



The City of Charles Town

Special Activity Permit Application

OFFICE USE ONLY

SPECIAL Activity #

NOTICE TO PERMIT APPLICANT

- Applicants are advised to review and comply with all requirements of the City of Charles Town Special Activity Policy. All applicants must submit the \$25.00 application fee with submission of the application. Applications will not be accepted without the fee.
- Activities that require a street closure (other than Charles Street) must be submitted to City Hall a minimum of sixty (60) calendar days prior to the event date. All other requests require thirty (30) calendar days.
- Submit completed paperwork, proof of insurance, and payment to City Hall, 101 East Washington Street, Charles Town, WV 25414. Application will not be reviewed without a paid application fee.

Date of Special Activity	Sponsoring Organization if Applicable
Activity Title	Organization Address
Organizer Name/Contact Person	Organization Website
Organizer Phone	Tax ID #
Organizer Email	Type of Organization
Organizer Address	Does your event require a road closure? YES NO

Please describe your activity in detail. Include plans, needs, and purpose of your event.

Location of your activity:		
Activity Time:	Set Up Time:	Dismantle Time:
	Estimated Attendance:	Previous Years Attendance (If Applicable)

Activity Details:

Please indicate if you will have the following:

Amplified Music

Loud Speakers

Stage

Bleachers/Stadiums

Microphones

Live entertainment

Do you require power supplied from the city?

Yes

No

The questions below will aid the City of Charles Town in determining what City services and safety requirements are necessary to ensure a successful Special Activity. *(For the questions below please check the appropriate answer, highlight needed information on attached City map and attach any additional documents.)*

1. Will your organization reimburse the City for any costs associated with this event?	<input type="radio"/> YES	<input type="radio"/> NO
2. Will City streets, sidewalks, and/or alleyways need closing? (If yes, please highlight the affected areas on the attached City map.)	<input type="radio"/> YES	<input type="radio"/> NO
3. Will you require barricades, cones, signage, detour routes, etc.?	<input type="radio"/> YES	<input type="radio"/> NO
4. Do you agree to notify businesses/residents of street closures?	<input type="radio"/> YES	<input type="radio"/> NO
5. Will there be security on site? (If yes, please identify who will provide security.)	<input type="radio"/> YES	<input type="radio"/> NO
6. Will there be parking control and crowd control staff on site? (If yes, indicate on the site plan how many parking control/crowd control staff will be on site.)	<input type="radio"/> YES	<input type="radio"/> NO
7. Will items be left overnight? (If yes, what are the items, where are the items located, and who will secure them, including contact name and telephone number?)	<input type="radio"/> YES	<input type="radio"/> NO
8. Will portable restrooms be provided? (If yes, please indicate on a site plan the location, number of portable restrooms, date of removal and vender name and contact infor-	<input type="radio"/> YES	<input type="radio"/> NO
9. Will trash disposal services be provided? (If yes, attach a proposed site plan indicating the location of said trash receptacles and name of disposal vendor.)	<input type="radio"/> YES	<input type="radio"/> NO
10. Will the event require electricity and/or water hook up?	<input type="radio"/> YES	<input type="radio"/> NO
11. Will the event require the use of a City park? (If yes, there will be an additional \$100.00 dollars park fee added.)	<input type="radio"/> YES	<input type="radio"/> NO

12. Will you have outside vendors selling merchandise or food? *Any vendor operating is required to have a state and city business license.	<input type="radio"/> YES	<input type="radio"/> NO
13. Will there be any kind of animals at this event (e.g. petting zoo, pony rides, etc.)? (If yes, please indicate the location and type of animals on the site plan.)	<input type="radio"/> YES	<input type="radio"/> NO
14. Will the event coordinator provide medical services? (If yes, please indicate services provided on the site plan.)	<input type="radio"/> YES	<input type="radio"/> NO
	<input type="radio"/> YES	<input type="radio"/> NO

The questions below will assist the City of Charles Town in determining what permits and/or licenses are required for the Special Activity.

1. Do you have a City of Charles Town business and a West Virginia State business license?	<input type="radio"/> YES	<input type="radio"/> NO
2. Will admission fees, entry fees, or other fees be charged as part of, or in association with the event?	<input type="radio"/> YES	<input type="radio"/> NO
3. Will food and/or beverages be served? (If yes, attach a copy of your Jefferson County Health Department Food Permit.)	<input type="radio"/> YES	<input type="radio"/> NO
4. Does your organization have a Food Handlers License from the Jefferson County Health Department?	<input type="radio"/> YES	<input type="radio"/> NO
5. Will fees for food, beverages, or merchandise be charged?	<input type="radio"/> YES	<input type="radio"/> NO
6. Will alcohol be served?	<input type="radio"/> YES	<input type="radio"/> NO
7. Do you or your organization have an ABC license? (If yes, what type of license do you currently have?)	<input type="radio"/> YES	<input type="radio"/> NO
8. Will signs and/or banners be displayed? (If yes, please identify where the signs and/or banners will be displayed and indicate size.)	<input type="radio"/> YES	<input type="radio"/> NO

Fire/Code Enforcement (Please note on site plan.)

- Event will require the use of electrical generators.
- Event will host the use of fireworks, explosive devices, pyrotechnics, and cannon fire.
- Event will include canopies/tents.
- Cooking equipment with excessive heat, spark and/or open flame will be used.

If applicable, the applicant shall submit a current Certificate of Insurance naming the City of Charles Town not be held liable for any incidents or lawsuits that are indirectly or directly related to the Special Event. (If required, please provide the company who is providing the Certificate of Insurance for the event.) Any violations of the conditions/instructions may be cause for immediate termination of this permit. Refer to the City of Charles Town Special Event Permit Policy.

Release: I agree to indemnify and hold harmless the City of Charles Town, its employees, and its agents from and against any and all liability for any injury, which may be suffered in connection with this event. I also hold harmless the City of Charles Town, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event.

Name	Signature	Date
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FOR OFFICE USE ONLY

This Activity is approved. Please adhere to any conditions listed below.

Required Permits

- ABC Administration (Alcohol License)
- WV State Fire Marshal (Fire Works)
- Jefferson County Health Department (Food Permit)
- Independent Fire Company (Burn Permit)
- City of Charles Town Business License

City Official Signature	Date
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This event is designated a special event and is subject to the approval of the City of Charles Town City Council. This event will be presented to the City Council at the next council meeting for consid-

This event is approved by the City Council with the following conditions or restrictions:

Mayor, City of Charles Town Signature	Date
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