

## TOWN GREEN SPECIAL EVENT PERMIT APPLICATION

Please return to: Vienna Parks and Recreation Department 120 Cherry Street S Vienna, VA 22180

Ŭ	required s will be processed by To Department	l with the completed appli wn of Vienna Parks and R ts, and, when applicable, 2	ecreation, Police, and Planning and Zoning	
		Date of Application: Non-Profit Organization:		
	lo rain date may be sche			
1 <sup>st</sup> Choice	Event Hours:	Set-up Start:	Clean- up:	
2nd Choice	Event Hours:	Set-up Start:	Clean- up:	
Which number is	Cell # best to reach you?		State:Zip	
			State:Zıp	
	Description and Pur	pose of Event (attach sep	arate sheet if necessary):	
			1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1	

You will be asked to provide additional information as needed related to parking, security, insurance certificate, street closures, signage, restrooms, vendors, water and electrical hook-ups, Safety plans and layout sketch.

By signing an Application, and accepting a Permit if issued, applicants shall be required to indemnify and hold harmless the Town, its elected and appointed officials, employee and agents from and against any claims arising from personal injury, death and damages to property, and any other loss and/or damage resulting

from the Special Event. Further, applicants agree that they will accept the venue/location in its "as-is, whereis" 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

LAYOUT ATTACHED: Y N

Date

## 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/ApplicantYesNo			
	On Site Staff RequiredYesNo		ApprovedYesNo	
	Staff Support Fees#hrs @\$45	\$	Police Support: # of officers	
	Equipment Fees	\$	Total # Hours: : @\$60/hr per officer \$	
	Event Fee/hr \$35 intown/\$75out of town	\$	Mimimum 4 hours	
	Security Deposit	\$	Recommend Approval://	
Recommend for ApprovalDate			Vienna PD / Date	
Forward to Police (Date)			Sent back to PR: Date	
I				

12/30/24