

City of Buckhannon

Event Request Form

All requests to hold events should be submitted at least 30 to 90 days in advance of event date prior to the next Consolidated Public Works Board meeting in order to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: _____ Person in Charge of Event _____

Type of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Name of Sponsoring Organization: _____

Address: _____
City State Zip

Signature of Person in Charge of Event: _____ Phone No: _____

Location of Event: _____ If event is a 5K Include City approved route number _____.

(If yes attach list)

Circle

1. Will any streets be closed? Yes/No
2. Will there be vendors? Yes/No
3. Will there be a first-aid station/ medical staff? Yes/No
4. Is there a parking plan? Yes/No
5. Will there be security? Yes/No

Please list contact information for any additional key staff members: _____

****UNLESS AUTHORIZED BY CITY COUNCIL, MARKING EVENTS COURSES MUST BE MADE WITH REMOVABLE TAPE. IT MUST NOT INTERFERE OR CONFLICT WITH ANY TRAFFIC OR UTILITY SIGNS OR SIGNALS. MARKINGS MUST IMMEDIATELY BE REMOVED AS THE EVENT IS CONCLUDING. PAINT & CHALK ARE PROHIBITED. EVENT SIGNS MUST BE DISTINGUISHABLE FROM TRAFFIC SIGNS AND REQUIRE THE NAME OF THE EVENT SPONSOR ON THE SIGN. MARKINGS & SIGNS THAT ARE NOT PROMPTLY REMOVED AFTER THE EVENT, WILL BE REMOVED BY CITY PERSONNEL AND PERSON(S) MAKING APPLICATION FOR THE EVENT WILL BE BILLED FOR ANY LABOR & MATERIALS.****

Office Use

Date Received _____ Date Presented to Board/Council _____

Approved by: _____ Denied: _____ (attach reason for denial)

If closing Main Street a WVDOH Permit must be obtained.

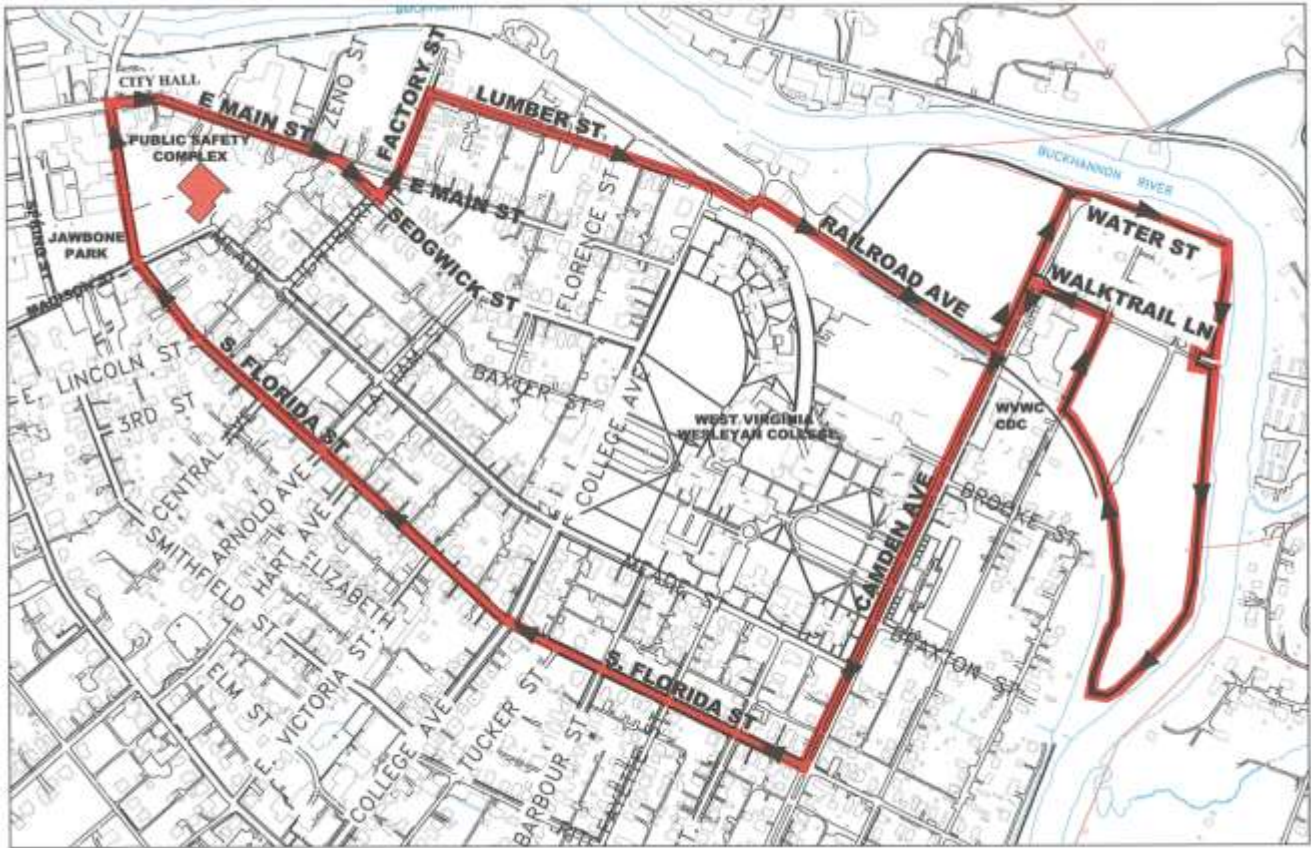
WVDOH Permit Approved: Yes No WVDOH Permit No: _____

Will pre-event meeting be required? Yes/No

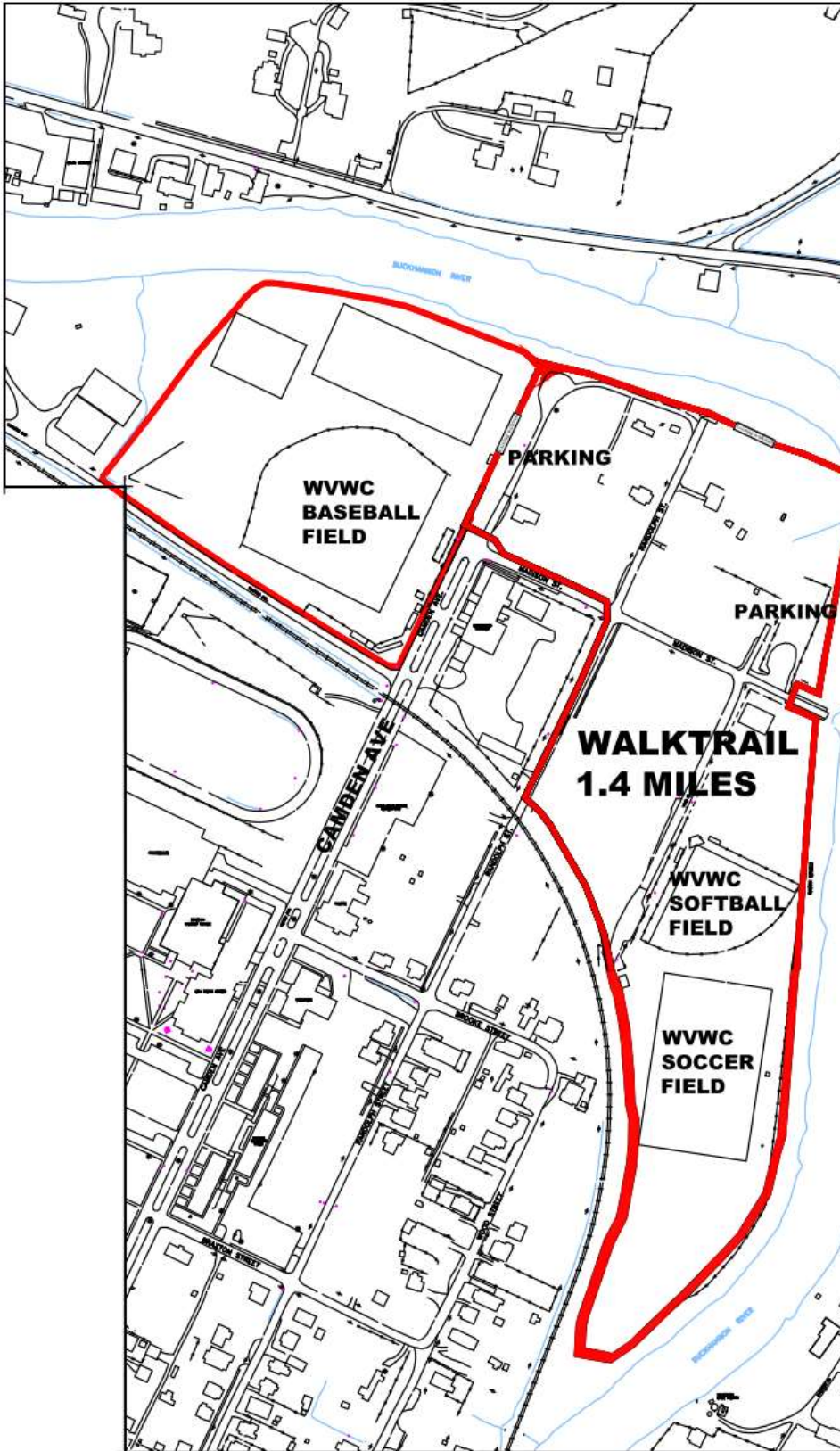
(circle attendees)

Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering

Administrator Mayor OEM Director Other: _____ REV 11-30-17



Map 1 – 5K Route



M:\Susan's\Street Dept Maps\Walktrail Maps\Walktrails.dwg, SusanF

Map 2 – Elizabeth J. “Binky” Poundstone Riverwalk Trail