

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 and Location 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 (roadblocks, street closures, unlock/lock City Hall)

Effective 1/5/2026

Street Department (barricades/trash pickup)

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 about 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 1/5/2026

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 one (1) to three (3) hour blocks 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 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.
- No pets are allowed in green space.

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 1/5/2026