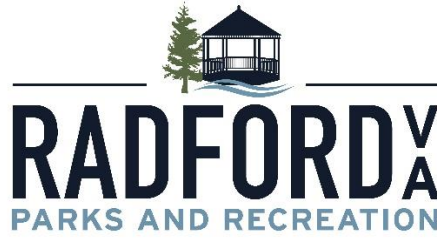


RADFORD PARKS AND RECREATION DEPARTMENT SPECIAL EVENTS APPLICATION



APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Name:

Street Address:

City, State, Zip Code

Phone: (    )

Home:  Cell:

E-Mail Address:

Organization Name: (Must match certificate of insurance)

Contact Person:

Cell Phone: (    )

Tax Exempt Number:

EVENT INFORMATION

TYPE OF EVENT: Run:  Walk:  Festival:  Concert:

Private Party:  Wedding:  Ceremony:

EVENT TITLE:

EVENT DATE:

EVENT TIME:

EVENT LOCATION: Gazebo:  Shelter #1:  Shelter #2:

SET-UP: Start time:

Ending time:

BREAK DOWN: Start time:

Ending time:

ESTIMATED ATTENDANCE:

OVERALL EVENT DESCRIPTION: (Briefly explain event and activities)

## RULES & REGULATIONS:

- In some cases, the hiring of officers from the Radford City Police Department may be required by the Department of Parks and Recreation in order to obtain a Special Event Permit. The Radford City Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.
- The applicant(s) shall assume and reimburse the City of Radford for any and all costs and expenses determined by the City of Radford to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:
  - A. The cost of providing, erecting, and moving barricades and/or signs
  - B. The cost of City Personnel who are required by the City to work overtime hours
  - C. Excessive damage to the fields or facilities
- Events selling concessions must have Health Department and Radford Business License Permits.

\_\_\_\_\_ Proof of Insurance (*any race/walk, concert, festival or other events except Weddings, public or private, that will have pony rides, inflatable games, climbing wall or other such amusement type entertainment must provide a \$1 million dollar insurance policy with the City of Radford Parks & Recreation Department listed*)

**Events desiring to serve alcoholic beverages must fill out the separate beer/wine ordinance form.**

**If the event is a race/walk then a description of the proposed course must be attached to the form.**

### AGREEMENT SIGNATURE:

I, the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. I understand by submitting this form, that my event is not approved until the Radford Parks & Recreation Director, the Radford City Manager and the Radford Police Chief have signed this document. You will be notified once your event is approved.

**YOUR NAME (printed):**

**DATE:**

**YOUR SIGNATURE:**

**Radford Parks & Recreation Director's Signature:**

**Date:**

**Radford City Manager's Signature**

**Date:**

**Radford Police Chief's Signature:**

**Date:**

**Please submit your application to:**  
**Ken Goodyear/Director**  
**Radford Parks and Recreation Department**  
**200 George Street**  
**Radford, Va 24141**  
[Ken.Goodyear@radfordva.gov](mailto:Ken.Goodyear@radfordva.gov)  
**(540) 731-3633**