

TOWN OF ROUND HILL

P.O. Box 36 - 23 Main Street
Round Hill, VA 20142-0036
(540) 338-7878 www.rooundhillva.gov

Public Use Permit

Applicants Name (person): _____

Name of Organization Hosting Event: _____

Address (Mailing): _____ E-Mail: _____

Town/City: _____ State: _____ Zip: _____

Telephone: Work _____ Mobile _____ Fax _____

Event Information

Select Site to Be used: Loudoun Street Park Sleeter Lake Park Niels Poulsen Park

Describe Nature of the Event: _____

Date(s) of Event: _____ Hours of Event: _____

Number of Participants Expected: _____ Has Event been Registered with Loudoun County (EOC)? Yes No

Number of portable toilets provided? (Minimum of 1 /25 participants for events over 4 hours) _____

Will Town provided electrical power be needed? Yes No Will personal generators be used? Yes No

Has Sheriff's Department support been requested? Yes No

Will signage be needed for event? (Request must be made to Zoning Administrator 30 days in advance of event) Yes No

Please attach:

- 1) A detailed drawing of event area, showing locations of tents, portable toilets, other activities.
- 2) Any additional description of event, including crowd management and safety plans.

Note:

- Proof of Event Liability Insurance (\$1,000,000.00 minimum) must be provided to the Town 15 days prior to the event or the event will be canceled. The Town must be added as an additionally insured party on the policy.
- Town Council may review the application and approve or deny the request.

The undersigned certifies that they are aware of the requirements of the Town of Round Hill and Loudoun County, accepts full responsibility for the event, and to the best of their knowledge, this application in all its parts, is complete and correct.

Signature of Applicant _____ Printed Name of Applicant _____ Date _____

-----Office Use Only-----

Date Application Received _____ Application Complete _____ Application Fee Paid _____

APPROVED: YES NO

SIGNATURE OF TOWN ADMINISTRATOR _____ (PRINT NAME)