

## MARKET SQUARE PARK EVENT APPLICATION

Events proposed for Market Square Park must be open to the public without charge and may not be used for private purposes such as weddings, reunions, club gatherings, etc. Vendor retail, concessions, and fundraising may be a part of event activities, but shall not be the primary or only reason for the event. Should an event require road closures, the applicant should fill out the Downtown Event Application at [www.blacksburg.gov/events](http://www.blacksburg.gov/events) instead of this application.

Given its primary purpose as a park and farmers market, priority will be given to events sponsored by the Town of Blacksburg, the [Friends of the Farmers Market](#), and [Downtown Blacksburg, Inc.](#) The permitting process shall follow the procedures established in Town Code [§ 15.2-101](#) and [§ 15-102](#). The duration of any event in Market Square Park cannot exceed 48 hours.

To request use of Market Square Park, submit the following application to the Community Relations Office no less than thirty days prior to the date of the proposed activity. Email applications to [events@blacksburg.gov](mailto:events@blacksburg.gov) or deliver to 203 Washington St., SW (on the corner of Washington and Draper, across from the Blacksburg Municipal Building).

Applications will be reviewed within one to two weeks after submittal. ***Submitting an application and paying the application fee does not guarantee event approval.***

### APPLICATION FEES

A nonrefundable processing fee, as follows, must be submitted with the completed application for an event. Please send payment to the Community Relations Office at 300 South Main Street, PO Box 90003, Blacksburg, VA 24062-9003 or deliver to 203 Washington Street, SW.

Festival, art show or event held for one day	\$75
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Festival, art show or event held for two or more consecutive days	\$150
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Activities or events requiring a variance from park regulations	\$75

## MARKET SQUARE PARK EVENT APPLICATION

Today's Date: \_\_\_\_\_ Event/Activity Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Begin Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_ Organization Name(s): \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_ Email: \_\_\_\_\_

Contact name and number during the event: \_\_\_\_\_

**Briefly describe the event and estimated attendance: (Feel free to attach more information)**

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**Briefly describe the event layout (if possible, attached a copy of the layout):**

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Setup Time Begins: \_\_\_\_\_ Cleanup Time Ends: \_\_\_\_\_

Will the parking lot be closed to the public?      Yes      No

**Towing:** The applicant is responsible for towing vehicles out of the event area. Vehicles can be towed to the nearest legal parking space at the applicant's expense. Applicant will affix a sign the day before the event to the parking pay station warning of towing. The sign must be removed at the conclusion of the event. The town will change the messages on the pay station to indicate when there will be no parking in those spots.

Towing Company: \_\_\_\_\_

Towing Phone Number: \_\_\_\_\_

**Will food be served?**      Yes      No

If yes, organizers must contact the Montgomery County Health Department at 540-585-3300 for food service requirements. Friends of the Farmers Market must adhere to the Department of Agriculture guidelines.

**Name of food vendor(s):**

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**How will food be prepared (grills, hot plates, deep fryers, etc.)?** Fire Code requires a 5 lb or larger ABC fire extinguisher at each cooking location. For more information, contact the Fire Code Official at 540-443-1476.

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**Serving alcohol?**      Yes      No

If yes, copy of the ABC license will be required. Contact Virginia ABC at 540-562-3604.

**Amplified sound?**      Yes      No      **Non-amplified music?**      Yes      No

Amplified sound is allowed 10:30 a.m. - 10 p.m.

Name of sound company, band(s), type of music:

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**Electricity needed?**      Yes      No

**If yes, please explain:**

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**Number of portable restrooms** (Portable handwashing stations must be available if food is served and at least one restroom needs to be ADA accessible. Portable restrooms need to be removed 24 hours after the conclusion of the event.): \_\_\_\_\_

**Number of ADA accessible facilities:** \_\_\_\_\_

**Number of hand washing stations:** \_\_\_\_\_

**Location of portable restrooms:** \_\_\_\_\_

**Rental company name and contact information:** \_\_\_\_\_

**Number of trashcans needed:** \_\_\_\_\_ **Number of recycling bins needed:** \_\_\_\_\_

*(Applicant is responsible for cleanup after the event)*

**Number, sizes and location of tents:**

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**Rental company name and contact information:** \_\_\_\_\_

**Will chalk, paint, cooking grease, or other potentially damaging materials be used?** \*Paint used for special events markings in the street should be a latex base temporary marking spray paint that is intended to wear away and fade quickly.    Yes        No

**If so, please explain and describe location:**

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**Other Special Requests:**

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## INSURANCE REQUIREMENTS

Applicants shall provide proof of liability insurance acceptable to the town and written for no less than the limits cited 30 days prior to the event. If one policy has several categories, the amount of coverage must be at least \$1,000,000.

Event Type	Minimum Limit of Insurance
Food and Beverage: Sale or Distribution to General Public	\$1,000,000 per occurrence
Outdoor Staged Entertainment	\$500,000 per occurrence
Amusement Devices	\$500,000 per occurrence
Fireworks or Pyrotechnics (including fire performers)	\$1,000,000 per occurrence
Parades and Other Miscellaneous Activities (Required for parades with motor vehicles only.)	\$500,000 per occurrence
Sporting Events: Requiring Street Closure	\$1,000,000 per occurrence
Major thoroughfare	\$500,000 per occurrence
Residential (block parties are exempt)	
Sporting Events: Not Requiring Street Closure	\$500,000 per occurrence

The Town of Blacksburg does not sell insurance. However, this type of insurance policy can be acquired from most private insurance carriers. **The Town of Blacksburg requires that the town be named as an additional insured and contain the following information:**

1. Certificate Holder: Town of Blacksburg
2. Description of date(s) of event or a statement that the coverage is for all events held on town property during the policy period
3. For sale or distribution of food and beverage: Products Liability Coverage
4. For sale or distribution of alcoholic beverage: Liquor Liability Coverage

The Town of Blacksburg reserves the right to modify the cited minimum liability insurance limits based on the nature and degree of risks to the public.

**Liability insurance is required for these events. Final consideration of the event application will be pending until a certificate of liability insurance is provided.**

Applicant shall assume risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the applicant's operation. Applicant hereby expressly agrees to defend and save the Town of Blacksburg, its officers, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of the applicant or its officers, agents, and employees.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_