

Special Event and Facility Rental Guide



Town of Abingdon
133 West Main Street
Abingdon, VA 24210

276-492-2132

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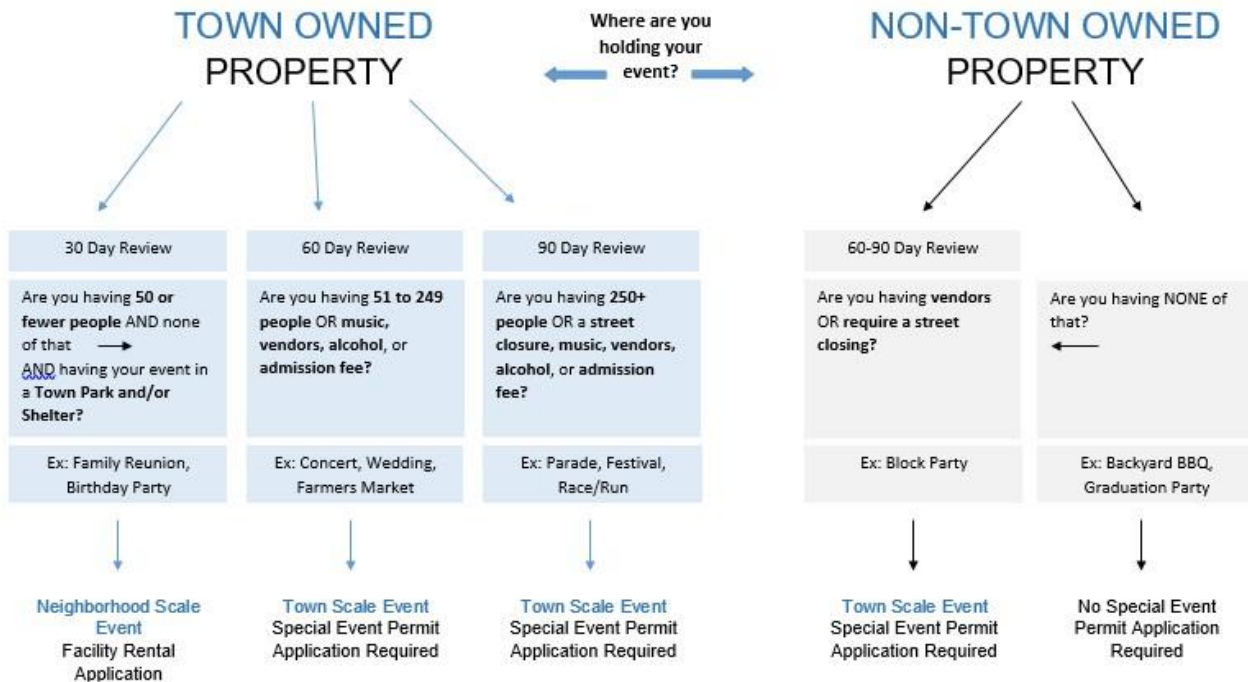
Planning a Special Event

New and annual, public and private, events must go through the process should they meet the criteria below. Applications will take between thirty (30) and ninety (90) days for review.

Step 1: Do I need a Special Event Permit?

Special event permits may apply to both public and private property given certain circumstances. There are two types of special event permits based upon the characteristics of the event. This is intended to expedite the process for smaller, facility rentals, which have minimal impact on the surrounding community.

Check out the graphic below to determine if you need a special event permit, and what type. You can view a larger version on our website. Please call our Special Events Staff at 276.492.2132 for help if you are still unsure.



Sound permit is required for sound amplification within Town Limits

Step 2: Submit Application

Getting an Application

Applications may be obtained online or in person at Town Hall.

Abingdon Town Hall
 133 West Main Street
 Abingdon, VA 24210
 276-492-2132

Return your application to Town of Abingdon staff located within Town Hall. Should the applicant fail to apply within the timeframe stated below, the Town reserves the right to deny the application. ***Please remember acceptance of your application does not indicate final approval or confirmation of your request nor does it exempt you from other required application and reservation procedures.***

Submission Date & Fee

Special Events Committee meets the second week of each month.

Submission Date	Event/ Application	Guidelines	Application Fee
90 days prior	Town Scale Event Special Event Application	Anticipated attendance 250+ (and/or) requires closure of a roadway, intersection or network of streets	\$25
60 days prior	Town Scale Event Special Event Application	Anticipated attendance of 51 to 249	\$25
30 days prior	Neighborhood Scale Event Facility Rental Application	Anticipated attendance 50 or less* (and) held on specially identified lots and/or parks in the Town of Abingdon, as outlined in application <small>*street closures, alcohol, or mobile vendors will automatically push your event into Town Scale category</small>	\$25

Other fees:

Dependent upon the scale and characteristics of your event, you may incur fees for the use of Town property, parks, facilities, and services.

Additional information:

Dependent upon the scale and characteristics of your event, you may be required to submit a Special Event Application and a Facility Rental Application. Also dependent on the size and type of event, the event organizer may need to attend a meeting with the Special Events Committee to review the application.

Step Three: Permit Application Review

After submitting a complete application to the Town of Abingdon Special Event Coordination staff, your application will be placed on the next available Special Events Committee meeting agenda. Prior to the meeting, the application may be distributed to necessary Town departments for feedback.

Applicants will receive feedback, as needed, on their proposed event(s) after the Special Event Committee meeting.

Step Four: Permit Application Approval/ Denial Notification

Approval/Denial of event permit

Final approval of the permit/rental will be granted after all issues identified in the Special Event Committee meeting have been remedied by the applicant. After all fees have been paid in full and the Town has received any supporting documents, i.e. certificate of insurance, ABC license, etc., you will receive an official permit to be on hand at your event.

Special event permits may be **approved with or without conditions** if the application meets all standards, and:

- If the event does not interfere with normal use of city property by the Town or general public;
- If the event does not present a safety of health risk to participants, spectators, or the general public, or an environmental hazard;
- If the event is compatible with the surrounding area or neighborhood, in consideration of anticipated, noise, traffic, crowd capacity and other similar factors; and
- Town resources necessary to support the proposed activity are reasonably available.
- If the applicant is in good standing with the Town regarding outstanding fees, taxes, or other obligations

In the event of ***denial of a special event permit or facility rental application***, you will be notified of the reasons for denial. The \$25 application fee is non-refundable.

Revocation of an Event Permit or Facility Rental (prior to event occurrence)

A Special Event Permit or Facility Rental may be revoked upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that have arisen. If the event is changed or canceled by the Town due to unforeseen circumstances, event fees are refundable.

Revocation of an Event Permit (during event occurrence)

A Special Event Permit or Facility Rental may be revoked during an event. If an Event Permit or Facility Rental is revoked, the event must be cancelled, and activities must be terminated immediately. This will be determined by senior safety officials on-site and/or with the City Manager or designee.

Step Five: The Main Event

Enjoy the event you've been planning!

Important Contacts

Alcoholic Beverage Contacts (ABC) <i>Alcoholic Beverage Vendors, ABC Licensing</i>	276.676.5502
Community Development <i>Signage, Tents, Temporary Structures, Code Enforcement</i>	276.628.3167
Fire Department <i>Fireworks, Fire Code Enforcement, Food Truck Inspection, Fire and Emergency Medical Services</i>	276.628.5563
Health Department <i>Food Truck Inspections, Food Service Permits, Other Permitting</i>	276.676.5604
Police Department <i>Traffic, Safety/Security, Street Closures</i>	276.628.3111
Public Works <i>Street Closure, Traffic Control Plan, Garbage and Recycling</i>	276.628.2361
Special Events Staff <i>Applications, Certificate of Insurance, Meeting Schedule</i>	276.492.2132
Tourism <i>Lodging, Visitor Information, Marketing, Sponsorship</i>	276.676.2282
Treasurer's Office <i>Food Trucks, Vendors, Sales Tax, Invoice Payment</i>	276.525.1464

Information to Aid You in Completing Your Application

Advertising & Signage

Advertising and signage may be placed within the event area, as approved, and adhering to Section 8-4 of Town Zoning and Subdivision Ordinance. Signs are subject to the dimension requirements in the Ordinance, and they are to in no way obstruct vehicular travel, public parking and/or pedestrian movement along sidewalks.

Alcohol

If your event provides or sells alcohol, please contact Virginia Alcohol and Beverage Control, Abingdon Regional Office, at 276.676.5502 to determine what type of license is required. A copy of the ABC License must be provided to the Town.

If your event is being hosted on Town owned property, the Town may require you to provide liquor liability insurance. You may also hire someone to provide and serve alcoholic beverages and may require that they provide liquor liability insurance and name you as the additional insured. In either case the Town of Abingdon must be named as an additional insured on the liquor liability insurance. If required, a certificate of insurance must be provided to the Town showing all additional insureds.

All events on Town property **selling** alcohol require a Special Event Permit and must have an officer of the Abingdon Police Department present, additional fees apply.

Amusement Devices/Equipment (includes inflatables/bounce house)

Use of amusement devices or inflatables must be indicated by the applicant on the application form and requires general liability insurance in the minimum amount of one million dollars (\$1,000,000). Proof of this coverage is provided to the Town through a Certificate of Insurance (COI) naming the Town of Abingdon as an additional insured.

Amusement or inflatable play equipment must be obtained from an approved company/organization and must be set up and removed only by trained and qualified representatives, in compliance with manufacturer's specifications. Applicants must provide adequate and appropriate adult supervision that reflects a safe level of operation. Privately owned, non-commercial amusement devices or inflatables are prohibited on Town property.

Community Notification

You are responsible for coordinating neighborhood communication efforts related to your event, which should reach out to residents, civic associations and affected businesses. This should be done a minimum of 14 days prior to your event.

Creper Trail

Events and rentals along the Virginia Creeper Trail, from the Abingdon Trailhead to Alvarado Station, are permitted and reserved through the Town of Abingdon. While we welcome events and shelter reservations, please note that the Creeper Trail is open to the public and will not be closed for private events. For safety, and trail conservation, motorized vehicles are not permitted on the trail. Exceptions are made for Town vehicles with the purpose of performing trail maintenance, emergency vehicles, and extenuating circumstances in which permission has been applied for and granted. Trail use from dusk to dawn is prohibited, except with proper permitting.

Electricity

Not all Town-owned parks and facilities have available electricity. If you plan to bring generators, please include that information on the application. Please also note if your electrical plans exceed the regular 120-volt power outlets.

Fees

Application Fees are due at the time the application is submitted. Any additional fees will be invoiced after final approval. Facility Rental fees should be paid a minimum of seven (7) days prior to rental date. Fees associated with Town Scale Events should be paid a minimum of thirty (30) days prior to the event date.

Fees can be submitted to Town Hall in person or via mail, or paid over the phone by calling the Treasurer's Office.

Fee Reduction Program for Special Events

Fee reductions may be applied for by qualified nonprofit organizations or Town businesses (within Town limits) that will be providing an event of entertainment or economic value to the Town. Fee reduction/waiver will be to offset the costs associated with the event for law enforcement, street closures, and/or other event services provided by the Town. Nonprofit organizations and Town businesses may receive a maximum of two fee reduction awards per Town fiscal year.

To apply for a Fee Reduction for Special Events, please submit a letter with your application requesting a reduction/waiver. Please include an impact statement and how a fee reduction would benefit your event. Requests will be reviewed by the Special Event Committee, along with the application, and recommendations for fee reduction will be made to the Town Manager. Final approval for fee reductions will be made by the Town Manager. You will be notified of any fee reduction after final approval of the event.

Food Trucks

Food trucks operating within Town limits must have a Peddlers License, issued by the Town Treasurer, and must report food and beverage tax to the Town. Please note, in order for Peddler's Permit to be issued, Food Trucks must have their inspection by the Health Department and when required, the Fire Department.

Fire & Medical Services

The Town of Abingdon Fire Department reserves the right to review all special events requests and impose fire and medical services requirements based on the event. Additional fees may apply.

If medical services are required for the event and the Fire Department is unable to support the requirement, the special events promoter or requestor may procure private services to meet those needs as long as they meet the specific requirements set forth by the Fire Department for the event.

Fireworks

The Town of Abingdon code prohibits the use and possession of all fireworks with the exception of sparklers, caps for pistols or pinwheels. Permits are required for public or private displays of fireworks or pyrotechnics. Professionals trained to launch fireworks are required to obtain a fireworks permit.

*Violation of this provision is an illegal act that constitutes a misdemeanor. Unapproved fireworks may be confiscated, and the offending parties fined and/or sentenced to up to one year in jail.

Garbage & Recycling

The event organizer is responsible for maintaining the event in a clean and orderly condition both during and after the event. Garbage & recycling containers are available through privately owned companies. Garbage containers are available through the Town for an additional fee. If the event is held on Town property, the Town may require the event organizer to secure containers with size and placement to be determined by the Town.

Insurance

If your special event is held on Town property, you will be required to provide general liability insurance in the minimum amount of one million dollars (\$1,000,000). Proof of this coverage is provided to the Town through a Certificate of Insurance (COI) naming the Town of Abingdon as an additional insured. Also required along with the COI is an additional document called an Endorsement to the Policy. This endorsement to the policy changes the policy to show that the Town of Abingdon is recognized as an additional insured. Often the general liability policy will contain a section that will automatically include another party as an additional insured if that is a requirement of a contract the policy holder has entered into. If this is the case, that section of the policy will satisfy the endorsement requirement.

Additionally, if alcohol is to be served, or available for purchase, you may be required to obtain liquor insurance for the event. If you have hired someone, you may require that they provide the liquor liability insurance and name you as the additional insured. In either case the Town of Abingdon must be named as an additional insured on the liquor liability insurance. A certificate of insurance must be provided to the Town showing all additional insureds.

Copies of the Certificate of Insurance and Endorsement and Liquor Liability Insurance, if required, must be on file with the Town of Abingdon a minimum of 14 days prior to the event.

Parking & Transportation

Please remember that parking and traffic congestion may be concerns for your event. In no case, shall events be allowed to charge for event parking in public parking lots or on Town owned property.

Shuttle: If there is not adequate on-site parking for the event, the event organizer is responsible for developing a shuttle plan. If a shuttle will be used, indicate the route, as well as pick-up/drop-off points. If a shuttle service is provided there should be a wheelchair accessible shuttle or an accessible vehicle to provide the same service. If your event requires a shuttle plan, this can be described on a separate document and attached upon submission.

Peddler's License

A Peddler's License will be required when vendors are involved in your special event. Please contact the Treasurer's Office for information on obtaining a Peddler's License with the Town.

Recurring Events

One application may be completed for recurring events with similar characteristics, such as weekly farmers markets or monthly art events. Special event permits for recurring events are valid for up to one year, however, all dates must be requested on the initial application.

Road Closures

If your event requires a road closure, it must go through the Special Event Process and requires an additional fee. A timeline of closures and reopening must be included on the application.

Security / Public Safety Plan

Please identify the number of staff, volunteers, and private security you have assigned to work your event and attach a security plan. After submitting your application, the Abingdon Police Department will determine if the number of staff and security you have arranged for your event is sufficient. Please also indicate if you have already arranged with the Abingdon Police Department for extra duty officers to be present at your event. If police/security services are required for the event, the special event promoter or requestor may procure private services to meet those needs as long as they meet the specific requirements set forth by the Police Department for the event.

Site Plan / Route Map

Regardless of venue, if you have a Town Scale event in which you expect 250 people or more and/or have a road closure, you will be asked to provide a site map including:

- An outline of the entire venue area
- Entrance/exits for attendees
- Location of vendor/sponsor loading areas
- Emergency access points (Minimum 20' emergency access lane throughout)
- ADA areas
- A traffic control plan that meets the Virginia Work Area Protection Manual (Latest Edition)

For events anticipating more than 500 attendees, you will also be asked to include an evacuation plan outlining how you will evacuate the venue in the event of an emergency, which must include a communication plan with staff, vendors, and attendees.

Tents and Temporary Structures

Tents over 900 sq. ft. or that will have an occupant load greater than 50, are required to have a building permit issued by the Town Building Official. Tents and Temporary structures must be constructed prior to the event, allowing enough time for inspection. Inspections are only conducted during regular business hours. Please contact the Community Development Department with questions concerning Tents and Temporary Structures.

Toilets

Some locations have no restroom facilities available. It is the responsibility of the organizer to furnish adequate restrooms for Town Scale events.

For events open to the public, one toilet shall be provided per 150 attendees. Events serving alcohol shall provide two toilets per 150 attendees.

Restroom Facilities are available to rent through privately owned companies. The Mobile Restroom Trailer is available through the Town for additional fees. Mobile Restroom must remain within Town Limits, must be delivered and picked-up during regular business hours, and rental is subject to space and electrical limitations. Mobile restroom is not available November – March.

Vendors

A vendor is any individual or organization who is participating in a special event to provide products or information.

Food / Beverage Vendors: Sells or samples food / beverage products

Merchandise Vendors: Sells non-food/beverage products

Town Treasurers Office

Please contact the Town of Abingdon's Treasurer's Office at 276.525.1464 for more information on what permits are required for vendors at your event.

Health Department

If you are planning to provide food to the general public, or provide any other services that may pose a health related risk, please contact the Washington County, Virginia Health Department for more information on what type of permitting or inspections may be required.

Event and Facility Fees

	Item	Description	Price Per Unit	
Permits				
	Special Event Permit	Fee Per Event	\$25	
	Street Closure	Fee Per Event	\$150	
	Noise Permit	Fee Per Event	\$10	
Staffing				
	Police or Fire	Hourly	\$38	
	Public Works	Hourly	\$20	2 Hour Min.
Other	<i>(Town Property Only)</i>			
	Trash Can	Rolling Cart	\$50	
		Each Additional Cart	\$5	
	Dumpster	Each	\$110	
		Additional Waste Dump	\$25	
Facilities	(reservation)		Non-Residents	Residents
	Abingdon Market Pavilion	1 Hour Increment	\$50	\$50
	Alvarado Station	Event Fee	\$50	\$50
	Alvarado Picnic Shelter	1 Hour Increment	\$10	\$10
	Alvarado Read Shelter	1 Hour Increment	\$10	\$10
	Eberhardt Park Shelter	1 Hour Increment	\$10	n/a
	French Moore Shelter	1 Hour Increment	\$10	n/a
	Kings Mountain School Shelter	1 Hour Increment	\$10	n/a
	Landon Boyd Stage or Shelter	1 Hour Increment	\$10	n/a
	Latture Field	1 Hour Increment	\$10	n/a
		Lights – 1 Hour Increment	\$5	\$5
	Munchkin Park Shelter	1 Hour Increment	\$10	n/a
	Veterans Park Shelter (3)	1 Hour Increment	\$10	\$10
	Veterans Park Double Shelter	1 Hour Increment	\$20	\$20
	Veterans Park Pavilion	1 Hour Increment	\$10	\$10
	Wye Park and Shelter	1 Hour Increment	\$10	n/a
	Mobile Restroom Trailer	Fee Per Event	\$150	\$150
	(must be within Town limits, delivered and picked up during normal business hours, includes initial stock of toiletries)			