



SPECIAL EVENT PERMIT APPLICATION

Submit to:
Waynesboro Parks & Recreation, 413 Port Republic Road, Waynesboro, VA 22980
540-942-6735 events@ci.waynesboro.va.us

Event Information																	
Event Name: Mental Health America-Augusta Spring Into Action 5K																	
Location: Constitution Park 101 Short Street Waynesboro	Estimated Attendance: 100																
Event Date(s) mm/dd/yy: 03/30/19 M T W Th F X Sat Sun (circle)	Event Time (s): 9-11am																
Setup Begins (Date & Time): 8am	Teardown Ends (Date & Time): 2:00 pm																
Provide a brief description of the event: Family friendly 5k walk-run																	
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Event Admission/Entry Fee: <input type="checkbox"/> Free <input type="checkbox"/> Ticket/Entry Fee \$ <u>20-25</u> <input type="checkbox"/> Private <input type="checkbox"/> Open to public <input type="checkbox"/> Suggested Donation \$ _____																	
Applicant Information- Applicant must be the contact person for the event submitted																	
Organization Name: Mental Health America-Augusta																	
Organization Address: 101 W. Frederick Street, Suite 206 Staunton, VA 24401																	
Contact Person: Crystal Heinz																	
Cell Phone #: 901-262-9122	Email: crystalheinz@yahoo.com																
Is this a non-profit organization with 501(c)(3) status? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Identification #: SE540797196F08092023																
Insurance Carrier: State Farm	Phone: 540-886-7181																
<i>*You will need to submit a Certificate of Insurance (COI) prior to your event naming City of Waynesboro as additional insured.</i>																	
Requiring Council Approval (if you need any of these, you need to submit application at least 90 days before event.)																	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Event Requires Street Closures *Must submit map indicating event area and closures. After approval, contact Police Department 942-6686 and Public Works 942-6743 Closure Start Time: 8:00 Closure End Time: 12:00																
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X	Event Requires Alcohol Use Permit *Must obtain ABC License and submit copy to P&R After approval, contact Police 942-6686 to determine what police coverage is necessary. Service Time: _____ # of Vendors: _____ <input type="checkbox"/> Sampled <input type="checkbox"/> Sold <small>Check all that apply</small>																
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X	Special Request- indicate any special resources or services you would like to request from the City:																

Event Setup * please include a map of your event layout with your application. (This is in addition to closure maps.)		
<input type="checkbox"/> Yesx <input type="checkbox"/> No	Tents- A permit and inspection is required for any tent over 400 square feet http://www.waynesboro.va.us/322/Fire-Code-Permits	
	# of Commercial Tents:	# of Cooking Tents: # of Pop-up Tents: 4
<input type="checkbox"/> Yes <input type="checkbox"/> NoX	Inflatables/Mechanical Rides- A permit and inspection is required for inflatables (ie. bounce house, etc.) http://www.waynesboro.va.us/322/Fire-Code-Permits . Mechanical rides require a permit and fee http://www.waynesboro.va.us/DocumentCenter/Home/View/4588 . If staking is necessary, a Miss Utility ticket is required to ensure utilities are avoided.	
	# of Inflatables:	# of Mechanical Rides: Provider:
<input type="checkbox"/> Yes X <input type="checkbox"/> No	Food Vendors/Food Trucks- Food Vendors must be licensed to vend in Waynesboro and be permitted by the Health Department- Contact Commissioner of Revenue 942-6610 and Health Department 949-0137 to verify.	
	# of Food Vendors:	# of Food Trucks 2 <input type="checkbox"/> Catered
<input type="checkbox"/> Yesx <input type="checkbox"/> No	Access to Power- Power may not be available at all locations contact Parks & Recreation to determine availability.	
	Power Requirements: x <input type="checkbox"/> 110v # of outlets: __3__ <input type="checkbox"/> 30 Amp # ____ <input type="checkbox"/> 50 Amp # ____	
<input type="checkbox"/> Yesx <input type="checkbox"/> No	Access to Water- Water may not be available at all locations. Contact Parks & Recreation 942-6735 to determine availability.	
<input type="checkbox"/> Yesx <input type="checkbox"/> No	Signs/Banners- Signs/banners should not be placed on right-of-ways. All signs and banners should be removed immediately after the event. Contact Parks & Recreation about hanging banners at park venues. Contact Tourism about advertisement space available on their building.	
<input type="checkbox"/> Yes x <input type="checkbox"/> No	Trash Disposal- Many venues have trash cans in place. Additional cans can be requested if needed.	
	# of Additional cans: 5	Trash Service Requested: x <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Yes x <input type="checkbox"/> No	Portable Restrooms- It is the event organizer's responsibility to provide restrooms, if public facilities are not available or not sufficient. Venues' facilities may not be available year round.	
<input type="checkbox"/> Yes x <input type="checkbox"/> No	Impact businesses/residences/parking- Tourism can assist with business notification in the Downtown Area. Contact Police Department for parking/access assistance.	
Emergency Support- Events with attendance over 500 may be required to have Emergency Support. Contact Em. Mgt 942-6698		
<input type="checkbox"/> Yes x <input type="checkbox"/> No	Requesting Police Support- Required for road closures and when alcohol is being served. Contact the Police Department 942-6686 to discuss arrangements.	
<input type="checkbox"/> Yes <input type="checkbox"/> Nox	Requesting Fire Department- Contact 942-6730 to make arrangements.	
<input type="checkbox"/> Yesx <input type="checkbox"/> No	Requesting EMS/Ambulance- Contact Emergency Management 942-6698	
Publicity		
<input type="checkbox"/> Yes <input type="checkbox"/> No x	Requesting use of City Logo	Is this a grant requirement? <input type="checkbox"/> yes <input type="checkbox"/> no x
<input type="checkbox"/> Yes x <input type="checkbox"/> No	Requesting inclusion in Tourism's digital/print newsletter	

Liability Release: The undersigned applicant, in consideration of the City's approval of the event, on behalf of the Organizer, its agents, attorneys, successors and assigns, releases, forever discharges and promises to defend and wholly to indemnify the City, its officers, agents, attorneys, successors and assigns, from any and all claims, demands, obligations, liabilities, indebtedness, breaches of contract, debts, sums of money, accounts, compensations, contracts, controversies, promises, damages, costs, losses, expenses, attorneys' fees, and claims for sanctions of every type, kind, nature, description, or character, and irrespective of how, why and by reason of what fact, which could, might, or may be claimed to exist, of whatever kind or name, arising out of or in any way connected with this event or any prior or subsequent activity undertaken pursuant to and under the authority of this application. Further, I grant permission to all of the aforementioned to use any photographs, motion pictures, recordings, or any other record for any legitimate purpose.

By signing below the applicant certifies the above information is accurate. The applicant also acknowledges receipt, review, and understanding of the Liability Release.

Print Name: Crystal Heinz _____ Signature X Crystal Heinz (digital Signature) _____ Date: 1/23/19 _____

Approval of Parks & Recreation Staff: _____ Date: _____

