



SPECIAL EVENT GUIDELINES

CITY OF LYNCHBURG, VIRGINIA

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YOU

SPECIAL EVENTS



SPECIAL EVENT PERMITS

What qualifies as a Special Event?

Any activity or event that is held on city property and will be serving alcohol, charging admission, expecting large crowds, or requiring the use of city services [such as street closures for a race or police for security] is classified as a Special Event and will need a Special Event Permit. **Applications are due 90 days prior to the event, whether new or recurring.** If you'd like to apply for a Special Event Permit, please use our checklist for an overview of the process. See pages 2-6 for more detail.



SPECIAL EVENT CHECKLIST

- ☐ Contact the City's Event Operations Coordinator to ensure your desired date and venue are available.
- ☐ Complete the Special Event Application **90 days prior to an event**. You will be asked to attach the requirements listed below.
 - ☐ A **Certificate of Insurance for your event for \$1 Million of liability coverage**. The City must be listed as an additionally-insured party on the policy. **See example on Page 4.** The language should read as follows:

The City of Lynchburg 900 Church Street Lynchburg, VA 24504	Under the description part of the insurance it must read: "The City of Lynchburg, its officers, officials and employees are named as additional insured."
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 - ☐ An ABC Banquet License (if serving alcohol).
- ☐ A map of the event's layout, with locations of staging, portable bathrooms, desired cone placement, entry, parking, and any other pertinent details. If hosting a walk or run, you will need a map of the route.
- ☐ Attend your site visit (if application is approved).
- ☐ Receive an estimate.
- ☐ Review and sign issued Special Event Permit and return to Event Operations Coordinator.
- ☐ Prepare for your event. Make sure you have a plan for: marketing, parking, inclement weather, notifying neighbors, restrooms, food vendors, and amusement tax.
- ☐ Hold Your Event!
- ☐ Fill out Final Report.
- ☐ Receive Invoice.

SPECIAL EVENT PERMITTING PROCESS

DATE AND VENUE

Contact our Event Operations Coordinator at **434.485.7295** or **mauresa.nenadovich@lynchburgva.gov** to see if your desired date and location are available. We will pencil in the event on our calendar at this time.

APPLYING FOR A SPECIAL EVENT PERMIT

You can apply for a permit by filling out our **Special Event Application**. Please note that applying for a permit does not guarantee approval. Special Event Permits are non-transferable.

APPLICATION DEADLINES

Special Event Applications are due **90 days prior to an event**. Failure to meet these deadlines will result in your event not being approved for a permit, since the City will not have adequate time to schedule its services accordingly.

CERTIFICATE OF INSURANCE

All events that occur on city property must have at least **\$1 Million of liability** coverage and the **City must be listed as an additionally-insured party** on the policy. The City of Lynchburg requires the following language to be added to your policy to meet this requirement:

The City of Lynchburg
900 Church Street
Lynchburg, VA 24504

Under the description part of the insurance it must read:
"The City of Lynchburg, its officers, officials and employees are
named as additional insured."

Please see the sample on the next page to make sure this is done correctly!

ABC PERMIT REQUIREMENTS

If your Special Event includes the use of alcoholic beverages, you will need a Virginia Department of Alcoholic Beverage Control Banquet License. Your organization will be responsible for obtaining all licenses and paying for LPD officers if you will be serving alcoholic beverages on public property at your event. These licenses are issued through Lynchburg's regional ABC Office, not the City. You can contact this office by calling **(434) 582-5136** or by visiting the **ABC's website**.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C. No. Ext):	FAX (A/C. No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

VENDOR NAME & ADDRESS

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			*MAKE SURE THIS BOX IS SELECTED*		*THIS BOX MUST HAVE AT LEAST \$1,000,000 IN LIABILITY COVERAGE*	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Lynchburg, its officers, officials and employees are named as additional insured.

MAKE SURE TO USE THE LANGUAGE ABOVE IN THE DESCRIPTION BOX

CERTIFICATE HOLDER

CANCELLATION

City of Lynchburg
Risk Management Office
900 Church Street
Lynchburg, VA 24504

USE THE FOLLOWING ADDRESS FOR THE CERTIFICATE HOLDER

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SPECIAL EVENT PERMITTING PROCESS (CONT.)

EVENT DETAILS

The Event Operations Coordinator's role is to guide the **event organizer** through the application process, see that the proper forms are filled out, and meet with the Special Events Committee on the organizer's behalf to ensure that all city services run smoothly. The Event Operations Coordinator is not responsible for planning or coordinating the details of an event that are not related to city services. The **event organizer** is responsible for providing specific details for the event along with their application such as: an event site map, race route map, street closure details, details regarding tents, staging, portable toilets, vendor locations, etc. so that we can best serve you.

WHAT HAPPENS AFTER I SEND IN A SPECIAL EVENT APPLICATION?

Our Special Events Committee will review your application. The Special Events Committee is a group of employees from different divisions of the City such as the Lynchburg Police Department, the Lynchburg Fire Department, Risk Management, Parks and Rec, and Public Works. **This committee holds monthly meetings to review applications and discuss the resources needed.** Once your application is received and the committee has reviewed it, the Event Operations Coordinator will be in touch with you to discuss your next steps.

SITE VISIT MEETING

Site visit meetings will take place **at least 60 days prior to your event.** The purpose of a site visit meeting is to connect with personnel from multiple city departments to discuss and plan for the specifics of your event. This meeting will either be conducted at your event location or a conference room in City Hall. It will also allow the City to determine how much support will be needed at your event and issue a cost estimate for this support. We ask that event organizers come to their site visit prepared to provide event details so we can ensure that everything runs smoothly.





PREPARATION FOR YOUR EVENT

We want your event to be a success! As **the event organizer**, it is your responsibility to think through all of the details to make this a reality. Please make sure you have a well-thought-out plan for: marketing, parking, inclement weather, restrooms, food vendors, notifying neighbors, and amusement tax (if you are charging admission).

PERMIT ISSUED

After your application has been approved, a site meeting has been held, and your estimate received, a **Special Event Permit will be emailed for your review and signature**. Be sure to look over your permit carefully. It will have all of the details of the city services provided for your event.

POST EVENT REVIEW AND FINAL REPORT

About a week after your event, the Event Operations Coordinator will follow up with you by email to debrief. A **Final Report spreadsheet** will also be attached to this email for you to complete. We will use this Final Report to calculate the economic impact of permitted special events.



FEES

IS THERE A FEE TO SUBMIT A SPECIAL EVENT APPLICATION?

No. There is not a fee to apply for a Special Event Permit in the City of Lynchburg.



WILL I NEED TO PAY FOR CITY SERVICES FOR MY EVENT?

Yes. **Event organizers are responsible for the cost of all city services** provided for their event. This might mean paying public works to close and reopen the streets or police officers to work overtime and provide security at your event.

ESTIMATES

After your application is approved by the Special Events Committee and your site visit meeting is complete, the Event Operations Coordinator will **email you an estimate** of city service costs. This estimate is a rough calculation based on your needs discussed at the site visit. Although we do our best to gauge costs as closely as possible, your estimate may differ from your final invoice, especially if last-minute changes are made.



SAMPLE ESTIMATE

City Service	Personnel	Hours	Fee Per Hour	Total
Public Works	2	9	\$40	\$720
Police	2	4	\$60	\$480
Fire/EMT	2	4	\$50	\$400
Parks & Rec	1	3	\$50	\$150
Subtotal				\$1,750
TOTAL ESTIMATE				\$1,750

*Hourly rates are for example only and are subject to change.



INVOICES

After the pay period in which the event occurred closes, payroll and any additional fees are charged to the event project. The event project total is then calculated and transferred to accounts receivable for billing. Payment is **due within thirty (30) days** after an invoice is received.

LIMITATIONS

RESERVATION POLICY

Events are reserved on a **first-come, first-served basis**, however, legacy and annually recurring events will receive priority for scheduling. Event organizers should contact the Event Operations Coordinator before applying to check on dates and locations before filling out an application.



LIMITATIONS FOR RACES OR WALKS

To **manage the impacts** on traffic flow and access to local neighborhoods and businesses, the following limitations have been placed on events held in the City.

1. No more than one City-wide event can be held on the same day or consecutive days.
2. City-wide, there can be no more than 2 non-stationary events requiring street closures per weekend.



GROUNDS FOR DENIAL

It is the desire of The City of Lynchburg to be able to approve and support as many special events as possible, however, the following reasons are grounds for denial of a Special Event Application:

1. An application is not fully completed.
2. The application contains misrepresentations or is not factually correct.
3. An applicant has not provided the required insurance certificate or other licenses prescribed by the City by the correct deadlines.
4. An applicant is legally incompetent to contract or to sue and be sued.
5. An applicant has damaged public property on prior occasion and has not paid in full for damage or has other outstanding debts to the City.
6. Due to limited resources or personnel capacity, the City is not able to provide for the needs of the event.
7. The proposed use or activity is prohibited or unsuitable for the uses of the event venue.
8. The applicant has not complied with the applicable licensure requirements, fees, taxes, ordinances or regulations of the City.
9. The proposed activity will substantially interrupt public transportation or traffic.
10. The applicant has not provided sufficient off-site parking, or shuttle service, or both.

If your **application has been denied** by the Special Events Committee, **you will receive written notice** citing the reason(s) why and recommendations for reapplying and receiving an approval.

