

## INSTRUCTIONS FOR COMPLETING AN ASSEMBLY PERMIT APPLICATION

### DEAR APPLICANT:

Attached for your use is the current permit application for public assemblies. This form contains many important items of information for which the applicant will be responsible. Hence, **it is important that the applicant review *all* information and completely fill out all sections of the form.** If a question is not applicable, fill in the blank with "NA" (not applicable).

For small events (less than 100 people and no street closures) **applicants are strongly encouraged to submit their application at least twenty-one (21) calendar days prior to the proposed date of the public assembly.** For large events and festivals (over 100 people or your event requires closing streets) **applicants are strongly encouraged to submit their application at least forty-five (45) calendar days prior to the proposed date of the public assembly.**

The following items should help you through the process:

- If your event is to occur within the downtown area (generally defined as the area bounded by Williamson Road to the east, 6<sup>th</sup> Street, SW to the west, Orange Avenue to the north, and the Roanoke River to the south), please begin by contacting Downtown Roanoke, Inc., at (540) 342-2028 (ext. 14) for completion and processing of the assembly permit application. Downtown Roanoke, Inc., provides guidance and resources for all events occurring in the downtown area. For more information, go to <http://www.downtownroanoke.org>
- If your event involves the use of a City of Roanoke park, plaza or other public property, please contact the Parks & Recreation Department (215 Church Avenue, SW – Room 303) at (540) 853-2236 to reserve the location prior to submitting the assembly permit application.
- You must contact the City of Roanoke's Police Department (Patrol Administration Office) at (540) 853-2387 at the time your application is submitted to review all issues relating to the general public health, safety and welfare and to determine if police resources will be required.
- Your event may require a certificate of insurance. Please contact our Risk Management Office (215 Church Avenue, SW – Room 209) at (540) 853-1856 to discuss the details of your event. The need for liability insurance coverage is determined by the type of event and any liability issues that it may pose. If it is determined by the Office of Risk Management that you need liability insurance for your event and you do not currently have the coverage, you may search the Internet for information on purchasing event insurance. Prior to purchasing this insurance, make sure that the company is licensed to do business in the Commonwealth of Virginia.
- If more than 1,000 persons are anticipated to congregate at any one time, or if the event is non-stationary (e.g. parade, walk, distance run), an Emergency Action Plan (EAP) is required. Please attach one copy of the EAP to your application. Go to [www.roanokeva.gov/639/Emergency-Management](http://www.roanokeva.gov/639/Emergency-Management)

website for link to an EAP template or call Emergency Management at (540) 853-2426 for assistance.

- If your event involves liquid wastes, they must be properly managed. Examples of liquid wastes include cooking oil/grease, wash and sanitizing water, beverage service spills, and more. See Section 12 of the permit for more information.
- If there is a valid need for event support vehicles to park within the footprint of a public assembly, you must contact PARK Roanoke at (540) 343-0585 or [parking@PARKRoanoke.com](mailto:parking@PARKRoanoke.com) to obtain Temporary Parking Permits. Temporary Parking Permits are issued for a specific vehicle at a specific location; therefore, when contacting PARK Roanoke, be prepared to provide detailed information for each vehicle and parking location. It should be noted that Temporary Parking Permits will not be issued solely for the parking convenience of volunteers or event participants.
- Please be sure to sign and date the assembly permit application. **It will be returned to you if not signed and dated.**
- Please forward the completed application to :

Public Works Service Center  
Transportation Division  
1802 Courtland Road, NE  
Roanoke, VA 24012  
FAX: (540) 853-1270  
Email: [appinfo@roanokeva.gov](mailto:appinfo@roanokeva.gov)

- Upon approval, a copy will be returned to the applicant and must be readily available at the event. Thank you for your interest in conducting a public assembly. If there are any questions, please contact (540) 853-5482.

**PERMIT APPLICATION**

*For Public Assembly, e.g., Parade, Festival, Block Party, Distance Run/Walk, or other group assemblies, on City streets, alleys, sidewalks or other public property or in City parks City Code, Section 30-102 (g)*

For DRI Use only:  
Check here if permit originated at DRI:   
Date Received: \_\_\_\_\_

For City Use only:  
Date Received: \_\_\_\_\_

**APPLICANT INFORMATION**

1. **Applicant Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Fax#:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_  
**Local Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Permanent Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_  
**Title if representing an organization:** \_\_\_\_\_

2. **Organization Represented by Applicant (If Applicable):**  
**Name of Organization:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Local Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

3. **Organization or Person to be authorized by the permit to parade or assemble (if different from No. 2 above):**  
**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Local Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

4. **Person in Charge of Public Assembly during Public Assembly:**  
**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Fax #:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_  
**Local Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**5. Public Assembly Background**

- a. Name of Public Assembly (used for file identification): \_\_\_\_\_
- b. Location of Public Assembly: \_\_\_\_\_
- c. Description of Public Assembly Activities: Block Party Parade, Distance Run, or Walk  
Festival Family Reunion or Company Picnic  
Other \_\_\_\_\_
- d. Is the City of Roanoke a sponsor of this event?  
(Check One) Yes No

**EVENT INFORMATION**

6. On what date(s) will the Public Assembly occur? \_\_\_\_\_

7. What are the hours of the actual event? \_\_\_\_\_

Will the Public Assembly require any assembly time prior to the actual event and/or disassembly time after the event? Yes No If so, what are those hours? \_\_\_\_\_

8. How many people do you anticipate will take part in the Public Assembly? \_\_\_\_\_

If more than 1,000 persons are anticipated to congregate at any one time or if the public assembly is non-stationary (e.g. parade, walk, distance run), an Emergency Action Plan (EAP) is required. You must submit one copy of the EAP with this application. Go to [www.roanokeva.gov/639/Emergency-Management](http://www.roanokeva.gov/639/Emergency-Management) to access the online EAP form or call Emergency Management at (540) 853-2426 for assistance.

9. If the Public Assembly will occur **only** in a street or alley, or on a sidewalk, please skip to No. 10. Otherwise, if the Public Assembly will occur, at least in part, in a park or on other public property, please continue with the next question.

a. In what park, or on what public property, will the Public Assembly assemble and occur?

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If the Public Assembly involves the use of a City of Roanoke park, greenway or plaza, the applicant must obtain advance approval from the Director of Parks & Recreation, or the Director's designee, at (540) 853-2236. *For availability of parks and plazas in the downtown area, applicant must call Downtown Roanoke, Inc., at (540) 342-2028 (ext. 14).*

b. Where in the public park or other public property will the Public Assembly assemble and occur? (Please note that unless authorized, motorized vehicles are prohibited from driving or parking upon grass surfaces within the approved assembly area.)

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(Attach Site Map or Diagram)

c. Will the Public Assembly need to use a park pavilion, stage, athletic field, greenway or other publicly owned facility?

(Check One)       Yes                       No

*If yes, there may be a user's fee or set-up fee for you to pay. Please identify the facility below and call either Downtown Roanoke, Inc., at (540) 342-2028 (ext. 14) if the event is downtown or call Roanoke Parks and Recreation at (540) 853-2236 if the event is outside of downtown and make arrangements for reservation of the public facility.*

Facility: \_\_\_\_\_

d. Will the Public Assembly require access to electricity?

(Check One)       Yes                       No

If yes, you must contact the Facilities Management Division at (540) 853-5889. Please note that most available electric outlets are 20 amps. You should visit the site of the Public Assembly and be prepared to identify the number of outlets you need to support your event and whether your event requires 220V. If the City is able to provide electricity, depending upon the level of services needed, you may need to allow for additional time for the arrangement of City personnel for such tasks. If the City cannot provide electricity it may be necessary for the applicant to furnish a generator. *\*If a generator is used, the applicant must provide containment and protection measures surrounding the generator during the entire period that the generator is present at the event site to prevent the adverse effects of any accidental spills.*

e. Will the Public Assembly require access to public water?

(Check One)       Yes                       No

*Please note that the City cannot guarantee that public water is available at all locations.*

10. If the Public Assembly will occur in a street or alley, or on a sidewalk, for at least a portion of the Public Assembly, you must contact the Transportation Division at (540) 853-5482 to determine whether barricades will be necessary and, if so, at what cost to you or your organization. **You must attach a map or diagram** which clearly shows the route and/or location of the Public Assembly and continue with the next question.

a. Will the Public Assembly include any moving or stationary motor vehicles?  
(Check One)  Yes  No

If yes, how many and of what type? \_\_\_\_\_

Note: See Application Instructions for information regarding Temporary Parking Permits issued by PARK Roanoke for stationary event support vehicles.

b. What type of animals, if any, will be in the Public Assembly? \_\_\_\_\_

c. What will be the maximum and minimum speed of the Public Assembly? \_\_\_\_\_

d. What will be the approximate interval of space to be maintained between units of the Public Assembly?  
\_\_\_\_\_

e. Will it be necessary to barricade any streets to allow the Public Assembly?  
(Check One)  Yes  No

If yes, **you must attach a map** to this application showing the locations of all needed barricades. If City personnel are to deliver, erect or retrieve needed barricades, there may be a fee for which you or your organization will be responsible. You should allow fifteen (15) business days if City personnel will be needed to deliver, erect, or retrieve the needed barricades.

f. Will the Public Assembly require police officer assistance or a police escort at the head of the Public Assembly?

(Check One)  Yes  No If yes, how many officers? \_\_\_\_\_

11. Will the Public Assembly generate any solid waste trash or recyclables?

(Check One and initial)  Yes \_\_\_\_\_  No \_\_\_\_\_

If yes, for events in City parks the applicant must contact Parks and Recreation at (540) 853-5231. For events in all other locations, the applicant must contact the Solid Waste Management Division at (540) 853-6846. Trash removal is the responsibility of the event organizer. Event planners will need to provide extra trash receptacles for their event. All trash must be removed from the event site.

12. Will the Public Assembly generate any liquid or semi-solid wastes (fats, oils, grease, wash water, soap, etc)?

(Check One and initial)  Yes \_\_\_\_\_  No \_\_\_\_\_

If yes, please identify below how the liquid/semi-solid wastes will be collected and properly disposed. Note: It is strictly prohibited to discharge any waste to the municipal storm sewer system or any part thereof (inlet, curb gutter, drainage ditch, etc.) or to the ground surface, or to any water body.

a. If a temporary hook-up to sanitary sewer is desired you must contact the Western Virginia Water Authority (540) 853-1517. *\*If the part of your event that is generating the liquid waste can be located near a sanitary sewer manhole, this is the City's preferred option.*

b. If a liquid waste collection tank, &/or septic collection service will be used, list the name and telephone number of the individual or company providing this service in the space below: **\*If a collection tank is used, the applicant must provide containment and protection measures surrounding the tank during the entire period that the tank is present at the event site to prevent the adverse effects of any accidental spills.**

13. Will the Public Assembly involve the use of fire, open flames or fireworks?

(Check One and initial)  Yes \_\_\_\_\_  No \_\_\_\_\_ If yes, what type? \_\_\_\_\_

If yes, you may need a separate permit issued by the City of Roanoke Fire Marshal's Office. Please call the Fire Marshal at (540) 853-2795 for more information or go to [www.roanokeva.gov/712/Permits](http://www.roanokeva.gov/712/Permits).

14. Will amplified sound be used during the Public Assembly?

(Check One)  Yes  No

*If yes, what type and during which hours will amplified sound be emitted? \_\_\_\_\_*

15. Will the Public Assembly use a tent, amusement device, or other temporary structure?

(Check One)  Yes  No

*If yes, you may need to obtain a building permit from the Department of Planning, Building and Development. Events that use any of the following will need a basic development plan review and building permit: Tents or other air supported structures greater than 900 square feet in area; Tents or other air supported structures with an occupancy greater than 50 people; Temporary structures greater than 120 square feet in area; or Amusement devices. Please call (540) 853-1090 for more information.*

16. Will the Public Assembly involve the use of alcoholic beverages?

(Check One)  Yes  No

*If yes, you will need to contact the State ABC Roanoke Regional Office at (540) 562-3604 for additional guidance and approval. Note that in City of Roanoke parks, you may need a City Park Alcohol Permit in addition to any permit required by the State ABC. Please contact the Director of Parks & Recreation, or the Director's designee, at (540) 853-2236.*

17. Does the applicant represent an organization which has commercial general liability insurance, or an organization which will be charging a fee for participation in the Public Assembly, selling or giving away food or beverages to the general public at the Public Assembly, or setting up a booth, stage or other temporary structure in the public right-of-way, in a public park, or on public property?

(Check One and initial)  Yes \_\_\_\_\_  No \_\_\_\_\_

*If yes, prior to the approval of this permit, the Applicant or Permittee shall obtain a certificate of insurance for public liability in the amount of one million dollars. Said certificate of insurance shall name the City of Roanoke as the certificate holder, and in the description of operations, list the City of Roanoke, its officers, agents and employees as additional insured for the specific event name and event date(s).*

18. Applicant **must** contact the Police Department's Patrol Administration Office at (540) 853-2387 at the time your application is submitted to review all issues relating to the general public health, safety and welfare and to determine if police resources will be needed.

**APPLICANT'S SIGNATURE**

19. By executing this application, I affirm that I am at least eighteen (18) years of age. I understand that a Public Assembly Permit confers no special privilege contrary to existing law. In addition, I agree to abide by the "Conditions of all Public Assembly Permits" (page 5 of this application) as well as any additional conditions required by the Public Assembly Permit when it is issued. Further, I agree to provide proof of notification, in form acceptable to the Director of Public Works, of all businesses or residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Applicant: Please return completed application to:**

**Public Works Director, City of Roanoke  
1802 Courtland Road, N.E.  
Roanoke, VA 24012  
Phone: (540) 853-5482 Fax: (540) 853-1270  
Email: [appinfo@roanokeva.gov](mailto:appinfo@roanokeva.gov)**

## Conditions of all Public Assembly Permits

Each Permit shall be conditioned upon the following:

- (1) The degree of amplification of sound to be emitted from sound trucks or bull horns shall be fixed and not variable. No amplified sound may be emitted from sound trucks or bull horns within one hundred fifty (150) feet of hospital buildings in which medical treatment or care are provided.
- (2) No Public Assembly accompanied by noise which disturbs, or tends to disturb, the peace or good order of a primary or secondary public school, or class being held therein, may be conducted within one hundred fifty (150) feet of any primary or secondary public school building while the school is in session, one-half hour before the school is in session, and one-half hour after the school session has been concluded.
- (3) Applicant shall notify businesses that have an approved Outdoor Dining Permit and which will be affected by this Public Assembly at least 10 calendar days in advance of the first day of the Public Assembly.
- (4) No Public Assembly may be in front of, or directed at, a single residence.
- (5) The rate of speed of the Public Assembly shall be fixed, and not variable, except when reasonably required for the safe and orderly conduct of the Public Assembly.
- (6) No Public Assembly may unduly disrupt pedestrian or vehicular passage.
- (7) No Public Assembly may avoid disrupting pedestrian or vehicular passage by encroaching upon private property.
- (8) No Public Assembly may touch, or unduly disrupt, pedestrians or motor vehicles ingressing to, or egressing from, any building or private property.
- (9) No person over the age of 16 years may wear a mask, hood or other device so as to conceal the identity of the wearer in violation of §18.2-422 of the Code of Virginia (1950), as amended.
- (10) All materials used in the construction of floats used in any Public Assembly shall be fire-retardant materials and shall be subject to such requirements covering fire safety as may be determined by the Roanoke Chief of Fire-EMS. Such requirements shall be conveyed, in writing, to the Applicant within five (5) business days of the issuance of the Application for Permit.
- (11) The Applicant shall retain at least one copy of the Permit at the location of the Public Assembly or at the head of the Public Assembly, if the Public Assembly is a parade or march.
- (12) **The Applicant shall be responsible for notifying as soon as possible all businesses and residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.**
- (13) No Public Assembly may be conducted in such a way that it violates any ordinance of the city, any law of the Commonwealth of Virginia, or any law of the United States.
- (14) No person conducting or participating in a Public Assembly may deviate from, or alter, any of the terms, conditions or contents of an Application for Permit or a Permit.
- (15) No person conducting or participating in a Public Assembly may deface, alter, mark or paint any public property, street or sidewalk.
- (16) Failure, or refusal, by the Applicant, or by any participant in a Public Assembly, to abide by the conditions of a permit or the terms of a Permit shall be grounds for revocation of the Permit.
- (17) Failure, or refusal, by the Applicant, or any participant in a Public Assembly to abide by the conditions of a Permit, or the terms of a Permit, shall be a violation of Section 30-106 of the Code of the City of Roanoke (1979), as amended.
- (18) An approved Public Assembly permit is conditioned upon the issuance of all other required permits, if applicable (e.g. ABC Permit, Open Burning Permit, Building Permit, Wastewater Discharge Permit).



Downtown  
**Roanoke**<sub>INC</sub>  
*make it yours*

## **Downtown Roanoke, Inc. Assembly Permit Attachment**

Please complete the following and turn in with your assembly permit. This attachment will be used to supply various city departments with more information and to post your event on the DRI Events Calendar at <http://www.downtownroanoke.org/events/>.

**Name of Event:**

**Hosting Organization:**

**Website:**

**Contact Name:**

**Contact Phone Number:**

**Date(s) of Events:**

**Time(s) of Events:**

**Location/Directions:**

**Are you selling food?**

**Are you selling alcohol?**

**Are you charging admission? If yes, what is the price?**

**Will you need electricity?**

**Will you be using a Roanoke City parking lot? If yes, which lot?**

**Will you be using the southern half of Bullitt Avenue?**

**Will you be using lots managed by Central Parking?**

**Please include a description of the event below.**





Downtown  
**Roanoke**<sub>INC</sub>  
*make it yours*

## Certificate of Liability Insurance

Your company or organization must provide a Certificate of Liability Insurance from your insurance provider.

The addendum must include this *exact* wording:

“Downtown Roanoke, Inc. and The City of Roanoke, their officers, agents, employees, and volunteers, are hereby named as additional insureds in regards to [name of your event] to be held on [date of your event].”

If your event intends on hanging a banner in Downtown, you may add on to your addendum “...in addition to the hanging of the [name of your event] banner to be hung from [dates your banner is scheduled to be hung].”

The Holder must be addressed as:  
Office of Risk Management  
City of Roanoke

Please instruct your insurance provider to fax (540) 344-1452 or mail the certificate to:

Tina Workman  
Downtown Roanoke, Inc.  
213 Market Street  
Roanoke, VA 24011

In addition to mailing or faxing, the certificate may be emailed to [tinaw@downtownroanoke.org](mailto:tinaw@downtownroanoke.org).

Do not send the certificate to the holder.

If your certificate is not received by Downtown Roanoke, Inc., your permit will not be approved.

Please be sure to make copies of your Certificate of Insurance, as you may need it for other permits.



Downtown  
**Roanoke**<sub>VA</sub>  
*make it yours*

## **Please attach a map of your event/ festival area or a map of your walk, run, or parade route.**

Applicant must contact the **Police Department's Patrol Administration Office** at (540) 853-2265 at least 10 days prior to the event to review all issues relating to the general public health, safety and welfare and to determine if police resource will be needed.

**SEWER HOOK-UP:** If a temporary hook-up to sanitary sewer is desired you must contact the Western Virginia Water Authority at (540) 853-1517.

**ELECTRICITY:** If you are using a city park/plaza and need access to electricity, please call Facilities Maintenance at (540) 853-2042.

**TENTS OR TEMPORARY STRUCTURES:** If you checked yes to question 9E, please call (540) 853-1090.

**SOLID WASTE/ RECYCLABLES:** If your event will generate solid waste or recyclables please contact:

Billy Basham  
Maintenance Supervisor  
Solid Waste Management Division  
City of Roanoke  
(540)853-6846



Downtown  
**Roanoke**<sub>VA</sub>  
*make it yours*

## Rules and Regulations for Downtown Events Revised 8/10/07

**The purpose of these rules and regulations is to protect your event from extra expense and last minute changes.** These rules will help special events become a more positive and beneficial experience for fundraising organizations, as well as for downtown merchants and vendors. These guidelines must be met in order to ensure a positive experience for the downtown community.

1. Large events that draw a gathering of an audience or crowd must turn in a completed Assembly Permit no later than **two months** prior to the event date. Smaller events geared for pedestrian traffic must turn in a completed Assembly Permit no later than **ten business days** prior to the event date. A \$50 fee will be charged for permits submitted late. Depending on when the permit is submitted, the event may not have enough time for approval and therefore will need to be rescheduled.
2. Events may not dump grease or any other substance into drainage grates. This will cause serious electrical and environmental damage and your event will be financially responsible for any damage caused.
3. **All trash must be removed from the event site; trash removal is the responsibility of the event organizer. Event planners will need to provide extra trash receptacles for their events.** Dumpsters are owned and used by area restaurants. Events are not to dump trash in any existing dumpster and will be held financially responsible for any fines given to a restaurant whose dumpsters are filled past capacity due to your event. Event organizers must provide trash can liners, change out the liners during the event, and have fresh, empty liners in all cans at the end of their event. For small events, you may call Solid Waste Management to schedule a trash pick-up; all trash must be bagged and left on the street corner for pick-up. Events that anticipate a very large amount of waste must rent their own dumpster. This may be done through Tidy Services (540) 345-0168.
4. Events must take into consideration the placement of all entities of their event. Restrooms and dumpsters are not to be placed anywhere near restaurants or windows. Vendors must not be placed near competing merchants (for example, a hot dog vendor should not be placed near the Roanoke Weenie Stand).
5. Organizer must notify **30 days prior** all affected merchants and vendors of any closings that will affect their business. A form will be provided by Downtown Roanoke, Inc. for copy and distribution.
6. **Set-up of Market Square events will need to be approved through Downtown Roanoke, Inc.** We can be reached at (540) 342-2028.
7. Events anticipating a large amount of attendees must supply an appropriate amount of portable toilets. Restaurant and merchant restrooms are not for public use. Portable toilets may be rented through Tidy Services (540) 345-0168. Your event may be subject to fines if adequate facilities are not provided.
8. Under no circumstances may downtown sidewalks be blocked by barricades, vendors, or any other part of your event. Any event using the Farmer's Market stalls **MUST** set up from the street side of the stalls, allowing pedestrian traffic on sidewalks.
9. Tents must be secured with sandbags or weights; stakes are **NOT** allowed. Any damaged caused by punctured irrigation pipes will be at the planner's expense.

This signature acknowledges that you have been given both verbal and written instruction and agree to adhere to all rules stated above. Failure to follow these guidelines will cost your fundraiser unnecessary expense and may prevent you from hosting future events in Downtown Roanoke.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_/\_\_/\_\_