbox"/> Old Town District <input type="checkbox"/> City Streets <input type="checkbox"/> Parking Lots <input type="checkbox"/> Parks <input type="checkbox"/> Other		
<b>Exact Location for the Event:</b>			
<b>Event Hours:</b>	Exact event times: _____ to _____	Set-up start time: _____	Clean-up end time: _____
<b>Anticipated Attendance Per Day:</b>	Participants: (volunteers, staff...)	Spectators:	
<b>FOR OFFICE USE</b>			
<b>Host Department:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Chief of Police:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<b>Primary:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Insurance Provided?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comments/Special Considerations:</b> See last page		<b>Copy To:</b>	
<b>Chief of Police Signature:</b>	<b>Date:</b>	<input type="checkbox"/> City Manager	<input type="checkbox"/> File
		<input type="checkbox"/> Chief of Police	<input type="checkbox"/> Commissioner of the Rev.
		<input type="checkbox"/> Fire Chief	<input type="checkbox"/> Health Dept.
		<input type="checkbox"/> Parks & Rec.	<input type="checkbox"/> OTW
		<input type="checkbox"/> Public Works	<input type="checkbox"/> BB&T Bank
		<input type="checkbox"/> Zoning	<input type="checkbox"/> SU (Feltner)
		<input type="checkbox"/> WPA	<input type="checkbox"/> Civil War Museum
		<input type="checkbox"/> Risk Manager	<input type="checkbox"/> Fred. Co. Parks & Rec.
		<input type="checkbox"/> City Engineer	<input type="checkbox"/> Other:
<b>Special Events Permit #:</b>			

## HOLD HARMLESS AGREEMENT

If your event application is approved, a signed copy of the below Hold Harmless Agreement must be submitted prior to the start of the event.

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.

\_\_\_\_\_ (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.

<b>1. Event Name:</b>		
<b>2. Describe your event and the planned activities.</b>		
<b>3. Name of insurance company providing Certificate of Insurance and Endorsement Page for the event:</b>		
<i>NOTE: 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 as additionally ensured. The endorsement must be issued by the insurance company. A 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>		
<b>4. Has your organization held this event in the past?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Where and when?
<b>5. Is this event a fundraiser for your organization?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>6. Will you be requiring assistance from Winchester Fire and Rescue?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	What kind of assistance? <input type="checkbox"/> Fire Engine      Dedicated Unit? Yes or No <input type="checkbox"/> Ambulance      Time Frame: _____ to _____ <input type="checkbox"/> EMS Bike Team <input type="checkbox"/> First Responder Gator
<b>7. Will you be requesting assistance from the Police Department?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	What kind of assistance?
<i>IF YES, 60 day notice required. A fee may apply.</i>		
<b>8. Will items be left overnight?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	What and where?
<i>IF YES, any propane or other hazardous chemicals must be constantly attended.</i>		
<b>9. Will you have private security on site?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Who?
<b>10. Will alcohol be served?</b>	<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.
<i>IF YES, 60 day notice required. All state and local ordinances must be followed. NOTE: Alcohol is NOT permitted on park grounds.</i>		
<b>11. Will food be served?</b>	<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.
<i>IF YES, 60 day notice required.</i>		
<b>12. Will food, merchandise or services be sold?</b>	<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.
<i>IF YES, 60 day notice required. 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>		
<b>13. Will admission fees, entry fees or other fees be charged as part, or in association with the event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fee amounts?
<i>IF YES, you must contact Winchester's Commissioner of the Revenue (540) 667-1815 at least 30 days prior to the event.</i>		

<b>14. Will the activity require the blocking of any surrounding streets?</b> <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

<b>15. Street sweeper requested?</b> <i>Does not apply to Loudoun Street Mall.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Street(s): By When? (Day/Time):
<b>16. Electricity requested?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location(s):                      Purpose: By When? (Day/Time):
<b>17. Water/Hydrant hook-up requested?</b> <i>IF YES, 60 day notice required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location(s):                      Purpose: By When? (Day/Time):
<b>18. Trash boxes requested?</b> <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:
<b>19. Will the event need barricades or fencing material?</b> <i>IF YES, 60 day notice required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Location(s):
<b>20. Will amplification equipment be used?</b> <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):
<b>21. Portable restrooms requirements.</b> 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>	$\frac{\text{ \_\_\_\_\_\_ }}{\text{ \# of people }} \div 100 = \frac{\text{ \_\_\_\_\_\_ }}{\text{ \# of restrooms }}$	<b>NOTE:</b> 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).
<b>22. Will you request/bring the following?</b> <i>IF YES, 60 day notice required.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Choose all that apply.

<b>Requesting:</b> <i>Not available at most locations.</i> Tables: # _____ Chairs: # _____	<b>Bringing:</b> <input type="checkbox"/> Tables: # _____ <input type="checkbox"/> Chairs: # _____ <input type="checkbox"/> Radio Remote <input type="checkbox"/> Signs/Banners Size(s): _____ Location: _____	<input type="checkbox"/> Tents: # _____ Size(s): _____ Location: _____ <i>900+ sq.ft. must 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>
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<p><b>23. Will there be any other temporary structures used in conjunction with your event?</b> (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><b>24. Will the event require use of any parking lots as staging areas or additional spectator parking?</b></p> <p><i>IF YES, contact the Winchester Parking Authority at (540) 722-7575 or <a href="mailto:wincparking@winchesterva.gov">wincparking@winchesterva.gov</a> to initiate the request process.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	List lots: Hours: Areas:
<p><b>25. Will you need space for primitive or RV camping?</b></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><b>26. Will there be balloon or helicopter rides?</b></p> <p><i>IF YES, 60 day notice required.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type:
<p><b>27. Will there be any mechanical rides?</b></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><b>28. Will there be animals?</b></p> <p><i>IF YES, 60 day notice required.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Quantity:
<p><b>29. Will there be fireworks, open flames, pyrotechnics, or fire art performances?</b></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><b>30. Will there be a parade, organized run or walk?</b></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><b>a. List the streets that will be partially or entirely occupied during the event under question #14</b></p>		
<p><b>b. Will there be vehicles in the parade, run or walk?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Quantity:
<p><b>31. Do you intend to have any professional photography or commercial videography conducted on City Property?</b></p> <p><i>Insurance required. See question #3.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Location(s):
<p><b>32. What items or tasks will your organization be providing or performing for the event? (Please list all)</b></p>		
<p><b>33. Please attach a site plan of your event to this application.</b></p>		

## COMPLETE A & B IF EVENT IS IN JIM BARNETT PARK

**A. If your request is in Jim Barnett Park, does your event require shutting down any of the following?**

*Check all that apply.*

- |                                                |                                        |
|------------------------------------------------|----------------------------------------|
| <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         |

**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.** \_\_\_\_\_ *(initial)*

## 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.

**Will the event require use of the steps or lawn of the 1840 Frederick County Courthouse?**

*IF YES, contact the Frederick County Parks & Recreation Department at (540) 665-5600 to obtain their request form.*

Yes  No

**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.

**Approval/Denial Process:**

