



## 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 Code defines a Special Event as follows:

Special Event- 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.

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. Is the event held in open space (outdoors; not within a permanent enclosed structure)?  
 YES or  NO (If NO, the event does not require a permit) (If YES, continue to #2)
2. Does the event include “Music or Entertainment” (See above for examples of “Entertainment”)?  
 YES or  NO (If NO, the event does not require a permit) (If YES, continue to #3 and #4)
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 question #3 OR #4, your event is a “Special Event” and will require a permit. Please complete the “Town of Altavista Special Event Permit Application”. Submit the application and payment for the \$25.00 permit fee to the Community Development Department at least 30 days prior to the event date.

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 Permit” 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 the Community Development Department at (434) 369-5001 or the Altavista Police Department at (434) 369-7425.



# SPECIAL EVENT PERMIT APPLICATION

## Town of Altavista, VA

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|-----------------|
| OFFICE USE ONLY |
| APPLICATION #:  |
| PERMIT #:       |

Thank you for your interest in hosting a special event in the Town of Altavista. Special events include outdoor gatherings or entertainment open to the public (or through donations or ticket sales) such as outdoor dances, concerts, festivals, fairs, carnivals, circuses, exhibitions, races, events, rides, shows, fund-raisers, parades, fireworks displays, block parties, rallies, etc. Events that take place under the jurisdiction of the Town of Altavista require a "Special Events Permit". This application is your first step in the process of obtaining your permit. Applications are due no later than 30 days prior to the planned event. A fee of \$25.00 per event is due at application. Additional fees may be required for the cost of Town Services needed for the event.

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|---|--|--|--------------------|
| APPLICANT   | APPLICANT NAME (INDIVIDUAL, COMPANY OR ORGANIZATION):  |  | APPLICANT PHONE #: |
|   | APPLICANT MAILING ADDRESS (STREET NUMBER & NAME):  |  | APPLICANT FAX #:   |
|   | CITY, STATE, ZIP   |  | APPLICANT EMAIL:   |
|   | APPLICANT PHYSICAL ADDRESS (IF DIFFERENT FROM MAILING ADDRESS):  |  |                    |
|   | DO YOU REPRESENT A NON-PROFIT ORGANIZATION WITH 501(C)(3) STATUS? <input type="checkbox"/> YES <input type="checkbox"/> NO |  |                    |
| IF YES, ATTACH A COPY OF THE 501(C)(3) CERTIFICATE OR PROVIDE IDENTIFICATION #: _____ |  |  |                    |

|       |   |  |                         |
|-------|---|--|-------------------------|
| OWNER | PROPERTY OWNER'S NAME:  |  | OWNER'S OFFICE PHONE #: |
|       | PROPERTY OWNER'S EMAIL  |  | OWNER'S CELL #:         |
|       | PROPERTY OWNER'S MAILING ADDRESS (IF DIFFERENT FROM EVENT ADDRESS): |  |                         |

|                   |   |       |   |                     |  |
|-------------------|---|-------|---|---------------------|--|
| EVENT INFORMATION | EVENT NAME:   |       | EXPECTED TOTAL NUMBER OF EVENT ATTENDEES: |                     |  |
|                   | PROPOSED EVENT ADDRESS:   |       |   |                     |  |
|                   | BUILDING/FACILITY NAME AND TENANT NAME (IF APPLICABLE):                   |       |   |                     |  |
|                   | PRIMARY EVENT COORDINATOR NAME:   |       | COORDINATOR EMAIL:                        | COORDINATOR CELL #: |  |
|                   | THE EVENT WILL OCCUR ON:  | DATE: | BEGIN TIME:                               | END TIME:           |  |
|                   | <b>DETAILED DESCRIPTION OF EVENT (USE ADDITIONAL SHEETS IF NECESSARY)</b> |       |   |                     |  |
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| ATTACHMENTS | <p><u>PLEASE ATTACH COPIES OF ITEMS LISTED BELOW WHEN APPLICATION IS SUBMITTED. IF YOUR EVENT WILL NOT REQUIRE ANY OF THESE ITEMS, PLEASE ATTACH A BRIEF EXPLANATION FOR DEPARTMENTAL REVIEW:</u></p> <ul style="list-style-type: none"> <li>➤ A list that includes the name, address, and phone number of each promoter of the event, each financial sponsor of the event and every person or group who will perform at the event.</li> <li>➤ If applicable, a copy of the ticket or badge of admission to event, together with total number of tickets to be offered for sale and applicant's best estimate of persons expected to attend the event.</li> <li>➤ A description of sanitation facilities and a plan for disposal of garbage, trash and sewage generated by the persons who will attend the event. Such plan shall include provisions for removal of garbage and trash at the end of the event and shall include the contact information of the persons responsible for the work. <i>(i.e., dumpsters/receptacles provided, trash removal company hired, etc.)</i></li> <li>➤ A description of hospitality and lodging plans <i>(if applicable)</i> for persons attending the event.</li> <li>➤ A description of medical facilities to be available for persons who will attend the event. <i>(i.e., first aid kits, trained medical professional present, etc.)</i></li> <li>➤ A description of fire protection for the event. <i>(i.e., fire extinguishers present, fire truck(s) present, etc.)</i></li> <li>➤ A description of parking facilities and traffic control at and near the event area. The Altavista Chief of Police shall review such plan and shall be the sole judge of its adequacy.</li> <li>➤ A description of security to prevent personal injury to event attendees and damage to property. Such plan shall specify the amounts and types of insurance and who will obtain insurance to insure against injury or damage. If the event will be held on public property, each insurance policy shall name the Town as co-insured and certificates of insurance shall be delivered to the Town Manager at least 14 days prior to the event. <ul style="list-style-type: none"> <li>○ <b>NOTE:</b> If you would like to request Town of Altavista Police officers for security and/or traffic control assistance, please contact the Altavista Police Department at (434) 369-7425.</li> </ul> </li> <li>➤ A description of the location of outdoor lights, and the location and types of equipment intended to shield the lights to prevent unreasonable impact beyond the property on which event will be located.</li> <li>➤ A plan to ensure that the event will comply with the Town noise ordinance and to ensure that the special event will not constitute a nuisance to adjacent property owners.</li> </ul> |  |
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| APPLICANT AFFIDAVIT | <p>By my signature below, the applicant and property owners authorize the Town and its lawful agents, employees, designees or law enforcement officers to enter the property upon which the event will be held at any time prior to or during the event for the purpose for determining compliance with the provisions of this article or any state and local statutes, ordinances and regulations. I also acknowledge that if a permit is issued it shall be valid only at the location listed on the application, and for the specific date(s) and time(s) for which it is issued; and If approved to proceed, I acknowledge that a copy of this application and all its attachments will be available on-site during the date and times noted on this application, and constitute approval to proceed with the activity applied for. I attest the information provided is complete and accurate.</p> |       |
|                     | SIGNATURE OF APPLICANT:   | DATE: |

|       |  |       |
|-------|--|-------|
| OWNER | <p>I am the owner of the property where the special event will take place and by signing below, I certify that I give permission for the company listed on this application to apply for a permit as described in the application.</p> |       |
|       | SIGNATURE OF PROPERTY OWNER:   | DATE: |

**OFFICE USE ONLY**

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|----------------|--------------------|--|
| APPLICATION #: | PERMIT FEE AMOUNT: | <input type="checkbox"/> CASH<br><input type="checkbox"/> CHECK<br><input type="checkbox"/> CREDIT |
| DATE:          | CHECK #:           |  |