



## Special Events Permit Application

*Feel free to contact the Town of Bedford (540) 587-6001 if you need assistance or have questions*

The Town of Bedford (hereinafter the "Town") seeks to regulate the use of streets, sidewalks, and greenways in the Town for all organized special events, with the purpose of protecting the health and public safety of citizens, and limiting the inconvenience to residents, businesses, and places of worship and learning. Furthermore, the Town desires to establish a straightforward and accountable process for event organizers and enable public agencies to manage these events in a cost-effective and coordinated way.

Special Event Permits are required for all events when any portion of the event occurs on or in a Town of Bedford public street, plaza, park, trail, greenway, or sidewalk and not held entirely within a Bedford County Park or on privately maintained property or roads.

The Town has established additional guidelines in its **Special Events Policy**. This Policy is the governing documents for all events and it is the applicant's responsibility to consult this document prior to submitting a Special Events Permit Application to ensure that Town requirements are understood and adhered to.

Please review the entire application and complete it as accurately as possible to aid us in expediting your permit request. Applying for an event **does not guarantee** that your event will be approved. The Town assumes no liability should an event not be approved. Selling tickets, advertising, gaining sponsorship and other activities done prior to event approval is done at the risk of the event organizer.

The following synopsis of the permitting process takes place once your application is received:

1. Submit applications including the application fee in accordance with the Advance Notice requirements established in the **Special Events Policy**
  - a. Event Plans (Site, Emergency & Traffic Control) to also be submitted at this time
2. Date & location of event tentatively reserved
3. Request reviewed by Town staff & Council
4. Adjust plans as required
5. Receive conditional approval
6. Complete all outstanding requirements
7. Receive Special Event Permit
8. Event

**The following fee schedule will be established and shall be paid in full by the applicant:**

1. \$50 Special Event Permit Application Fee (non-refundable)
2. Town personnel shared cost (Town will determine the number of personnel required)
  - 20% of Town personnel cost (typical)
  - 25% of Town personnel cost if event is held on a Town recognized holiday



## SPECIAL EVENT PERMIT APPLICATION

Please submit applications to:

**Town of Bedford  
Town Manager's Office  
215 East Main Street  
Bedford, VA 24523  
(540) 587-6001**

**Date of Event:** \_\_\_\_\_

**Event Title:** \_\_\_\_\_

**Event Type:**

- Special Event** – Organized activity occurring for a limited or fixed duration & presented to a live audience that utilizes, impedes, or has impact on Town property or right-of-way for entertainment, commercial, cultural, recreational, education or social purposes. Examples are general events, race/walks/parades and neighborhood events.
- General Event** - Organized activity that has a stationary footprint in an identifiable location for a specific duration of time. Events often include amplified noise, food, beverage, merchandise, and/or other forms of entertainment. Examples include festivals, fairs, performances, rallies, markets, concerts, and other similar events.
- Race/Walk, Parade** - Organized activity involving running, biking, walking or other means of transportation, involving three or more participants and utilizing a fixed course that involves the use or obstruction of Town street right-of-way, sidewalks, trails and/or greenways.
- Neighborhood Event** - Organized small-scale activity that closes an individual block or a small number of blocks on a local-service residential street. Initiated by and intended to attract only local residents. Not intended for the general public.

**Location of Event:** \_\_\_\_\_

**Sponsoring/Production Organization:** \_\_\_\_\_

**Applicant Status:**  Not for profit, Federal Tax ID: \_\_\_\_\_  For profit

**Event Organizer/Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Organization Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Event Website:** \_\_\_\_\_

**Day of Event Contact:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_



Description and purpose of Event (this should be a few sentences about your event and will be included on your permit): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Operating Hours Start Time:** \_\_\_\_\_

**Event Operating Hours End Time:** \_\_\_\_\_

**Event Setup Start Time:** \_\_\_\_\_

**Event Breakdown time:** \_\_\_\_\_

**If this is race, walk, or parade please indicate start and finish times:**

Start Time: \_\_\_\_\_ A.M./P.M.    Finish Time: \_\_\_\_\_ A.M./P.M.

**Estimated Event Attendance:** \_\_\_\_\_

**Approximate # of Event staff:** \_\_\_\_\_ **Approximate # of Event Volunteers:** \_\_\_\_\_

**Will streets need to be closed for this event?**  Yes  No

**What streets will be closed?** (please specify, example - Peaks St. between 3<sup>rd</sup> & 4<sup>th</sup> Streets):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number of barricades required:** \_\_\_\_\_

**Location for the barricades to be dropped off/picked up** (must be the same):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Barricades that are removed from thoroughfares should be placed neatly to the side - out of the path of vehicles, pedestrians, handicap ramps and crosswalks. Barricades must be returned in same condition as they were issued. Repair/replacement cost of \$60.00 per barricade will be charged to the permittee.

**Public Safety/Traffic Control:**  Yes  No

**Event Components (select all that apply):**

- Amusement Rides (Must be inspected)
- Inflatables (MUST be inspected)
- Tents (may require permit)
- Food / Merchandise Vendors (may require Meals Tax Form)
- Live Music (must meet Noise Ordinance)
- Animals
- Floats
- Vehicle
- Cycling
- Race: 1 mile to 10K
- Walk
- Other – Please specify: \_\_\_\_\_

**Alcohol** (An event will be required to provide a copy of an ABC license if the event will sale or distribute alcohol in any capacity, including providing complimentary alcohol only to ticketed or registered participants and similar arrangements):

- Yes, this event will involve the sale of alcohol.
- Yes, there will be alcohol at this event but there will be no sale of alcohol or any alcohol-related sales, such as event participation fees or cup fees.
- No

**Food:** (All Food Services must be inspected and approved by the Health Dept. PRIOR to event)

- Yes, this event involves food services and I will attain any required permitting as mandated by the Health Dept.
- No, this event does not involve food services

**Portable Restrooms** (Minimum Portable Toilet Requirement is 1 for every 300 persons with 5% being ADA compliant):

- Yes  
Number of regular units: \_\_\_\_\_ Number of ADA complaint units: \_\_\_\_\_
- No

**Amplified Sound:**

- Yes  
Describe: \_\_\_\_\_  
Start and finish times: \_\_\_\_\_
- No

**Vendors:**

- Yes - Provide number of and type of vendors:

\_\_\_\_\_  
\_\_\_\_\_

- No

**Electrical service:**

- Yes – Event will provide its own power source in the form of a generator
- Yes – Event will need the Town of Bedford Electric Dept. to provide power
- No – Event does not need power



**Event Plans:** Submit Site Plan, Emergency Action Plan & Traffic Control Plan

- Site Plan:** Provide a Site Plan of the event clearly illustrating the footprint of the entire event venue and/or event route including set up, staging, transition and finishing areas, the location of entrances and exits, retail, food, and alcoholic beverage vendors, controlled alcohol consumption areas, tents, stages, bleachers, grandstands, fencing, amplified sound, signs or banners, portable restrooms, electric and water hookups, generators, first aid stations, fire extinguishers, garbage and recycling receptacles, hazardous materials, exhibits, amusement rides, inflatables, parking, road closures, barricades, event command center and security
- Emergency Action Plan:** Provide an Emergency Action Plan (EAP). This plan should identify who will serve as the EAP representative and emergency contact, on site medical care and security with contact information, emergency access, crowd managers, emergency notification methods, and how organizers will deal with emergencies.
- Traffic Control Plan:** Provide a Traffic Control Plan (TCP). Events which impact the normal flow of traffic must provide a Traffic Control Plan
  - For events that propose to close major arterial roads or multilane roads, an engineered traffic control plan may be required.

The plan should include a detailed description of the following. The permit processor can provide detailed instructions on what is required as a part of your traffic control plan.

1. The proposed route which includes a complete listing of the roads, sidewalks, waterways, and trails to be used. Include start and finish lines and indicate the direction in which the event will move.
2. A routing plan, which demonstrates the roads or portions of roads requested to be closed to vehicular traffic during the event. Include a plan to resolve potential conflicts with people needing to access residences, businesses, and public facilities as well as a plan to address any public transportation that might be affected.
3. Proposed locations for barricades, signs, meter bags, volunteers and police. Please note that volunteers will be required at any barricades that Town staff will not be stationed.
4. The timeline of the closures.
5. Please be aware that a 15-foot wide emergency access lane is required throughout the event site. (In other words, no permanent or immovable structures may be erected on the route)
6. Please be aware that pedestrian access must be maintained on public sidewalks throughout the route.



## Application Conditions

I have understood and comply with the Insurance Requirements as described in the **Town of Bedford Special Events Policy**.

I understand that I am required to pay the corresponding non-refundable application fee for this event before the submission deadline, and that my application will not be reviewed until this payment has been received.

I understand that additional fees, rental expenses, permits, and requirements will apply depending on event location and needs that all necessary fees & deposits, insurance, outside permits, etc. must be submitted before the issuance of the event permit

I have read and understand the **Town of Bedford Special Events Policy** and agree to abide by these Town policies.

I agree to conform to all town, state, and federal laws and regulations.

I accept responsibility for the general cleaning and removal of trash, recycling, etc. from the premises. In the event that the site area is not cleaned after use, the cleanup fee may be taken out of the deposit or the applicant will be billed for additional clean-up by the Town of Bedford.

I agree to be accountable for any damage to the event site as well as surrounding properties resulting from event activities and/or attendees.

I agree to pay all required fees to the Town of Bedford and acknowledge that failure to pay the required fees will result in the cancellation of proposed Special Event.

As an authorized representative for the above requested special event, I have read and understand all of the Special Event Permit Application conditions and requirements

*Applicant signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_



## RELEASE AND INDEMNITY AGREEMENT, PERMITTEE

AGREEMENT TO RELEASE AND INDEMNIFY THE TOWN OF BEDFORD, VA FOR EVENT \_\_\_\_\_  
TO BE HELD ON \_\_\_\_\_, 20\_\_\_\_ BY \_\_\_\_\_

Entity/permittee

In consideration of the issuance of the permit herein applied for by the TOWN OF BEDFORD, VA (hereinafter "Town") to \_\_\_\_\_ (hereinafter "Permittee") for the above event and other good and valuable consideration, Permittee hereby agrees as follows:

To the fullest extent permitted by law, Permittee shall release, indemnify, keep and save harmless the Town its officers, officials, agents and employees (hereinafter collectively "Releases") from any and all responsibility or liability for any and all damage or injury of any kind or nature whatever (including death resulting therefrom) to all persons, whether, officers, officials, agents or employees of the Town or third persons, and to all property proximately caused by, incident to, resulting from, arising out of or occurring in connection with Permittee's use or occupancy of the Town's parks, trails, sidewalks, rights-of-way and/or pedestrian ways or alternative routes as may be permitted pursuant a permit (or by any person acting for Permittee or for whom Permittee is or is alleged to be in any way responsible), whether such claim is based in whole or in part on contract, tort (including alleged active or passive negligence or participation in the wrong) or upon an alleged breach of any duty or obligation on the part of Releases.

The provisions of this agreement shall include any claims for equitable relief or for damages (compensatory or punitive) against the Releases including alleged injury to the business of any claimant, and shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, cost and expenses. Expenses as used herein shall include without limitation the costs incurred by Releases in connection with investigating any claim or defending any action, and shall also include reasonable attorney's fees by reason of the assertion of any such claim against Releases. Permittee expressly understands and agrees that any insurance protection required as a condition to the issuance of the permit herein applied for, or otherwise provided by Permittee, shall in no way limit Permittee's responsibility to release, indemnify, keep and save harmless and defend Releases as herein provided.

Permittee expressly accepts those portions of the Town's parks, trails, sidewalks, rights-of-way and/or pedestrian ways to be used for the event identified in Permittee's application for a permit (hereinafter the "Event") and any alternative route used in their present condition.

The intention of Permittee and the Town is that this release and indemnity be incorporated into any permit for the Event issued by the Town. It is further the intention of the Permittee and the Town that this release and indemnity be broadly construed and applied in favor of Releases.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Permittee/Entity:

APPROVED AS TO FORM

By: \_\_\_\_\_

Name of Representative, Title

By: \_\_\_\_\_

Town Attorney

STATE OF VIRGINIA

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public for said State and County, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged authorization and the due execution of the foregoing instrument on behalf of \_\_\_\_\_.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
[SEAL]

Notary Public