

Dear Event Organizer,

We're pleased you have chosen Downtown Blacksburg as the site for your special event. To get started, please review the following downtown event requirements and contact the Community Relations Office if you have questions before filling out the application.

Once your application and payment have been received, our event review team will meet with you to discuss your plans, and then make a recommendation to the Deputy Town Manager for approval or denial of your application. This process will take approximately two weeks.

Best of luck for a successful event.



Heather Browning
Community Relations Manager

OVERVIEW

The organizer of an event taking place in downtown Blacksburg must fill out the following application and is advised to return it to the Community Relations Office no less than 30 days prior to the date of the proposed activity. Email completed applications to events@blacksburg.gov or deliver to 203 Washington St. (on the corner of Washington and Draper, across from the Municipal Building). **Submitting an application and paying the application fee does not guarantee event approval.**

Note: All downtown events taking place on public property must be open to the public at all times.

WHAT IS AN EVENT?

For the purpose of this application, an event is any organized activity involving the use of, or having impact upon downtown public property, public facilities, parks, sidewalks, or public roadways in a manner that varies from its current land use. Examples of such activity include but are not limited to street festivals, craft fairs, concerts, etc. Parades, processions, and run/walk events that are not part of a larger downtown event must fill out a separate [short form](#).

Blacksburg Municipal Codes [§§ 15-101](#) and [15-102](#) provide the framework and guidance for the issuance of Special Event Permits within the Town of Blacksburg.

EVENT PRIORITY

Town Sponsored Events

Town of Blacksburg events and town-sponsored events have priority use of any downtown public property or right-of-way. Other applications for downtown events are processed in order of receipt.

Market Square Park

To hold an event in Market Square Park, organizers must complete and return the [Market Square Park Application](#). Completion of the Downtown Event application is not necessary.

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.

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.

DOWNTOWN CALENDAR OF EVENTS

Downtown Blacksburg plays host to a number of annual and reoccurring events. Visit any of the following sites: www.downtownblacksburg.com, www.blacksburgfarmersmarket.com, www.stepintoblacksburg.org, and www.blacksburg.gov/calendar for the most up to date listing of events.

Applicants are also encouraged to become familiar with Virginia Tech’s academic, event, and athletic calendars when planning an event. Visit www.calendar.vt.edu for academic and event calendar information and www.hokiesports.com for athletic schedules.

APPLICATION PROCESS

The process begins when you submit a completed Downtown Event application. The application must include the proposed event layout and payment. Next in the process you should expect:

1. An email confirmation from the town saying whether or not your preferred event date is available.
2. The town will work with you to schedule a meeting with our event review team. The event team will give feedback and you will have two weeks to make adjustments or address concerns.
3. The final conditions will be sent to the Deputy Town Manager for consideration. If approved, you will receive notification two weeks before the event.
4. Before the event, the town will send you a list of event conditions. These conditions are final unless significant circumstances occur that require change before the day of the event.

APPLICATION FEES

A nonrefundable processing fee must be received within five working days of the submitted application. Please send or deliver payment to the Department of Financial Services, 300 South Main Street, PO Box 90003, Blacksburg, VA 24062-9003. The name of the event must be documented in the memo line of the check or made known to the cashier taking payment. If you have questions about the payment category please call the Community Relations Office at 540-443-1090.

Festival, art show or event held for one day	\$75
Festival, art show or event held for two or more consecutive days	\$150
Commercial motion picture or television production for one day	\$50
Activities or events requiring a variance from park regulations	\$75

DOWNTOWN EVENT APPLICATION

Today's Date: _____

Event Name: _____

Event Date: _____ Event Time: _____ Event Website: _____

Proposed Event Location: _____

Applicant Name: _____ Organization Name: _____

Co Applicant: _____ Organization Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone #1: _____ Phone #2: _____ Email: _____

Contact Name and Number During the Event: _____

Event Type:

Festival

Festival with Run/Walk/Bike Race/Parade or Procession

Concert

Other (please specify) _____

Briefly describe the purpose and scope of your event and estimated attendance:

STREET CLOSURES

Set Up Time Begins: _____ Clean Up Time Begins: _____ Clean Up Time Ends: _____

Will this event require street closure? Yes No

Street closures requested:

Time to close streets: _____ Time to reopen streets: _____

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 signs the day before the event to meters and kiosks in the event area warning of towing. Signs must be removed at the conclusion of the event. The town will change the messages on meters and pay stations to indicate when there will be no parking in those spots.

Towing Company: _____

Towing Phone Number: _____

REFUSE AND RECYCLING

If the event is held on town property, refuse and recycling containers may be provided by the town upon request. **It is the applicant's responsibility to dispose of all trash and recycling during and after the event.** Applicants are asked to leave the event area in its original condition. Should the town find that the event area was not restored to its proper condition, cleanup will be contracted and the applicant will be charged. There will also be a charge for any lost or damaged receptacles. The health department may require individual food vendors to provide waste receptacles near food preparation areas.

Number of trash containers requested: _____ Number of recycling containers requested: _____

STORMWATER

Will chalk, paint, cooking grease, or other potentially damaging materials be used? Yes No

**Paint used for special events markings should be a latex based temporary marking spray paint that is intended to wear away and fade quickly.*

If so, please explain and describe location:

FOOD AND ALCOHOL

Health Department Guidelines for Food Services

Organizers of events featuring food service must contact the Montgomery County Health Department of the New River Health District to determine if a permit is required. Complete guidelines and applications for temporary food events are available at www.vdh.virginia.gov/new-river/environmental-health/#apps.

The Health Department requires that the applicant must complete an event information form and distribute health permit applications to each vendor who will provide food at the event. It's the applicant's responsibility to collect and submit all vendor applications to the Health Department.

Please review the guidelines carefully and for more information, contact

Montgomery County Environmental Health Department
Phone: 540-585-3300; Fax: 540-381-7104

Virginia ABC Guidelines for Alcohol Services

Applicants must receive permission from the Town of Blacksburg to sell alcoholic beverages in the public right-of-way. In order to do so, applicants must first obtain a license from the Virginia Department of Alcohol Beverage Control. Guidelines for obtaining a license are available at www.abc.virginia.gov/licenses/get-a-license or by calling 540-562-3604.

Food Trucks

Food trucks must have a business license with the town, have been approved by the town's Planning Department and pay meals tax. Food trucks must register with the town at least two weeks before the event. Virginia Tech food trucks are not allowed in the downtown area. All food trucks must have an updated state fire inspection sticker. List food trucks with other food vendors below.

Please describe the food services for this event, types of alcohol served, and participating vendors if known. All vendors must have a business license with the town. Contact the town's Finance Department at 540-443-1050 for more information. (Attach list of vendors if more space is needed.)

Protective Mats for College Avenue

Mats provided by the town must be used to prevent food grease, paint, and other potentially damaging materials from spilling on the sidewalk and/or roadway on College Avenue. The town will provide 6' x 8' mats at no charge.

Number of mats needed: _____

PORTABLE RESTROOMS AND SINKS

The applicant is required to provide portable restroom facilities at the event unless the applicant can substantiate the sufficient availability of both ADA accessible and non ADA accessible public facilities in the area. 5% of those facilities should be ADA compliant. **Portable restrooms need to be removed on the next business day.**

A ratio of one hand washing station for every four restrooms is also recommended.

Do you plan to provide portable restroom facilities? Yes No

Do you plan to provide hand washing stations? Yes No

If no, explain: _____

Number of Non ADA facilities: _____

Number of ADA accessible facilities: _____

Number of hand washing stations: _____

Location of facilities (Please note on layout as well):

Restroom Company: _____ Contact Number: _____

Equipment Set Up Date: _____ Time: _____

ELECTRICAL SERVICES

The town provide staff for day of event connections. This is a requirement of all downtown festivals tapping into the downtown electric infrastructure. Electricity is not intended for cooking or other high demand activities. The larger the event, the amount of electricity available to each vendor gets smaller, so town staff may limit access to each participant. All cords must be grounded and tripping hazards minimized.

Generators: Electrical service required beyond that which is generally available must be provided for by the applicant. Restrictions may apply to specific sites and to the type of generators allowed in the event area. Generators cannot be refueled during the event.

Only single plug extension cords are allowed in the event area. If more than one item needs to be plugged in, an outlet strip with a built in breaker may be used if not overloaded. Zip cords and multi-plug adaptors are not allowed.

ELECTRICAL SERVICES (CONTINUED)

Do you require electrical service? Yes No

Location and needs:

SOUND AMPLIFICATION

Will your event include amplified sound (i.e., live or recorded music)? Yes No

If yes, please briefly describe the types of equipment to be used:

Note: No sound amplification shall occur before 10:30 a.m. or after 10 p.m.

Name of sound company if applicable: _____

Contact information for sound company representative during the event:

Name: _____ Phone: _____ Email: _____

How many and what types of stages will be use (dance floor, tent, stage truck, etc.):

Show the location of all stages on the layout.

To reserve Henderson Lawn or the Henderson Lawn stage, please contact Virginia Tech Event Planning at 540-231-5005. More information on reserving space at Virginia Tech can be found at <https://campuslife.vt.edu>. There may be additional fees for Virginia Tech services.

PUBLIC SAFETY AND HAZARDOUS MATERIALS

Law Enforcement: The Town of Blacksburg will assist applicants with determining the number of police officers necessary for the event. Depending on the size and type of activities, the town may require additional police personnel, above and beyond those who are working the event as part of their regular work day. The fee for this service will be shared with the applicant prior to finalizing the application, and payment will be due at the conclusion of the event. Requests for additional police officers may be made by contacting Captain Nathan O'Dell at nodell@blacksburg.gov.

Fire and Emergency Medical Services: The town will assist applicants with determining the need for fire and emergency medical services for the event, and will work with the applicants to determine the proper set up location.

Fire Safety at Outdoor Events

Open flame devices: These devices shall not be allowed in public gathering spaces, or within 10 feet of combustible materials such as fabrics and tents. Open flame devices include such things as grills, smokers, candles, Tiki torches, and fire pits. Warming tables and chafing dishes are allowed under a regular festival tent, as long as the warmers are not wrapped with combustible materials (paper or fabric).

Tents: Tents and membrane structures having an area in excess of 900 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official. Tents must be weighted down in a manner that will not damage the concrete or asphalt. Water barrels or concrete blocks with ropes are recommended. There must be at least 12 feet clearance for emergency vehicle access. Show location of tents on the event layout.

Number of tents: _____

Tent sizes: _____

Tent rental company: _____

Cooking tents: Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet.

Outdoor cooking: Outdoor cooking that produces grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.

Fire Extinguishers: Fire Code requires a 5 lb or larger ABC fire extinguisher at each cooking location.

Fire break: An unobstructed fire break passageway or fire road not less than 12 feet wide and free of guy wires, awnings and other obstructions shall be maintained on street side of a booth or tent.

Electrical: Only heavy duty extension cords and/or outlet strips with built in breakers are allowed. Multi-plug adaptors are not allowed unless they have built in breakers. Use only LED or cool bulbs for lighting. Do not overload circuits. If an extension cord or outlet strip gets warm to the touch- immediately unplug it.

Portable heaters: Provide a minimum of three feet of clearance from combustibles. Portable heaters must be plugged directly into outlets if approved. Heating equipment must comply with National Electrical Code. ([NFPA 70](#))

Fireworks: No fireworks are allowed in the downtown area.

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 must be named as an additional insured and the certificate must include the following information:**

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

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:** _____

EVENT LAYOUT

In this section please provide to the best of your ability a preliminary site plan for your event using the checklist below. **Include a map of the entire event venue including all affected streets.** The area requested must be reasonably suited to the accessibility, size, and nature of the proposed special event. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who chose to participate in this event.

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.

The map should include the locations of the following:

- Vendors (Food, Alcohol, Merchandise, etc)
- Tents (Include Sizes)
- Portable Toilets and Handwashing Stations
- Garbage Receptacles and Recycling Bins
- Stages and Sound Equipment
- Signs, Banners, Flags, etc
- Assembly Areas (Seated and/or Standing)
- Trailers, Vehicles, and/or Storage Facilities
- Fire Extinguishers
- First Aid Station(s)
- Generator(s)/Electricity

APPLICANT CHECKLIST

TO SUBMIT AS PART OF A COMPLETED APPLICATION

- Completed Application
- Event Insurance
- Event Layout
- Payment

TO DO TWO WEEKS BEFORE THE EVENT

- Provide a copy of the ABC license to the town (if applicable)
- Provide proof of Health Department application (if applicable)
- Apply for tent permits (for tents over 900 square feet)
- [Business Licenses for Vendors](#)