

City of Lewisburg
Special Events Application

(Application should be made one month and no more than three months in advance of the event.)

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 (circle one):

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, circle all that apply)

Police Department (road blocks, street closures, unlock/lock City Hall)

Street Department (barricades, set up tables & chairs, set up & take down pop-up tent, trash pickup, set up)

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

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

Please submit the original application to the attention of Becky White, 942 Washington Street West, Lewisburg, WV 24901, fax to 304-645-2194 or email becky@lewisburg-wv.org. If you have any questions regarding application, phone 304-645-2080.

Approved By:

Date:

Effective 9/10/2024

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 existing amenities (extra trash cans, etc.).

Green Space:

- 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 (4) times in one month for the same purpose so as not to monopolize use of the public space.
- Signs and banners are not permitted to be affixed to the railing in the green space.
- 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.
- Green space use is limited to the confines of the green space. Do not spread out onto the adjacent sidewalk.

Races, Marches and Parades:

- Please include a map indicating the route of the 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 affect.

Effective 9/10/2024