



TOWN OF ABINGDON

Application for Special Event Permit

Application Fee: \$25.00 (fee is non-refundable) Additional fees may apply.

Special Event Permit Application must be submitted a minimum of 30 days prior to the date of the requested special event to allow proper time to process with Town departments.

Applicant will be notified of approval and invoiced for any additional fees. **All fees must be paid in full within thirty (30) days of event or application will be voided.**

All damage(s) to Town property and/or equipment shall be billed to the application and paid upon request.

Event Information	Event Name/Type	
	Beginning Date/Time	Ending Date/Time
Applicant Information	Name	Phone
	Mailing Address, City, State, Zip Code	
	Organization Name (if any)	Email
Event Details	Sponsor(s) (if any)	
	Anticipated Attendance: Public: Staff: Number of Vendors: (Each vendor must have valid Town business license, if applicable)	
	How do you plan to publicize?	
	The questions below will aid the Town in determining what services and safety requirements are necessary to ensure a successful event. Fees will be charged for special considerations requested such as Town-provided services (i.e. Police, Fire, Public Works). Please include specific considerations requested in the narrative or as an attachment.	
	Detailed description of the event/location:	
	Will any Town streets require closing? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	If yes, please list name of street(s):	
	Will your event require electricity and/or water hook up? Water? <input type="checkbox"/> YES <input type="checkbox"/> NO Electricity? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	If yes, please provide purpose:	
	Will food vendors be in attendance? <input type="checkbox"/> YES <input type="checkbox"/> NO (Food vendor(s) must have valid Town license and report meals tax.)	Will alcohol be included in your event? <input type="checkbox"/> YES <input type="checkbox"/> NO Hours of serving: (Copy of Alcohol Beverage Control license must be provided within 30 days of the event)
	Will trash cans (if not already provided) be needed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Number requested:
	Will a dumpster be needed? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	Will structures (e.g. tents) be erected? <input type="checkbox"/> YES <input type="checkbox"/> NO	Location:
If yes, please describe purpose of structure:		
If tents or air-supported structures will be erected, will it be larger than 900 square feet or have an occupant load of more that 50 persons? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Will you be amplifying sound? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please complete Sound Amplication Permit.	



TOWN OF ABINGDON

Application for Special Event Permit

Applicant Signature	The applicant must immediately submit, upon approval of the event, a current Certificate of Insurance naming The Town of Abingdon as an additional insured in the amount of \$1,000,000.00. Special Event Permit Application shall go before the Town Manager for approval and fees paid in full prior to any planning arrangements and/or advertising		
	I, for myself, and on behalf of my heirs, assigns, personal representatives and next of kin, and if applicable on behalf of a minor or person under disability of whom I am parent or guardian, hereby release, indemnify, covenant not to sue and agree to hold harmless release and forever discharge the Town and all other persons, council members, officers, agents, employees, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the Activities, of and from any and all claims, demands, damages, actions, causes of action, or suits at law or in equity, of whatsoever kind or nature, for all injuries both to person or property resulting, or to result from the activities.		
	Applicant (Print Name)	Signature of Applicant	Date

Office Use Only	
The permit application is <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
_____ Signature of Town Manager	_____ Date