



Permit Application for
PUBLIC ASSEMBLY

Permit #

e.g., Parade, Festival, Block Party, Distance Run/Walk, or other group assemblies, on City streets, alleys, sidewalks or other public property or in City parks, see Code of the City of Roanoke (1979), Section 30-102 (g)

For City Use only:
Check here if permit originated at Parks & Recreation:
Date Received: _____

APPLICANT INFORMATION

Applicant Name: _____ Organization: _____

Title: _____ E-mail Address: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell Phone #: _____ Fax #: _____

Event website: _____

Do you want the Public Assembly posted on the City of Roanoke Special Event Calendar: Yes No

Calendar is located here: <https://www.roanokeva.gov/calendar.aspx?CID=39>

Person in Charge of Public Assembly during the Public Assembly (if different from applicant):

Name: _____ Phone #: _____

E-mail Address: _____ Cell Phone #: _____

EVENT INFORMATION

Event Name: _____

Type of Public Assembly Activities: Festival or Concert Race/Distance Run, Walk, or Parade
 Filming Neighborhood Block Party
 Other (describe) _____

Event Date(s): _____ Rain Date (if applicable): _____

Event Hours: From _____ To _____ Set-up Time: _____ Take-down Time: _____

Is this the first year of the event, or the first year in a new location or with new elements? Yes No

If this is a repeating event, when was the last year your event took place? _____

Estimated attendance: _____

If more than 1,000 persons are anticipated to congregate at any one time, if the public assembly is non-stationary (e.g. parade, race, walk, distance run), or if Emergency Management deems your event to be Higher Risk, an Emergency Action Plan (EAP) is required. **You must submit one copy of the EAP with this application.** Go to www.roanokeva.gov/639/Emergency-Management to access the online EAP form or call Emergency Management at (540) 853-2426 for assistance.

Event Location and Venue, or Route if the Event is a Race/Distance Run, Walk, or Parade: _____

(List all locations where the public assembly will assemble and occur. You must attach a map or diagram which clearly shows the route and/or location of the public assembly)

If the Public Assembly involves the use of a City of Roanoke park, greenway or plaza, the applicant must obtain advance approval from the Director of Parks and Recreation, or the Director’s designee, at (540) 853-2236.

If the Public Assembly will occur in a street or on a sidewalk, for at least a portion of the Public Assembly, you must contact the Transportation Division at (540) 853-5482 to determine whether barricades or other traffic control devices will be necessary.

Description of Event (Please use as much detail as possible): _____

Description of How Parking or Shuttle Service Will be Handled at the Event (if applicable): _____

Description of How Restrooms Will be Handled at the Event, including the number of rented bathrooms, and number of rented ADA-compliant bathrooms (if applicable): _____

- Will the Public Assembly require police officer assistance or a police escort at the head of the Public Assembly?

(Check One) **Yes** **No** If yes, how many officers? _____

You **must** contact the Police Department’s Patrol Administration Office at (540) 853-1079 at the time your application is submitted to review all issues relating to the general public health, safety and welfare and to determine if police resources will be needed.

- Will the Public Assembly involve the use of alcoholic beverages?

(Check One) **Yes** **No**

If yes, you will need to contact the State ABC Roanoke Regional Office at (540) 562-3604 for additional guidance and approval. Note that in City of Roanoke parks, you may need a City Park Alcohol Permit in addition to any permit required by the State ABC. Please contact the Director of Parks & Recreation, or the Director’s designee, at (540) 853-2236.

EVENT INFRASTRUCTURE

- Will your event need to use a publicly owned facility such as a park shelter, amphitheater, recreation center, athletic field, or similar facility, or City-owned equipment such as a portable stage?

(Check One) **Yes** **No**

Requested Facility or Equipment: _____

If yes, there may be a user’s fee or set-up fee due. Please call Roanoke Parks and Recreation at (540) 853-2236 or go to www.playroanoke.com/parks-facilities/ to reserve the public facility or equipment for your event.

- Will the Public Assembly require access to electricity?

(Check One) **Yes** **No**

If yes, you must contact the Facilities Management Division at (540) 853-5889. Please note that most available electric outlets are 20 amps. You should visit the site of the Public Assembly and be prepared to identify the number of outlets you need to support your event and whether your event requires 220V. If the City is able to provide electricity, depending upon the level of services needed, you may need to allow for additional time for the arrangement of City personnel for such tasks. If the City cannot provide electricity it may be necessary for you to furnish a generator. If a generator is used, you must provide containment and protection measures surrounding the generator during the entire period that the generator is present at the event site to prevent dispersion of any accidental spills.

- Will the Public Assembly require access to public water?

(Check One) **Yes** **No**

Please note that the City cannot guarantee that public water is available at all locations.

- Will the Public Assembly include any moving or stationary motor vehicles?

(Check One) **Yes** **No**

If yes, how many and what type? _____

See the Application Instructions for information regarding Temporary Parking Permits issued by PARK Roanoke for stationary event support vehicles. Please note that unless authorized, motorized vehicles are prohibited from driving or parking upon any grass surfaces within the approved assembly area.

- What type of animals, if any, will be in the Public Assembly? _____

- Will it be necessary to close any streets during the Public Assembly?

(Check One) **Yes** **No**

If yes, **you must attach a map or diagram** to this application showing all street segments you are requesting to close. You will also need to list the dates, times, and locations of the requested closures. Public Works staff, in coordination with other agencies, will evaluate your request and, if approved, will establish a traffic control plan. Depending on the scope of your event or the number of street closures involved, you may be required to provide traffic control devices, such as traffic cones and barricades, and hire off-duty police officers or a private contractor to provide additional traffic control measures.

In addition, please list the time, date, and location of all the requested closures: _____

- Will the Public Assembly require parking restrictions along any public streets?

(Check One) **Yes** **No**

If yes, please list the time, date, and location of all the requested closures: _____

- Will the Public Assembly block off the use of any metered Parking Spots between the hours of 8 am to 5 pm, Monday through Friday?

(Check One) **Yes** **No**

If yes, **you must contact PARK Roanoke** at (540) 343-0585 in order to pay for those spots.

- Will the Public Assembly generate any solid waste trash or recyclables?

(Check One and initial) **Yes** _____ **No** _____

If yes, please identify how the solid waste or recyclables will be collected and properly disposed: _____

If yes, for events in City parks you must contact Parks and Recreation at (540) 853-5231.

For events in all other locations, you must contact the Solid Waste Management Division at (540) 853-6847. Trash removal is the responsibility of the event organizer. Event planners will need to provide extra trash receptacles for their event. All trash must be removed from the event site. If trash does not fit into provided receptacles, then you will need to remove that trash after the event.

- Will the Public Assembly generate any liquid or semi-solid wastes (fats, oils, grease, wash water, soap, etc.)?

(Check One and initial) **Yes** _____ **No** _____

If yes, please identify how the liquid/semi-solid wastes will be collected and properly disposed: _____

It is strictly prohibited to discharge any waste to the municipal storm sewer system or any part thereof (inlet, curb gutter, drainage ditch, etc.), or to the ground surface, or to any water body.

If a temporary hook-up to sanitary sewer is desired you must contact the Western Virginia Water Authority at (540) 853-1517. If the part of your event that is generating the liquid waste can be located near a sanitary sewer manhole, this is the City's preferred option.

If a liquid waste collection tank*, and/or septic collection service will be used, list the name and telephone number of the individual or company providing this service: _____

*If a collection tank is used, you must provide containment and protection measures surrounding the tank during the entire period that the tank is present at the event site to prevent the adverse effects of any accidental spills.

- Will amplified sound be used during the Public Assembly?

(Check One) **Yes** **No**

If yes, what type? _____ During which hours will amplified sound be emitted? _____

- Will the Public Assembly use a tent, amusement device, or other temporary structure?

(Check One) **Yes** **No**

If yes, please describe the temporary structure or structure in detail (number of structures and rough sizes) that are being put up for this event: _____

You may need to obtain a building permit from the Department of Planning, Building and Development. Events that use any of the following will need a basic development plan review and building permit: Tents or other air supported structures greater than 900 square feet in area; Tents or other air supported structures with an occupancy greater than 50 people; Temporary structures greater than 120 square feet in area; Amusement Devices or Inflatables. Please call (540) 853-1090 for more information.

- Will the Public Assembly involve the use of fire, open flame, cooking with heat, food trucks, or fireworks?

If your event is only using the city-provided charcoal grills at a Parks and Recreation maintained facility, please mark "No" below.

(Check One and initial) **Yes** _____ **No**

If yes, please describe the use here: _____

If yes, you may need a separate permit issued by the City of Roanoke Fire Marshal's Office. Please call the Fire Marshal at (540) 853-2795 or go to www.roanokeva.gov/712/Permits for more information.

CERTIFICATE OF INSURANCE FOR PUBLIC LIABILITY

Do you represent an organization that has commercial general liability insurance, or are putting on a public assembly on publicly owned property that includes, but is not limited to, any of the criteria below?

- Charging a fee for participation
- Selling food or beverages to the general public
- Using heat to cook food or beverages (fryers, non-parks supplied grills, gas grills, etc)
- Having open flames (fire pits, torches, etc)
- Setting up temporary structures (tents over 900 square feet, bounce houses, etc)
- Event involves alcohol
- Event involves animals (petting zoo, etc)
- Event involves moving vehicles
- Event involves 100 or more people
- Event is non-stationary (race, walk, parade, etc)
- Event involves higher-risk or unusual activity not listed here

(Check One Box and initial) **Yes** _____ **No** _____

If **YES** to any of those conditions, prior to the approval of this permit the Applicant or Permittee shall obtain a certificate of insurance for public liability in the amount of one million dollars. Said certificate of insurance shall name the City of Roanoke as the certificate holder, and in the description of operations, list the City of Roanoke, its officers, agents and employees as additional insured for the specific event name and event date(s).

If **NO**, you must sign and date the box below, after agreeing to the following statement:

“By selecting this block, we acknowledge that there are risks associated with the activities we propose to participate in as listed in our permit application, and we agree to be responsible for our actions and all of the consequences associated with participating in these activities.”

Signed: _____

Date: _____

REIMBURSEMENT OF COST FOR DAMAGES AND EVENT CLEAN-UP (City Code Section 30-107)

The organizer and/or applicant of the special event shall be responsible for producing a copy of the permit upon request of any City official throughout the duration of the event. In addition to the charges authorized by Sections 24-89 and 24-90 of City Code, the City reserves the right to bill an organizer and/or applicant of a special event for reimbursement of the cost for event clean-up and/or repair of damage to streets, sidewalks, structures, or other public property, caused by or directly related to the event. Any organizer and/or applicant of a special event who fails to pick up trash caused by their event and/or causes damage to public property and/or dumps hazardous materials on public property may be assessed the cost of such damages plus an administrative fee of twenty percent (20%) of such costs. All bills must be paid within thirty (30) calendar days of receipt or such will be submitted to the City Treasurer for collection.

APPLICANT’S SIGNATURE

By executing this application, I affirm that I am at least eighteen (18) years of age. I understand that a Public Assembly Permit confers no special privilege contrary to existing law. In addition, I agree to abide by the “Conditions of all Public Assembly Permits” (last page of this application) as well as any additional conditions required by the Public Assembly Permit when it is issued. Further, I agree to provide proof of notification, in form acceptable to the Director of Public Works, of all businesses or residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.

Signed: _____

Date: _____

Submit completed application for events in city parks, city plazas, or greenways to:

Roanoke Parks and Recreation
215 Church Avenue, SW, Room 303
Roanoke, VA 24011
Phone: (540) 853-2236 Fax: (540) 853-1287
Email: playroanoke@roanokeva.gov

Submit completed application for events in the public right-of-way to:

Public Works Director, City of Roanoke
1802 Courtland Road, N.E.
Roanoke, VA 24012
Phone: (540) 853-5482 Fax: (540) 853-1270
Email: appinfo@roanokeva.gov

Conditions of all Public Assembly Permits

Each Permit shall be conditioned upon the following:

- (1) The degree of amplification of sound to be emitted from sound trucks or bull horns shall be fixed and not variable. No amplified sound may be emitted from sound trucks or bull horns within one hundred fifty (150) feet of hospital buildings in which medical treatment or care are provided.
- (2) No Public Assembly accompanied by noise which disturbs, or tends to disturb, the peace or good order of a primary or secondary public school, or class being held therein, may be conducted within one hundred fifty (150) feet of any primary or secondary public school building while the school is in session, one-half hour before the school is in session, and one-half hour after the school session has been concluded.
- (3) Applicant shall notify businesses that have an approved Outdoor Dining Permit and which will be affected by this Public Assembly at least 14 calendar days in advance of the first day of the Public Assembly.
- (4) No Public Assembly may be in front of, or directed at, a single residence.
- (5) The rate of speed of the Public Assembly shall be fixed, and not variable, except when reasonably required for the safe and orderly conduct of the Public Assembly.
- (6) No Public Assembly may unduly disrupt pedestrian or vehicular passage.
- (7) No Public Assembly may avoid disrupting pedestrian or vehicular passage by encroaching upon private property.
- (8) No Public Assembly may touch, or unduly disrupt, pedestrians or motor vehicles ingressing to, or egressing from, any building or private property.
- (9) No person over the age of 16 years may wear a mask, hood or other device so as to conceal the identity of the wearer in violation of §18.2-422 of the Code of Virginia (1950), as amended.
- (10) All materials used in the construction of floats used in any Public Assembly shall be fire-retardant materials and shall be subject to such requirements covering fire safety as may be determined by the Roanoke Chief of Fire-EMS. Such requirements shall be conveyed, in writing, to the Applicant within five (5) business days of the issuance of the Application for Permit.
- (11) The Applicant shall retain at least one copy of the Permit at the location of the Public Assembly or at the head of the Public Assembly, if the Public Assembly is a parade or march.

- (12) **The Applicant shall be responsible for notifying as soon as possible all businesses and residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.**
- (13) No Public Assembly may be conducted in such a way that it violates any ordinance of the city, any law of the Commonwealth of Virginia, or any law of the United States.
- (14) No person conducting or participating in a Public Assembly may deviate from, or alter, any of the terms, conditions or contents of an Application for Permit or a Permit.
- (15) No person conducting or participating in a Public Assembly may deface, alter, mark or paint any public property, street or sidewalk.
- (16) Failure, or refusal, by the Applicant or any participant in a Public Assembly to abide by the conditions of a permit, or the terms of a permit, shall be grounds for revocation of the permit pursuant to Section 30-108.2 of the Code of the City of Roanoke (1979), as amended.
- (17) An approved Public Assembly permit is conditioned upon the issuance of all other required permits, if applicable (e.g. Temporary Food Establishment Permit, ABC Permit, Open Burning Permit, Building Permit, Wastewater Discharge Permit).