



APPLICATION FOR A PERMIT TO USE PUBLIC GROUNDS

PART 1:

Name of Applicant & Organization: _____

Phone Number: _____ E-Mail Address: _____

Mailing Address: _____

Date of Event: _____

Time of Event: Begin at _____ AM/PM, End at _____ AM/PM

Detailed description of the purpose, nature, and all activities and their scheduled time-frame to take place at the event:

Name of person(s) who will be in charge of the event, at least one of whom will be present at all times during the event: _____

Will event include stage rental? (yes or no) _____

PART 2:

Nature of Event (check as many as apply):

- Parade using Town streets
- Street closure for stationary event
- Run and/or Walk event on roads or sidewalks
- Stationary gathering on Town sidewalks
- March or Picket along Town sidewalks
- Unattended display (sign or symbolic)
- Park Event or Gathering
- Organized public gathering which is NOT a parade, sidewalk gathering, street closure, or park gathering, namely _____

PART 3:

Event location or route of event (list the Cross Street or landmark for the starting and ending locations; also include staging areas): _____

NOTE: Application is considered incomplete until the route is provided.

Is event open to the public? _____

What is the maximum number of persons expected at any one time? _____

Approximately how many persons will attend over the course of the event? _____

What equipment, vehicles and facilities will be used in the event? _____

PART 4: Events in Town Parks:

Provide an area map indicating the location of all items associated with your event. Some common items associated with events in the park include, but are not limited to:

- Entertainment location
- Food concession areas
- Sponsor/ Exhibitor areas
- Race route
- Stage
- Tents
- Parking
- Portable toilet facilities and hand washing stations (indicate number)
- Emergency equipment
- Bounce houses
- Other (please indicate clearly on map)

Maps of each park can be obtained in the Department of Planning & Community Development.

PART 5: Security Plan

Security Plans are mandatory for street closures, parades, park gatherings, any event that happens between dusk and dawn, and sidewalk gatherings (if involves a procession of more than 50 people crossing streets). Security Plans shall address traffic disruption, pedestrian safety, starting and ending times, lighting, and any other factors bearing on the safety, order, and accessibility of streets and sidewalks, including sign size, maximum number of persons in an area, sound amplification, and control of animals. Events that require security plans also require proof of insurance listing the Town as an additional insured. As outlined in Chapter 21, Article II of the Town Code, the security plan shall provide for the applicant to pay for the costs of Town/County personnel or private contractors called for under the security plan. The applicant shall pay all costs incurred under this subsection (b)(6) within seven (7) calendar days after billing. If assistance is needed in developing the security plan, please contact the Town Police department. The Town shall supply a model security plan to the applicant upon request.

PART 6: Fees

Town staff will review the event application and determine the total cost of fees depending on the level of services provided by the Town and uses requested by the applicant. A summary of fees will be provided to the applicant to accept before issuance of the permit. The typical fee structure may include the following fees or others as deemed necessary depending on the details of the event:

- \$100 if Security Plan is required
- \$50 per pavilion reservation
- Up to \$750 stage rental
- Public Works at \$32.61 per employee hour and \$48.92 per employee hour of overtime
- Police Department at \$34.89 per employee hour and \$52.33 per employee hour of overtime

* **Policy Regarding Political Assemblies** The goal in administering Town of Culpeper (The Town) owned property is to preserve streets, sidewalks, and parks for their intended uses, which includes public assembly for purposes of free expression. The Town affirms that a price cannot be placed on the right of free expression. Therefore, The Town of Culpeper waives all fees for pavilion rental, park rental, trash cans, traffic control devices, public works staff time, and police coverage involved with *public assemblies for the purpose of political action*. Portable restrooms are recommended for larger public events but are not required as a provision by the applicant. The aforementioned policies are retroactive to January 1, 2020.

**The Town reserves the right to cancel or relocate the rental if necessary for the safety of the renter or the safety of the public.

Applicant's Signature

Date