



# **Town of Leesburg**

## **Special Event Permit Proposal**

**For special event information please contact:**

**Town of Leesburg  
Parks and Recreation Department's  
Events Coordinator**

Linda Fountain

703.737.6052

[lfountain@leesburgva.gov](mailto:lfountain@leesburgva.gov)

Thank you for choosing the Town of Leesburg to hold your event. Many special events held in Town require a Special Event Permit. Please see the definitions below to determine what type of event you are proposing.

**Special Event** means any outdoor event where Town streets, sidewalks, parks or other public areas will be utilized and where members of the public are invited. Examples of special events include but are not limited to: foot races, bike races, demonstrations/protests, parades/marches, festivals, concert series, celebrations, tours, car shows, street dances, sidewalk sales, air shows, etc.

**Demonstration** means a public display of group feeling (as of approval, sympathy or antagonism) especially towards a person, cause or action of public interest. The term includes demonstrations, speechmaking, marching, holding vigils or religious services and all other forms of conduct which involve the communication or expression of views or grievances, engaged in by one or more persons, the conduct of which as the effect, intent or propensity to draw onlookers.

**Expressive Activity** means an activity by which a person intends to convey a message through their conduct, and that message is likely to be perceived by an observer of the conduct. Expressive activity shall include any such as any public gathering, speech, rally, demonstration, procession, picketing or parade, the primary purpose of which is the exercise of the rights of assembly and free speech as guaranteed by the First Amendment of the Constitution of the United States.

**Small Special Event** is a public form of expressive activity that occurs on public property, where the public is invited, and that is anticipated by the event sponsor to draw **20 people or less**.

**Spontaneous Special Event** is defined as any public gathering, demonstration, picketing, procession, parade or vigil, with or without vehicles, where more than 20 persons are expected to participate and which is responsive to unforeseen circumstances or events of immediate and obvious importance that did not reasonably allow the applicant to apply for a permit within the 45 day time period and for which the effectiveness of the expression is time-sensitive. **Special events that have been planned for more than 6 days prior to the special event are not considered “spontaneous” under the special event policy.**

**Public Right-of-Way** means any street, avenue, boulevard, highway, lane, path, alley, sidewalk, drive, bridge, tunnel, waterway or other public rights-of-way now or hereafter held by the Town.

**Event Organizer** means the person, business, or organization responsible for the special event.

# Town of Leesburg Special Event Permit Proposal



## Checklist



**Before submitting your proposal, please be sure you have included the following items:**

- Completed Proposal for permit submitted at least 45 days prior to the date of the proposed event.
- \$50 non-refundable** Special Event Permit Proposal fee. Checks should be made out to the Town of Leesburg.
- Insurance policy valid over the dates of the event naming the **Town of Leesburg** as an additional insured in the amount of **\$1,000,000**. The Town's address on the certificate should be: 25 W. Market St, Leesburg, VA 20176.
- Proposed Site Plan detailing your event. All plans are subject to review. Any changes to your Site Plan after submission will need to be approved by the Community Events Committee. See Pages 2 and 4 for complete details.
- Public Safety Plan for Special Events. See Page 3.
- Copy of Notification to be sent to residents/businesses of upcoming event. See Page 3.
- For walks and runs.* Proposed route overlaid on a map. Be sure to indicate what side of the street the walk/run will occur on, and if it will be on the sidewalk or in a traffic lane. See page 4 for complete details.
- Complete Loudoun County Online Event Information Form at <http://interwapp14.loudoun.gov/rep/eventRequest.aspx> . The County requests all event organizers complete this form.

*Use last page if additional space is needed to answer any of the enclosed questions.  
You may also include additional attachments.*

**Please note, no organizer should advertise their event without written approval from the Parks & Recreation Department or the Community Events Committee.**

**CONTACT INFORMATION**

Full Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile/Day of Event # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

**ALTERNATE CONTACT**

Full Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile/Day of Event # \_\_\_\_\_

Email Address \_\_\_\_\_

**EVENT INFORMATION**

Event Name \_\_\_\_\_

Event Start Date \_\_\_\_\_ Event End Date \_\_\_\_\_

Set-Up Start Date \_\_\_\_\_ Break-Down Completion Date \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Set-Up Start Time \_\_\_\_\_ Break-Down Completion Time \_\_\_\_\_

Event Location \_\_\_\_\_

Nature of Event (race, walk, festival, concert) \_\_\_\_\_

Is this event rain or shine?  Yes  No If No, what is your inclement weather plan?

Cancelled  Request rain date of: \_\_\_\_\_

For Profit  Non Profit/Number \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Event Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Event Details

	YES	NO	
Tent or Canopies			Sizes and Number: _____
Portable Toilets			How many regular toilets will you supply: _____ How many handicap accessible toilets will you supply: _____ Note: 1 Portable Toilet per 100 guests at the peak attendance of your event is the guideline.
Inflatables/Amusement Rides			Sizes and Number: _____ Mark locations on proposed Site Plan
Amplified Sound			Number of Speakers: _____
Stage			Number of Stages and their sizes: _____ Mark locations on proposed Site Plan
Food Vendors/ Retail Vendors			Number of food vendors: _____ (Temporary Food Permit may be required) Number of retail vendors: _____
Admission/Entry Fees/ Donations			Admission fee for participants: \$ _____ Entry fee charged to vendors: \$ _____ Is any portion of proceeds being donated to a charity? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, name of charity: _____
Signs and/or Banners			Identify where on site plan they will be displayed and indicate size. Page 5 and/or attachment.
Animals Involved			Explain: _____
Alcohol			Number of alcohol vendors: _____ ABC License will need to be submitted for vendors. *Certain restrictions may apply.
Parking Control Staff Onsite			How many will be onsite? _____ Please include a parking proposed site plan. Page 5 and/or attachment.
Onsite Security			Security/Company Firm: _____
Items left overnight			Description of items: _____ _____
Water or Electrical Hook up			Mark these locations or indicate generator locations on proposed Site Plan
Portable Lighting			Mark these locations on proposed Site Plan

**PUBLIC SAFETY INFORMATION**

- Are you requesting street closures?  Yes  No  
*If Yes, list days and hours of closure:* \_\_\_\_\_  
*List streets to be closed and attach a map indicating corresponding streets:* \_\_\_\_\_
- Will vehicular or pedestrian traffic be entering/exiting onto public roadways?  Yes  No  
*If Yes, list roads:* \_\_\_\_\_
- Are you requesting police services for your event?  Yes  No  
*If Yes, what services are you requesting?* \_\_\_\_\_
- What is your emergency plan for severe weather and how you will convey it to your attendees:  
 \_\_\_\_\_
- Do you have a Public Safety Plan?  Yes  No  
*If Yes, please attach your plan and how you will convey it to your attendees, vendors, and staff or volunteers.*  
*If No, a plan will need to be considered. Contact the Events Coordinator for more information.*
- What is your trash and recycling removal plan? \_\_\_\_\_

**NOTIFICATION**

You are required to notify impacted residents and businesses **in writing** of your upcoming event and any street closures. This should include anyone located within the event footprint and immediate surrounding neighborhoods. Please send or deliver notification at least 10 days prior to your event. A copy of the notification must be supplied to the Community Events Committee prior to permit approval. Mailing individual postcards/letters or door-to-door flyers are two acceptable options. Other public communication methods must be approved by the CEC.

**MARKETING INFORMATION**

- How do you intend to publicize your event? \_\_\_\_\_
- Website: \_\_\_\_\_
- The Town of Leesburg will post permitted events on the Town’s Event Calendar located on our webpage. Please include a brief description (100 word max) of your event that you would like to be posted. Be sure to include a website address and contact information. \_\_\_\_\_

**DAMAGES**

The Event Sponsor shall make a reasonable effort to maintain the leased spaces and areas in as good a condition as when received, reasonable wear and tear expected. The Event Sponsor agrees to pay for all damages to the Town’s property; which arise out of Event Sponsor use of leased space or the storage of personal property therein. Event Sponsor further agrees to pay for all expenses incurred by the Town in connection with the removal and disposal of any property or substance in the leased space.

**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 and all liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event.

Applicant’s Name (Printed) \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## SITE PLAN, ROUTE MAP AND TIMELINE

PLEASE NOTE: SITE PLANS AND WALK/RUN ROUTES ARE SUBJECT TO REVIEW.

Any changes that are made to your *Site Plan/Route Map* will need to be approved by the Community Events Committee. Final *Site Plan/Route Map* must be submitted no less than 30 days prior to the event. Changes made to event site plan or route within 10 days or less of event will incur a \$50 fee.

**Your event *Site Plan/Route Map* should include, but not be limited to the following:**

*(We understand that in the proposal stage this will be a draft).*

- Detailed timeline of event from set up/logistic delivery; event start, duration, and end; including breakdown/logistics removal.
- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing or emergency access.
- The provision of minimum 20' emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, bleachers, grandstands, canopies, tents, portable toilets, inflatables, portable lights, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures with their dimensions.
- A detail or close-up of the food booth and cooking area configuration including tent dimensions and booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator location and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures, along with the dimensions.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.

**You may provide this information on the next page (Page 5) and/or as an attachment if necessary.**

**SITE PLAN/ROUTE MAP - Detailed Description**

(This page has been intentionally left blank to provide space for your event plan)