

City of Lewisburg Special Events Application

Date of Request:

Date of Event:

Time of Event:

Name of Applicant:

Mailing Address:

Phone number:

Email Address:

Name of Organization:

Name of Event:

Event Type:

- Parade Walk/Run Car Show March Fundraiser Council
Chambers/Lobby Film/production Charity event Use of Green Space
Other/explain:

Type of City Assistance Needed

Please be specific as to what time, also check and circle all that apply

Police Dept. (road blocks, street closures or unlock/lock City Hall)

Street Dept. (barricades, set up tables & chairs, set up & take down pop-up tent, trash pickup, set up & take down sound system)

Council Chambers/City Hall Lobby (Police Dept. unlock/lock doors; Public Works Dept. set up tables or chairs or use "as is")

Bathrooms (outside City Hall if available) **Other** need/explain request:

Is there any other information to share for the event that was not covered above?

Please submit original application to the attention of Shannon Beatty, 942 Washington Street West, Lewisburg, WV 24901 or fax 645-2194. If you have questions regarding application, phone 645-2080 or email Shannon at sbeatty@lewisburg-wv.org

Approved By:

Date:

GUIDELINES

GENERAL:

- Application should be made one month and no more than three months in advance of the event.
- A special event that has five hundred (500) or more, known or estimated, participants in a defined geographical area shall submit a SPECIAL Events Emergency Contingency Plan (SEECP). The completed and approved SEECP shall be submitted with the special event permit application.
- A temporary sign application must be submitted to erect any signs.
- Please include any press releases informing the public/neighborhood of the event.
- The City does not provide any equipment beyond the sound system and existing amenities (electricity cords, stages, extra trash cans, etc.)

GREENSPACE:

- Use of green space is limited to no more than a one (1) to three (3) hour block of time for a single event. Organizations or individuals may only use the green space four times in one month for the same purpose so as not to monopolize use of this public space.
- Signs & banners are not permitted to be affixed to the railing in the greenspace.
- Do not puncture the ground in any way in the green space grass area without written approval, it may cause damage to the underground irrigation system.
- Greenspace use is limited to the confines of the greenspace. Do not spread out onto the adjacent sidewalk.

RACES, MARCHES & PARADES:

- Please include a map indicating route of event
- Please note that paint is not allowed to be sprayed or affixed onto any street to mark the route of a walk, race or event. A temporary sign application must be submitted to erect any signs

BLOCK PARTIES:

- Provide an action plan for informing neighborhood, specifically the homes and businesses which the block party will effect.