

TOWN GREEN SPECIAL EVENT PERMIT APPLICATION

from the Special Event. Further, applicants agree that they will accept the venue/location in its “as-is, where-is” condition, and that they understand that by reviewing and approving the application, and issuing a Permit, the Town does not represent and warrant that any public areas are suitable for the Special Event. The applicant must furnish a Certificate of Insurance on a general liability insurance policy, protecting the Town, its elected and appointed officials, employees and agents from and against any and all claims which may result from or in connection to the Special Event. The Town of Vienna must be named as an 'Additional Insured' on the certificate. Applicants must produce a copy of the policy with all endorsements. The Town’s Parks and Recreation Director or designee must receive the certificate at least fifteen (15) days prior to the Special Event. Limits of insurance are generally \$1,000,000.00 for death or bodily injury and property damage. Limits and types of insurance may change because of the different activities of each Special Event. Failure to timely produce a valid Certificate of Insurance naming the Town as an additional insured, with coverages as requested by the Town’s Risk Manager, will result in cancellation of the Special Event and/or revocation of any issued Permit.

Signature of Applicant

Date

LAYOUT ATTACHED: Y N

EVENT PLAN ATTACHED: Y N

Planning and Zoning Review: Layout and Event Plan Approval:

Vienna Parks and Recreation Review	Vienna Police Department Review
Event Reviewed w/Applicant ___Yes ___No	Approved ___Yes ___No
On Site Staff Required ___Yes ___No	Police Support: # of officers___
Staff Support Fees ___#hrs @\$45 \$_____	Total # Hours: :_____ @\$60/hr per officer \$_____
Equipment Fees \$_____	Mimimum 4 hours
Event Fee/hr \$35 intown/\$75out of town \$_____	Recommend Approval:_____/_____
Security Deposit \$_____	Vienna PD / Date
Recommend for Approval _____Date_____	Sent back to PR: Date_____
Forward to Police (Date)_____	

12/30/24