



APPLICATION FOR SPECIAL EVENT PERMIT

Please Return To
Events Coordinator
Parks and Recreation Department
50 Ida Lee Drive, N.W.
Leesburg, VA 20176
(703) 777-1368



Please Type or Print Clearly

[For Office Use Only: Approve _____ Deny _____]

Date of Application: _____ Date & Event Hours: _____

Activity/Title of Event: _____

Sponsored by: _____

For Profit Non-Profit Tax Exempt #: _____

Description of Event: _____

Location of Event: _____

Anticipated Attendance: _____ Public _____ Vendors _____ Staff _____

Set Up Time: _____ Clean Up Time: _____

Alternate/Rain Date, Hours, and Location: _____

Organizers/Contacts: Name: _____ Home #: _____

Work#: _____ Email Address: _____

Address: _____

City, State and Zip: _____

Second Contact Information:
Name: _____ Phone Number: _____
Email: _____

The applicant shall submit a current Certificate of Insurance naming The Town of Leesburg as an additional insured in the amount of \$1,000,000. The Town is not held liable for any incidents or lawsuits that are indirectly or directly related to the Special Event.

Name of Company Providing Certificate of Insurance for the Event: _____

The questions below will aid the Town of Leesburg in determining what town services and safety requirements are necessary to ensure a successful Special Event.

For the questions below please **check** the appropriate answer and/or **attach** additional documents:

Will any Town streets, sidewalks, and/or alleyways need closing? Yes No

If yes, please list street(s): _____

Will there be a parade? Yes No

If yes, please identify and attach a proposed route map of event: _____

How do you intend to publicize event? _____

How do you intend to notify businesses/residents of street closures? _____

Will there be security on site? Yes No

If yes, please identify who will provide security: _____

Will there be parking control staff on site? Yes No

If yes, how many parking control staff will be on site? _____

Please indicate parking on proposed site plan. _____

Will any items be left overnight? Yes No

If yes, what are the items: _____

Will portable restrooms be provided? Yes No

Please attach a proposed site plane indicating the location and number of portable restrooms.

Will your event require electricity and/or water hook up? Yes No

Please attach a proposed site plan indicating the use, location, and number of electrical and water hook up(s)

The questions below will assist the Town in determining what permits and/or licenses are required for your Special Event:

Will admission fees, entry fees, or other fees be charged as part, or in association with the event? Yes No

If yes, please explain fees: _____

Will food be served? Yes No

Will fees for food or merchandise be charged? Yes No

Will signs and/or banners be displayed? Yes No

If yes, please identify on your site plan where signs and/or banners will be displayed & indicate size: _____

Will tents be erected? Yes No

If yes, what size are the tents? _____

Town of Leesburg Events Calendar Information: The Town of Leesburg will post permitted events on the Town's Event Calendar located on our webpage. Please provide a brief description and the contact information you would like posted. (Description 100 word max.)

Contact Information:

Name: _____ Phone Number: _____

Email: _____

RELEASE: I agree to indemnify and hold harmless the Town of Leesburg, its employees, and its agents from and against any and all liability for any injury, which may be suffered in connection with this event. I also hold harmless the Town of Leesburg, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event.

Signatures of Applicant: _____ **Date:** _____