



**Special Event Permit Application for Parade, Assembly, or Distance Runs**

To apply for a special event permit for a Town-sanctioned event, please complete this application and submit it to Nathan Repass at [nrepass@pulaskitown.org](mailto:nrepass@pulaskitown.org), or by hand/mail to the Town of Pulaski's Municipal Building at 42 1<sup>st</sup> Street Northwest, Pulaski, Virginia 24301. This application must be received at least 30 days prior to the event to be considered for approval. Please include a site plan with the application, indicating the location of the proposed Special Event.

**Definition of a Special Event**

For the purposes of this permit application, a special event is defined as any organized activity that utilizes, or has an impact upon, public property, public facilities, parks, sidewalks, or public roadways in a manner that varies from its current land use; sells alcoholic beverages; or charges an admission fee. Examples that warrant a permit include, but are not limited to: concerts, parades, fairs, festivals, runs, walks, bike ride/races and community gatherings.

**1. Event Information**

- a. Name of Event: \_\_\_\_\_
- b. Date(s) Requested: \_\_\_\_\_
- c. Location: \_\_\_\_\_
- d. Event Start Time: \_\_\_\_\_
- e. Event End Time: \_\_\_\_\_
- f. Admission: Yes ( ) No ( )
  - i. Admission Price Advance: \_\_\_\_\_
  - ii. Admission Price Day-Of: \_\_\_\_\_
- g. Sponsors: \_\_\_\_\_
- h. Rain Date(s): \_\_\_\_\_

**2. Event Description**

- a. Purpose and Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Circle Event Type: Festival Concert Bike Race/Tour Run/Walk Parade Other
- c. Anticipated Attendance: \_\_\_\_\_
- d. Previous Attendance (If Applicable): \_\_\_\_\_
- e. Start and End Locations, if different: \_\_\_\_\_

**3. Event Organizer Contact Information**

- a. Applicant Name: \_\_\_\_\_
- b. Organization Name: \_\_\_\_\_
- c. Address: \_\_\_\_\_
- d. Phone Number: \_\_\_\_\_
- e. Primary Email: \_\_\_\_\_
- f. Website: \_\_\_\_\_

**4. Site Plan**

- a. Please include a map of the proposed event, with as much detail as possible.



**5. Town Resources/Services Requested**

a. Time Frame for Set Up: \_\_\_\_\_

b. Time Frame for Clean Up: \_\_\_\_\_

c. Street Closures Requested: Yes ( ) No ( )

i. Street Closures Requested: \_\_\_\_\_

\_\_\_\_\_

ii. Time Frame for Street Closures: \_\_\_\_\_

*Applicant is responsible for notifying individuals and businesses along the event route.*

d. Number of trash/recycling containers requested: \_\_\_\_\_

*Applicant is responsible for collection and disposal of all trash and recycling collected during events. The town may be able to provide trash containers on request.*

e. Electricity requested: Yes ( ) No ( )

i. Requested location and needs: \_\_\_\_\_

\_\_\_\_\_

*Where available, the town will provide personnel to connect electricity for the event. Electricity is not intended for cooking or other high demand activities. Applicants must provide their own extension cords, and any safety equipment (GFCI protection, surge protectors, etc.) required. All cords must be grounded and tripping hazards minimized. All electrical service needs beyond that which is generally available must be provided for by the applicant via generator or battery power.*

f. Stage Required: Yes ( ) No ( )

i. Location requested: \_\_\_\_\_

\_\_\_\_\_

*A charge will apply for stage setup outside of normal weekday business hours.*

**6. Food and Drink**

a. Will your event include food or drink: Yes ( ) No ( )

i. If yes, please describe the food services for the event: \_\_\_\_\_

\_\_\_\_\_

ii. Will food be cooked on site: Yes ( ) No ( )

*All events involving food cooked on site (including food trucks) will require inspection from the Fire Marshal.*

iii. Please list any vendors (including your organization) that will be selling or providing food or drinks: \_\_\_\_\_

\_\_\_\_\_

*Meals Tax and Business license information can be acquired from the town Finance Department at 540-994-8640*



- b. Will your event include alcoholic beverages: Yes ( ) No ( )
  - i. If yes, please describe the alcohol beverage services for your event:

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- ii. Please list any vendors (including your organization) that will be providing or selling alcohol:

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*Applicant will be required to provide to the Town all applicable health permits and ABC licensing before the event.*

*If your event involves alcoholic beverages, Police presence is required for the duration of the event. Charges will apply for Police Staffing required for large events and/or events with alcoholic beverages.*

**7. Restrooms**

- a. Restroom facilities are the responsibility of the applicant, how will you provide restroom access for event attendees: \_\_\_\_\_

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**8. Entertainment and Sound**

- a. Will your event include music or amplified sound: Yes ( ) No ( )
- b. If yes, please describe the sound equipment and/or music: \_\_\_\_\_

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- c. Time Frame for Music: \_\_\_\_\_

*Speakers must be provided by either the event organizer or the performing group. If an audio technician is required for setup, this service must be provided by the event applicant as well.*

**9. Transportation and Parking**

- a. Where do you intend to have event attendees park: \_\_\_\_\_

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**10. Businesses and Residents**

- a. Please list any businesses or residents that may be affected by your event:

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- b. How do you plan to notify these individuals (flyers, phone calls, letters, etc.):

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**11. Public Safety and Hazardous Materials**

a. Do you plan to have Open Flames, Fireworks, or Pyrotechnics: Yes ( ) No ( )

- i. If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***All open fires, fireworks or pyrotechnics require a separate permit from the Pulaski Fire Department.***

b. Do you plan to have amusement devices such as “bouncy houses”, inflatable obstacle courses, Ferris Wheels or other “rides”: Yes ( ) No ( )

- i. If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***All amusement devices, (e.g., bouncy houses, etc.) require a separate Amusement Device Permit with the Town, and must be inspected per Virginia Amusement Device Regulations (VADR).***

c. Do you plan to use chalk, paint, or other potential stormwater contaminants: Yes ( ) No ( )

- i. If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. Application Checklist**

a. Make sure that you have the following filled out and provided:

- i. This Application
- ii. Detailed Site Plan/Map