



PO Box 1421
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Parade/Special Event Permit Application

Description of Event:

Location of Event:

Group Requesting Event (If applicable):

Address: _____

Organizer's contact information (Representative must be present at the event with approved permit for inspection)

Primary:

Name: _____ Cell Phone: _____

Address: _____ Work Phone: _____

City: _____ State/Zip: _____

Email: _____ Home Phone: _____

Secondary:

Name: _____ Cell Phone: _____

Address: _____ Work Phone: _____

City: _____ State/Zip: _____

Email: _____ Home Phone: _____

Will the activity require the blocking of any surrounding public streets, driveways, or entrances?

Yes _____ No _____

If yes, please identify: _____

Event Date: _____

Event Hours:

Set-up Time: _____

Hours of Event: _____

Clean-up Time: _____

Anticipated Attendance

Participants _____ Spectators _____ Other _____

Will sound amplification devices be used? Yes _____ No _____

If yes, length of time: _____

Will food be served? Yes _____ No _____

If yes, the organizer may be required to obtain a permit from the Virginia Department of Health (434-696-2346) and is responsible for all requisite permits.

Will security be on site? Yes _____ No _____

If yes, identify who will be on site: _____

Will there be a parade? Yes _____ No _____ (If yes, please complete the following section)

VDOT Land Use Permit and fee may be required

Identify the parade route: _____

What time will staging occur? _____

Where will staging occur? _____

Where will disbanding occur? _____

Will there be vehicles in the parade? Yes _____ No _____

Number of vehicles anticipated: _____

Will there be animals in the parade? Yes _____ No _____

What type and approximate number: _____

Will assistance be required from fire or EMS? Yes _____ No _____

Hold Harmless Agreement

_____ (Legal name of organizer/organization/entity) shall defend and hold harmless, the Town of Victoria, its officers, employees, agents, and representatives thereof, harmless from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect or intentional acts by _____ (Legal name of organizer/organization/entity).

_____ (Legal name of organizer/organization/entity) shall further hold the Town of Victoria harmless for any claims or amounts arising from violation of any law, bylaw, ordinance, regulation, or decree.

Legal name of organizer/organization/entity: _____

By (Signature): _____

Name (Printed): _____

Title: _____

Address: _____

Date: _____

For Office Use Only

Permit: Approved _____ Denied _____

By: _____

Date: _____

Permit #: _____