



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: Blue Ridge Classic Soap Box Derby													
Location: Main Street - Maple Avenue to Race Avenue	Estimated Attendance: 200+												
Event Date(s) mm/dd/yy: M T W Th F Sat Sun (circle) 06/15/2019	Event Time (s): 5am-5pm												
Setup Begins (Date & Time): 06/14/2019 6pm	Teardown Ends (Date & Time): 06/15/2019 4pm												
Provide a brief description of the event: Blue Ridge Classic Soap Box Derby racing and spectating.													
Type of Event: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Carnival</td> <td><input type="checkbox"/> Church</td> <td><input type="checkbox"/> Fundraiser</td> </tr> <tr> <td><input type="checkbox"/> Parade</td> <td><input type="checkbox"/> Concert</td> <td><input type="checkbox"/> Auto Show</td> </tr> <tr> <td><input type="checkbox"/> Run/Walk</td> <td><input type="checkbox"/> Festival</td> <td><input type="checkbox"/> Company</td> </tr> <tr> <td><input type="checkbox"/> Water Activity</td> <td><input type="checkbox"/> Community/Cultural</td> <td><input checked="" type="checkbox"/> Other: Soap Box Derby Race</td> </tr> </table>		<input type="checkbox"/> Carnival	<input type="checkbox"/> Church	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Parade	<input type="checkbox"/> Concert	<input type="checkbox"/> Auto Show	<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Festival	<input type="checkbox"/> Company	<input type="checkbox"/> Water Activity	<input type="checkbox"/> Community/Cultural	<input checked="" type="checkbox"/> Other: Soap Box Derby Race
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Event Admission/Entry Fee: <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Free</td> <td><input type="checkbox"/> Ticket/Entry Fee \$ _____</td> </tr> <tr> <td><input type="checkbox"/> Private</td> <td><input type="checkbox"/> Suggested Donation \$ _____</td> </tr> </table>		<input checked="" type="checkbox"/> Free	<input type="checkbox"/> Ticket/Entry Fee \$ _____	<input type="checkbox"/> Private	<input type="checkbox"/> Suggested Donation \$ _____								
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Applicant Information- Applicant must be the contact person for the event submitted													
Organization Name: Blue Ridge Classic Soap Box Derby													
Organization Address: PO Box 1782, Waynesboro, VA 22980													
Contact Person: Joe Kaminski													
Cell Phone #: 540-476-3333	Email: joekcamaro@yahoo.com												
Is this a non-profit organization with 501(c)(3) status? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Identification #: 54-1967126												
Insurance Carrier: Seibert Keck Ins, 2950 W Market St, Akron, OH 44333	Phone: 540-476-3333												
*You will need to submit a Certificate of Insurance (COI) prior to your event naming City of Waynesboro as additional insured.													
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: 06/15/2019 5am												
	Closure End Time: 06/15/2019 5pm												
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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: _____ <table style="width: 100%; border: none; margin-top: 5px;"> <tr> <td style="text-align: right;"><input type="checkbox"/> Sampled</td> <td style="text-align: left;"><input type="checkbox"/> Sold</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">Check all that apply</td> </tr> </table>	<input type="checkbox"/> Sampled	<input type="checkbox"/> Sold	Check all that apply									
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<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Special Request- indicate any special resources or services you would like to request from the City: Street Barricades/Cones; Trash Cans; Street Sweeper												

Event Setup * please include a map of your event layout with your application. (This is in addition to closure maps.)		
<input checked="" type="checkbox"/> Yes <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: 3 < 400sqft
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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 <input checked="" 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 <input type="checkbox"/> Catered
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Access to Power- Power may not be available at all locations contact Parks & Recreation to determine availability.	
	Power Requirements: <input checked="" type="checkbox"/> 110v # of outlets: 1 <input type="checkbox"/> 30 Amp # <input type="checkbox"/> 50 Amp #	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Access to Water- Water may not be available at all locations. Contact Parks & Recreation 942-6735 to determine availability.	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Tourism Building	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Trash Disposal- Many venues have trash cans in place. Additional cans can be requested if needed.	
	# of Additional cans: 6	Trash Service Requested <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No We provide 4p	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 checked="" type="checkbox"/> Yes <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 checked="" type="checkbox"/> Yes <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 checked="" type="checkbox"/> No	Requesting Fire Department- Contact 942-6730 to make arrangements.	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Requesting EMS/Ambulance- Contact Emergency Management 942-6698	
Publicity		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Requesting use of City Logo	Is this a grant requirement? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
<input checked="" type="checkbox"/> Yes <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: Joe Kaminski Signature: Joe Kaminski Date: 01/08/2019

Approval of Parks & Recreation Staff: _____ Date: _____

**BLUE RIDGE SOAP BOX CLASSIC
RACE INFORMATION 2019**

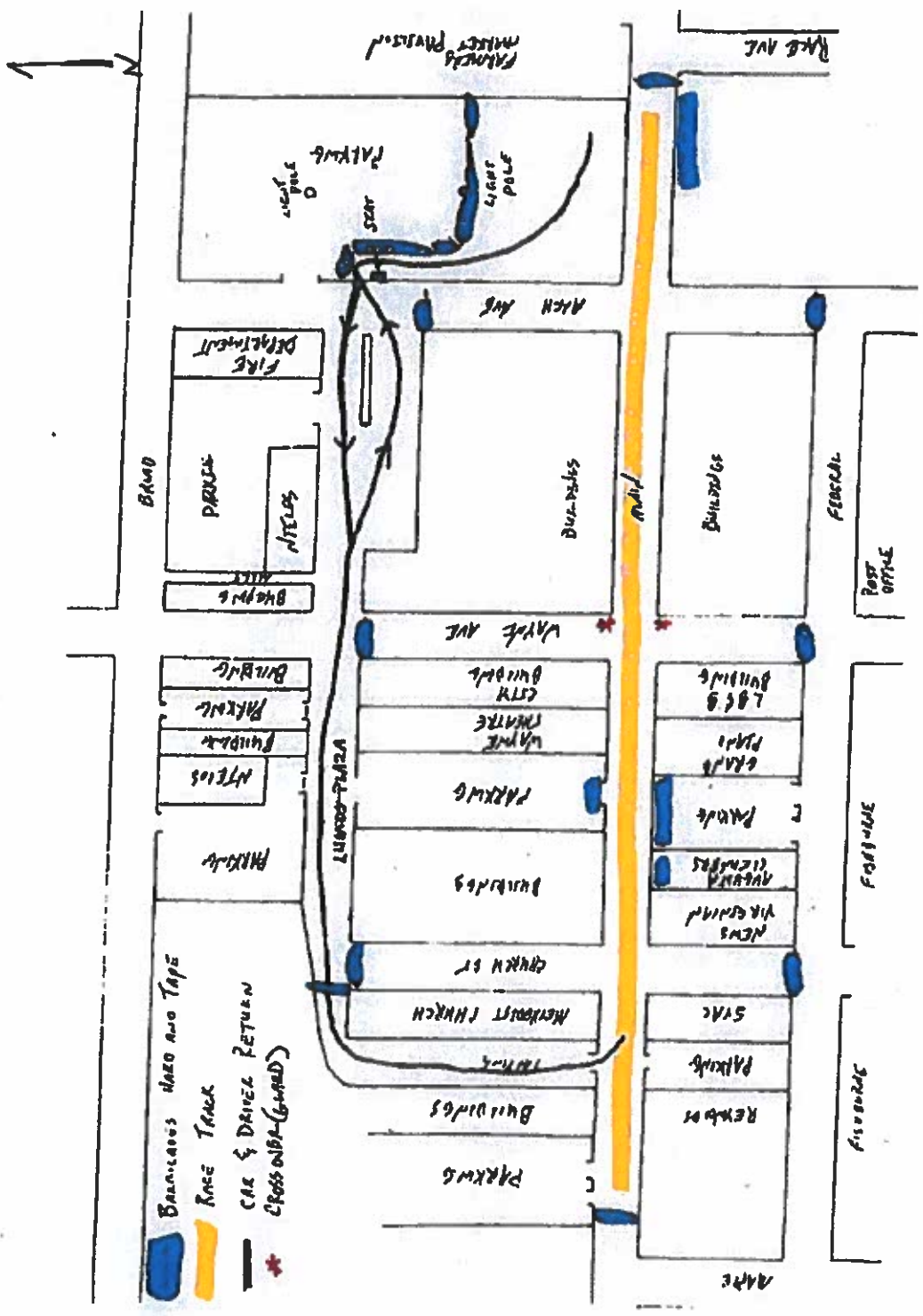
Race Date: June 15, 2019

Time: 5:00 A.M. to app. 5:00 P.M.

Street Closures (our main goal is to keep all traffic from entering Main St. between Maple Ave. and Race Ave. with a distance of one half to a full block North and South of Main St.):

- 1. Main St. at Race Ave.**
- 2. Main St. at Maple Ave.**
- 3. Arch Ave. at Federal St.**
- 4. Arch Ave. at Lumos Plaza. (Traffic will be able to use Lumos Plaza. We will use Lumos Plaza from Arch Ave. to Church Street for derby car trailers and racer van return to the West Parking Lot of Main Street United Methodist Church.)**
- 5. Wayne Ave. at Federal St.**
- 6. Wayne Ave. at Lumos Plaza**
- 7. Church St. at Federal St.**
- 8. Church St. at Lumos Plaza**
- 9. Any of the associated parking lots and alleys to prevent traffic from entering Main St. from the North and South sides between Maple Ave. and Race Ave. Barricade placement needs to be at the Main St ends of parking lots and alleys.**
- 10. Main St. half of the Lumos parking lot (old Advance lot) for derby racer and cars load up for trips up the hill on Lumos Plaza.**

DEADY MAP - Downtown



SCALE: :

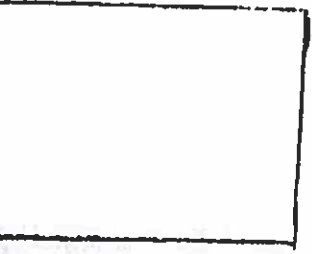
BARRICADE FOR SOAP BOX DERBY

FIRST AID CREW

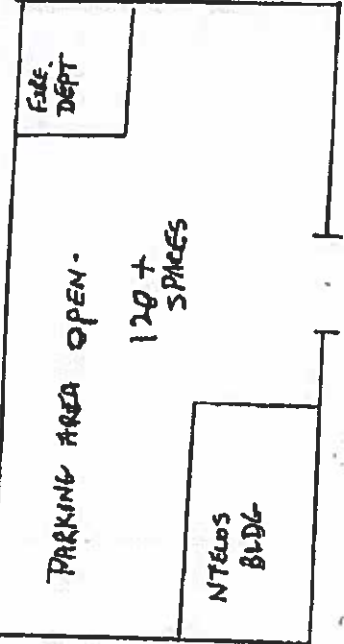


WAYNE AVE

BROAD STREET



at why alley to Broad Street



PARKING AREA OPEN - 120+ SPACES

FIRE DEPT

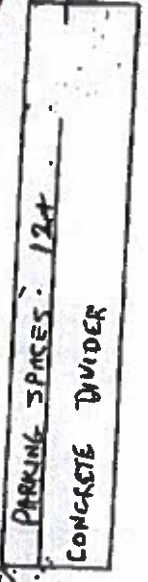


ARCH AVE

PARKING LOT OPEN



WAYNE AVE



PARKING SPACES: 124
CONCRETE DIVIDER

DERBY CAR/DRIVERS ROUTE

BACK OF LOCAL DOWN TOWN BUSINESS

ARCH AVE

MAIN STREET RACE TRACK

- CAR DRIVER AREA
- BARRICADES
- TRACK

