

## 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).

Public Assembly Permits are required for Special Events that utilize public spaces, such as streets, greenways, public parks and plazas. Events contained to private property do not require a Public Assembly Permit. The use of City greenways, parks, and plazas requires coordination with the Parks and Recreation Department. Use of a public right-of-way (e.g. street, sidewalk) requires coordination with the Public Works Department.

Please see the **City of Roanoke Special Event Policy** and **Special Event Planning Guide** documents for important information about application submittal time frames and the permitting process.

The following items should help you through the process:

- If your event involves the use of a City of Roanoke park, plaza or greenway, please contact the Parks & Recreation Department (215 Church Avenue, SW – Room 303) at (540) 853-2236 or [playroanoke@roanokeva.gov](mailto:playroanoke@roanokeva.gov) to confirm availability and 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) 853-1634 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) 853-2450 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. You can fill out the EAP form online at [www.roanokeva.gov/639/Emergency-Management](http://www.roanokeva.gov/639/Emergency-Management) or you can complete the EAP template included in the Special Event Planning Guide glossary. You can call Emergency Management at (540) 853-2426 if you need 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 page 3 of the permit application 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.**
- Submit your completed application for events in city parks, city plazas, or greenways to:
 

**Roanoke Parks and Recreation**  
 215 Church Avenue, SW, Room 303  
 Roanoke, VA 24011  
 Phone: (540) 853-2236 Fax: (540) 853-1287  
 Email: [playroanoke@roanokeva.gov](mailto:playroanoke@roanokeva.gov)
- Submit your completed application for events in the public right-of-way 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)
- 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 in the City of Roanoke. If there are any questions, please contact (540) 853-5482.



Permit Application for  
**PUBLIC ASSEMBLY**

Permit #

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, see Code of the City of Roanoke (1979), Section 30-102 (g)

For City Use only:  
Check here if permit originated at Parks & Recreation:   
Date Received: \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Event website: \_\_\_\_\_

Person in Charge of Public Assembly during the Public Assembly (if different from applicant):

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**EVENT INFORMATION**

Event Name: \_\_\_\_\_

Type of Public Assembly Activities:  Festival or Concert     Race/Distance Run, Walk, or Parade  
 Filming     Neighborhood Block Party  
 Other (describe) \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Rain Date (if applicable): \_\_\_\_\_

Event Hours: From \_\_\_\_\_ To \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Take-down Time: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

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, race, 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.

Event Location and Venue: \_\_\_\_\_

**(List all locations where the public assembly will assemble and occur. You must attach a map or diagram which clearly shows the route and/or location of the public assembly)**

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 and Recreation, or the Director's designee, at (540) 853-2236.

If the Public Assembly will occur in a street 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 or other traffic control devices will be necessary.

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? \_\_\_\_\_

**You must contact the Police Department's Patrol Administration Office at (540) 853-1634 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.**

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.

### **EVENT INFRASTRUCTURE**

Will your event need to use a publicly owned facility such as a park shelter, amphitheater, recreation center, athletic field, or similar facility, or City-owned equipment such as a portable stage?

(Check One)  Yes  No Requested Facility or Equipment: \_\_\_\_\_

If yes, there may be a user's fee or set-up fee due. Please call Roanoke Parks and Recreation at (540) 853-2236 or go to [www.playroanoke.com/parks-facilities/](http://www.playroanoke.com/parks-facilities/) to reserve the public facility or equipment for your event.

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 you to furnish a generator. If a generator is used, you must provide containment and protection measures surrounding the generator during the entire period that the generator is present at the event site to prevent dispersion of any accidental spills.

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.

Will the Public Assembly include any moving or stationary motor vehicles?

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

See the Application Instructions for information regarding Temporary Parking Permits issued by PARK Roanoke for stationary event support vehicles. Please note that unless authorized, motorized vehicles are prohibited from driving or parking upon any grass surfaces within the approved assembly area.

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

Will it be necessary to close any streets during the Public Assembly?

(Check One)  Yes  No

If yes, **you must attach a map or diagram** to this application showing all street segments you are requesting to close. Public Works staff, in coordination with other agencies, will evaluate your request and, if approved, will establish a traffic control plan. Depending on the scope of your event or the number of street closures involved, you may be required to provide traffic control devices, such as traffic cones and barricades, and hire off-duty police officers or a private contractor to provide additional traffic control measures.

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

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

If yes, for events in City parks you must contact Parks and Recreation at (540) 853-5231. For events in all other locations, you must contact the Solid Waste Management Division at (540) 853-2363. 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.

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 how the liquid/semi-solid wastes will be collected and properly disposed: \_\_\_\_\_

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.

If a temporary hook-up to sanitary sewer is desired you must contact the Western Virginia Water Authority at (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.

If a liquid waste collection tank\*, and/or septic collection service will be used, list the name and telephone number of the individual or company providing this service: \_\_\_\_\_

\*If a collection tank is used, you 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.

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 or go to [www.roanokeva.gov/712/Permits](http://www.roanokeva.gov/712/Permits) for more information.

Will amplified sound be used during the Public Assembly?

(Check One)  Yes  No

If yes, what type? \_\_\_\_\_ During which hours will amplified sound be emitted? \_\_\_\_\_

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; Amusement Devices or Inflatables. Please call (540) 853-1090 for more information.

**CERTIFICATE OF INSURANCE FOR PUBLIC LIABILITY**

Do you 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).**

**REIMBURSEMENT OF COST FOR DAMAGES AND EVENT CLEAN-UP (City Code Section 30-107)**

The organizer and/or applicant of the special event shall be responsible for producing a copy of the permit upon request of any City official throughout the duration of the event. In addition to the charges authorized by Sections 24-89 and 24-90 of City Code, the City reserves the right to bill an organizer and/or applicant of a special event for reimbursement of the cost for event clean-up and/or repair of damage to streets, sidewalks, structures, or other public property, caused by or directly related to the event. Any organizer and/or applicant of a special event who fails to pick up trash caused by their event and/or causes damage to public property and/or dumps hazardous materials on public property may be assessed the cost of such damages plus an administrative fee of twenty percent (20%) of such costs. All bills must be paid within thirty (30) calendar days of receipt or such will be submitted to the City Treasurer for collection.

**APPLICANT’S SIGNATURE**

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: \_\_\_\_\_

Submit completed application for events in city parks, city plazas, or greenways to:

**Roanoke Parks and Recreation  
215 Church Avenue, SW, Room 303  
Roanoke, VA 24011  
Phone: (540) 853-2236 Fax: (540) 853-1287  
Email: [playroanoke@roanokeva.gov](mailto:playroanoke@roanokeva.gov)**

Submit completed application for events in the public right-of-way 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 14 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 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 pursuant to Section 30-108.2 of the Code of the City of Roanoke (1979), as amended.
- (17) An approved Public Assembly permit is conditioned upon the issuance of all other required permits, if applicable (e.g. Temporary Food Establishment Permit, ABC Permit, Open Burning Permit, Building Permit, Wastewater Discharge Permit).