



SPECIAL EVENTS PERMIT APPLICATION FOR EVENTS ON CITY STREETS

Application must be submitted not less than ten (10) days nor more than six (6) months prior to the date of the proposed activity. Activities involving more than 100 persons must be filed at least thirty (30) days, but not more than six (6) months prior to the date of the proposed activity.

Title of Event: _____

Description of Proposed Activity: _____

Date of Event: _____ Start Time: _____ Stop Time: _____

Name of Sponsoring Organization: _____

Contact Person: _____ Telephone: _____

Address: _____

Please provide e-mail address so that we may contact you regarding this application _____

Number of Participants: _____ If animals involved, number and kind: _____

Location or Route of Activity: _____

(Please include map if a specific route is involved)

Describe equipment, vehicles, staging, bleachers, tents, shelters, temporary electricity, and sound equipment:

(Building Permits may be required)

(Over)

Describe plans for sanitation facilities; crowd, noise and traffic control; parking:

(Cost of provisions at the expense of the sponsor)

If revenue will be generated by this activity, list the individuals or entity that will benefit:

Describe plans for garbage and litter cleanup during and after the event:

Certificate of Insurance for General Liability covering the event with the City of Williamsburg named as additional insured is required as prescribed by the City Manager. Certificate of Insurance must be provided to the City Manager's Office prior to event.

Sponsor agrees to protect, defend, indemnify, and hold the City of Williamsburg, its officers, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes or action of every kind in connection with or arising out of this event and/or the performance hereof that are due to the negligence of the sponsor, its officers, employees, or agents. The sponsor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

Date: _____

Signature: _____

Title: _____

Please complete this application and return to:

City Manager's Office
401 Lafayette Street
Williamsburg, Virginia 23185-3617
Telephone: 220-6100
Fax: 220-6107