

SPECIAL EVENT PERMIT APPLICATION

Terms of Agreement



Town of Luray
45 E. Main Street
Luray, VA 22835
540-743-5343

Application must be submitted not less than five (5) days prior to the date of the proposed activity. Activities involving more than 25 persons must be submitted at least ten (10) days prior to proposed assembly or special event.

Title of Event: _____
Detailed description of Proposed Activity: _____

Date of Event: _____ **Start Time:** _____ **Stop Time:** _____

Name of Organization if Applicable: _____

Contact Person: _____ **Telephone:** _____

Address: _____

E-mail address, we may contact you regarding this application: _____

Number of Participants: _____ **Requested Location of Activity or Event:** _____

Will food be served? If yes, please refer to terms of agreement for rules and regulations. **Yes** ___ **No** ___

Will Music be played? If yes, please refer to terms of agreement for rules and regulations. **Yes** ___ **No** ___

Describe plans for garbage and litter cleanup during and after the event:

By signing this document, you agree to abide by all rules, terms of agreement, and conditions for holding a special event at our of our Town of Luray properties.

Date: _____ **Signature:** _____

Title: _____

Please complete the application and return to: Luray Town Office Attn: Luray Chief of Police

45 East Main Street, Luray, Virginia 22835 or fax: 540-743-7334 or email: bowcook@townofluray.com

Administrative Use ONLY: Fees due: \$ _____ Fees Waived: \$ _____ Date fees paid: _____

Indemnification/Release Executed _____ Certificate of Insurance provided _____

Approval by Parks Director: _____ Date: _____

Approval by Chief of Police: _____ Date: _____