



TOWN OF MOUNT JACKSON

P.O. Box 487, 5901 Main Street
Mount Jackson, Virginia 22842-0487
(540) 477-2121 – FAX (540) 477-2351

SPECIAL EVENT PERMIT

A Special Events Permit is required to regulate the time, place and manner of special events and demonstrations within the Town of Mount Jackson and to accommodate competing demands for the public use of streets, sidewalks and public places. Regulation is necessary to preserve the public peace and safety, to permit free expression on issues of public concerns, to protect persons and property, to maintain acceptable conditions of traffic flow upon the streets and sidewalks and to prevent, control or eliminate any illegal, injurious or dangerous effects of this lawful activity. The Town of Mount Jackson does not seek to deny or abridge any person's rights of assembly and free speech or the opportunity for communication of thought and discussion of public questions in public places. Refer to Chapter 46 of the Mount Jackson Municipal Town Code for more information.

APPLICANT INFORMATION

(PLEASE PRINT)

Applicant name: _____
Mailing address: _____
Phone#: _____
E-mail: _____
Group/organization (if applicable) _____

EVENT INFORMATION

Event name (if applicable) _____
Date: _____
Location: _____
Anticipated number of Attendees: _____
☐ PRIVATE PROPERTY
☐ PUBLIC PROPERTY (please check all that apply)
☐ Town Hall ☐ Mayor's Park ☐ Various Town Streets (Check for Parades/Races)
☐ Town of Mount Jackson Park ☐ Other (please specify) _____

Time: Begin _____ End _____

Public Property: If you need extra time for setup and cleanup, please indicate how much time is needed in hours:

Setup: _____ Clean Up: _____

CONTACT PERSON ON DAY OF EVENT IF DIFFERENT FROM APPLICANT:

NAME: _____ Phone: _____

The Town of Mount Jackson does not discriminate against any group, organization, business, or individual. First priority in use of the facility must be for public services, non-profit organizations, and recreational uses.



TOWN OF MOUNT JACKSON

P.O. Box 487, 5901 Main Street
Mount Jackson, Virginia 22842-0487
(540) 477-2121 – FAX (540) 477-2351

TYPE OF EVENT

- ☐ Stationary Organized Event/Gathering
- ☐ Stationary Organized Event/Gathering resulting in closing of a public street or parking lot*
- ☐ Parade/Procession in conjunction with a Stationary Organized Event/Gathering*
- ☐ Parade or Procession Only*
- ☐ Run and/or Walk Event or Race in conjunction with a Stationary Organized Event/Gathering*
- ☐ Run and/or Walk Event or Race Only*
- ☐ Closure of a Town Right-of-Way for a Private Event*
- ☐ Pyrotechnics or fireworks**
- ☐ Other (please specify) _____

** If public streets or right of ways are to be used for anything other than normal traffic (for example, parades, social marches, etc.), VDOT approval shall be required.*

*** Will require approval of the Shenandoah County Fire Marshal and the Company 21 Fire Chief along with the Town Manager*

BRIEF DESCRIPTION OF THE EVENT

PROVISIONS FOR YOUR EVENT

(Please check all that apply; extra fees may apply)

- ☐ Restroom Facilities*
- ☐ Security for crowd, noise, parking and traffic control
- ☐ Emergency Services/Fire Protection
- ☐ Waste/Refuse Disposal
- ☐ Other (please specify) _____

** Portable restroom facilities and hand washing stations must be provided by the applicant or named organization for any outdoor events, with no access to public restrooms, and sufficient for the expected number of participants.*

The Town of Mount Jackson does not discriminate against any group, organization, business, or individual. First priority in use of the facility must be for public services, non-profit organizations, and recreational uses.



TOWN OF MOUNT JACKSON

P.O. Box 487, 5901 Main Street
Mount Jackson, Virginia 22842-0487
(540) 477-2121 – FAX (540) 477-2351

ANTICIPATED REVENUE

If revenue is anticipated to be generated by the event, the individuals or entity that will benefit therefrom is required. Vendors associated with special events permitted through this application shall not be subject to Town business license requirements; however, the approved permit does not eliminate any requirement for any business license/permit which may be prescribed by any other federal, state or local statutes, ordinances, rules or regulations or compliances with any other federal, state or local statutes, ordinances or rules or regulations.

Individual/Entity that will benefit from the event _____

INSURANCE

Please provide an insurance liability policy with a minimum amount of \$1,000,000 certificate from your insurance company naming the Town of Mount Jackson as ADDITIONAL INSURED on the policy. This certificate is a routine form that all companies provide upon request and does not cost your organization additional money.

☐ **Certificate of Liability Insurance Attached**

FEES

Fees for usage of the Town of Mount Jackson Public Parks and Property other than Streets shall be in accordance with the Code of Mount Jackson – Appendix B – Fees and Charges

All checks are made payable to the Town of Mount Jackson. The Town accepts cash and all major credit cards.

The applicant verifies that the proposed facilities to be used have been thoroughly inspected by the applicant and are satisfactory for their use.

Signature of Applicant

Date

- **Applications shall be submitted not less than ten (10) calendar days nor more than sixty (60) calendar days prior to the date of the proposed activity.**
- **A COMPLETED application shall be processed and either granted or denied within a reasonable time of receipt, but not more than seven (7) days from the receipt of any application.**
- **Applications not fully completed or submitted within the timeframe will become null and void.**

The Town of Mount Jackson does not discriminate against any group, organization, business, or individual. First priority in use of the facility must be for public services, non-profit organizations, and recreational uses.



TOWN OF MOUNT JACKSON

P.O. Box 487, 5901 Main Street
Mount Jackson, Virginia 22842-0487
(540) 477-2121 – FAX (540) 477-2351

RULES, REGULATIONS, AND PROCEDURES

1. Everyone applying for use of a Town of Mount Jackson facility/field must complete and sign the proper application form.
2. NO drugs, or any person under the influence of alcohol or drugs, is permitted on the property. Any violation or suspicion of anyone attending your activity that has been or is using such substances, they are to be reported to the Mount Jackson Police Department for further investigation.
3. Smoking is strictly prohibited inside all Town of Mount Jackson facilities and sports fields.
4. All individuals using any Town of Mount Jackson facility/fields are required to leave the property in good condition after every use. Please make sure that all lights are off, all toilets are flushed, and all trash, toilet paper, and paper towels are in appropriate trash receptacles and the windows/doors are locked.
5. Any and all damage to Town of Mount Jackson facilities/fields, equipment, furnishings, and/or property must be corrected and all costs involved paid for by the applicant. Facility deposit will not be returned until deficiencies are corrected.
6. Only non-marking athletic shoes may be used in the gymnasium.
7. No pets are allowed in Town of Mount Jackson indoor facilities, with the exception of dogs registered in approved programs and guide dogs for the blind and/or deaf.
8. Abusive, profane, threatening, or otherwise indecent language and/or conduct is strictly prohibited. Such actions will result in a minimum ONE YEAR SUSPENSION from all Town of Mount Jackson facilities/fields. A NO TRESPASS NOTICE will be issued.
9. No weapons whatsoever shall be allowed on Town of Mount Jackson property unless the weapons are brought to be used in a program (archery, gun safety, etc.) previously approved by the Town Manager and/or Chief of Police for the Town of Mount Jackson.
10. Please prevent vehicles from parking in any undesignated areas reserved for the Fire Department vehicles during your organization's use of the facility.
11. If necessary, please coordinate schedules and share the field(s) with other sports leagues.
12. Please mow the field during the scheduled time of your group's use of the field. This includes weed-eating in the following areas: bleachers, dugouts, outfield fence and all nearby banks.
13. If a deposit was required, it will be refunded when the key is returned and upon satisfactory inspection by a Town of Mount Jackson staff member of the facility.

The Town of Mount Jackson does not discriminate against any group, organization, business, or individual. First priority in use of the facility must be for public services, non-profit organizations, and recreational uses.



TOWN OF MOUNT JACKSON

P.O. Box 487, 5901 Main Street
Mount Jackson, Virginia 22842-0487
(540) 477-2121 – FAX (540) 477-2351

The undersigned, personally and on behalf of any named organization, shall be responsible for any damages to the facility used, including any court costs and legal fees incurred in collecting any amounts due.

Applicant: _____ Date: _____

FINAL APPROVAL

The Special Event Permit application for use of the Town of Mount Jackson Public Parks and Property will not be considered valid unless signed by a representative or their designee for the Town of Mount Jackson.

Town Manager: _____ Date: _____

Chief of Police*: _____ Date: _____

Mount Jackson Rescue & Fire*: _____ Date: _____
(MJRF President, Fire Chief, and/or the EMS Captain.)

** The Chief of Police and/or the Mount Jackson Rescue & Fire will formulate a safety plan based upon the type of event and available manpower.*

The Town of Mount Jackson does not discriminate against any group, organization, business, or individual. First priority in use of the facility must be for public services, non-profit organizations, and recreational uses.