

Park/Greenway Special Event Organizer Checklist

For public events in Parks or along Greenways

This checklist is meant as a guide to help you ensure that you have “checked all the boxes” when it comes to organizing your event. It is not an official document and is not a substitute for thoroughly reading all required documents and adhering to all direction from City of Roanoke officials and forms. For a more detailed guide, please consult the [City of Roanoke Special Event Planning Guide](#).

- 1. Availability - Check with Kait Pedigo to ensure your park, greenway, and open spaces are available on your desired date. (kaitlyn.pedigo@roanokeva.gov, 540-853-5469).
- 2. Reservation - With **Parks and Recreation**
 - Complete and Return the appropriate form with payment (in full)
 - [Elmwood](#) (read also: Elmwood [rules](#), [maps](#), please note: 90 days advance required)
 - [Park and Plaza Open Space](#)
 - [Greenway and Trail](#)
 - [Equipment Rental](#)
 - [Mobile Stage Rental](#) (read also: Mobile Stage [guidelines](#))
 - Return the forms with full payment:
 - By check** made out to “City of Roanoke” with your event’s name in the memo line sent to:
Parks and Recreation
215 Church Ave SW
Rm. 303
Roanoke, VA 24011
 - OR
 - By card** by giving us the contact number and best time to call for getting credit card information.
 - Event Operations Plan - If your event is new, non-stationary, and uses the greenway (runs, walks, etc) please complete an operations plan as detailed on the Reservation Request form.
- 3. Assembly Permit application - For the **City of Roanoke**
 - Prior to submitting this application you will need:
 - Contact information for all associated vendors (sound, security, bathrooms, etc.)
 - Certificate of Insurance covering the full event and listing the “City of Roanoke” as additionally insured.
 - Language to include: *The City of Roanoke, its officers, agents, volunteers, and employees as additional insured’s except with regard to the workers compensation and employers liability coverages, which shall contain a waiver of subrogation in favor of the City.*
 - Map of your event, with locations of security, bathrooms, parking, entry, and any other pertinent details.
 - Please note: deadlines for application submission:*
 - Non-stationary Events (Parades, walks, races) - 120 Days Prior to Date*
 - General Events of 100+ people - 30 Days Prior to Date*
- 4. Emergency Action Plan - For the **City of Roanoke**

Post-Submission, Prior to Event:

- Ensure you follow all directions indicated on your Assembly Permit when it’s received. If you have not received the Permit, you can contact Kait Pedigo to check on its status.
- If you require electricity, please be sure that you have coordinated with Facilities (853.5889) at least one week in advance - we cannot guarantee access to outlets if you do not contact Facilities in advance.