

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
IF YES: Requester requirement for placement & removal of temporary signage regarding No Parking along the event route. See below marking of events rules/regs.
 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)

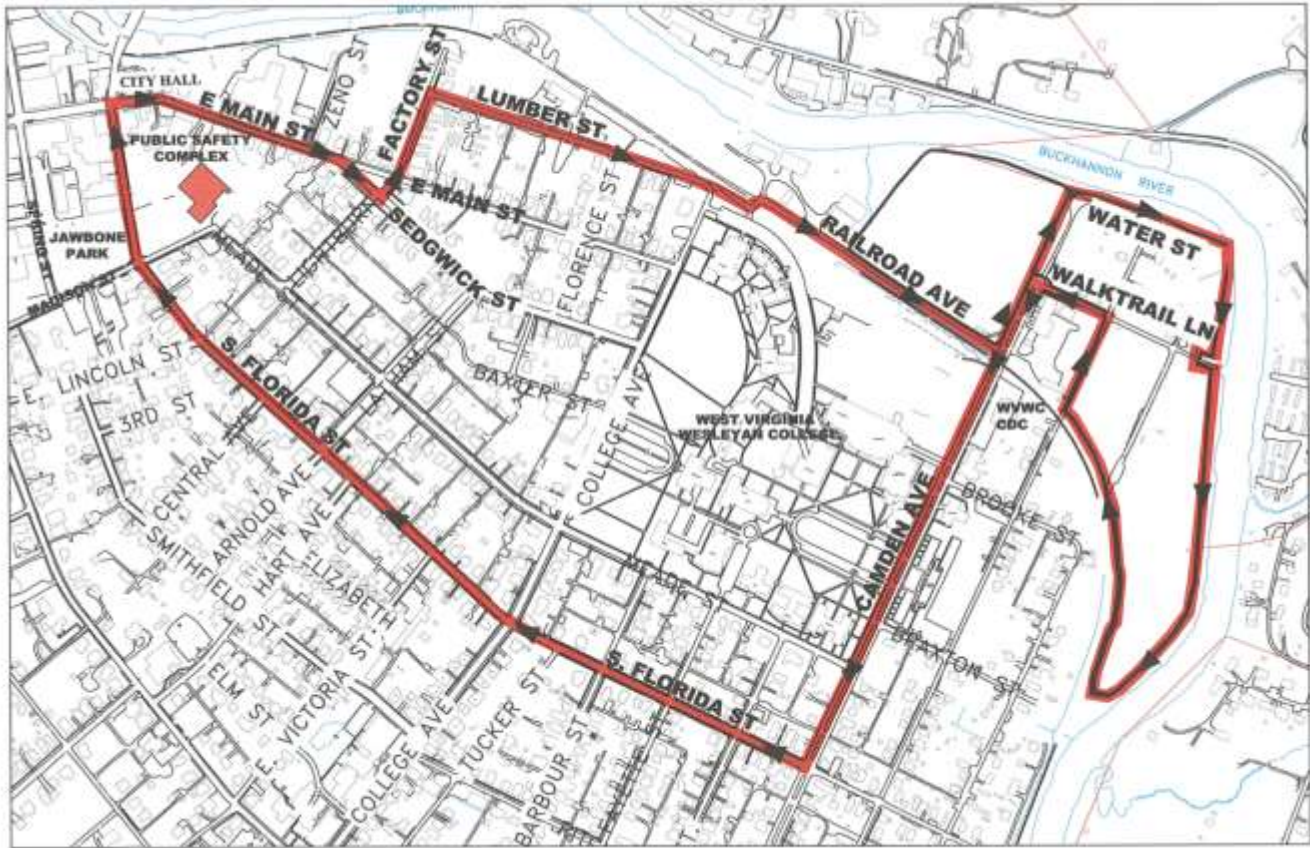
If closing Main Street a WVDOH Permit must be obtained. WVDOH Permit Approved: Yes No

WVDOH Permit No: _____

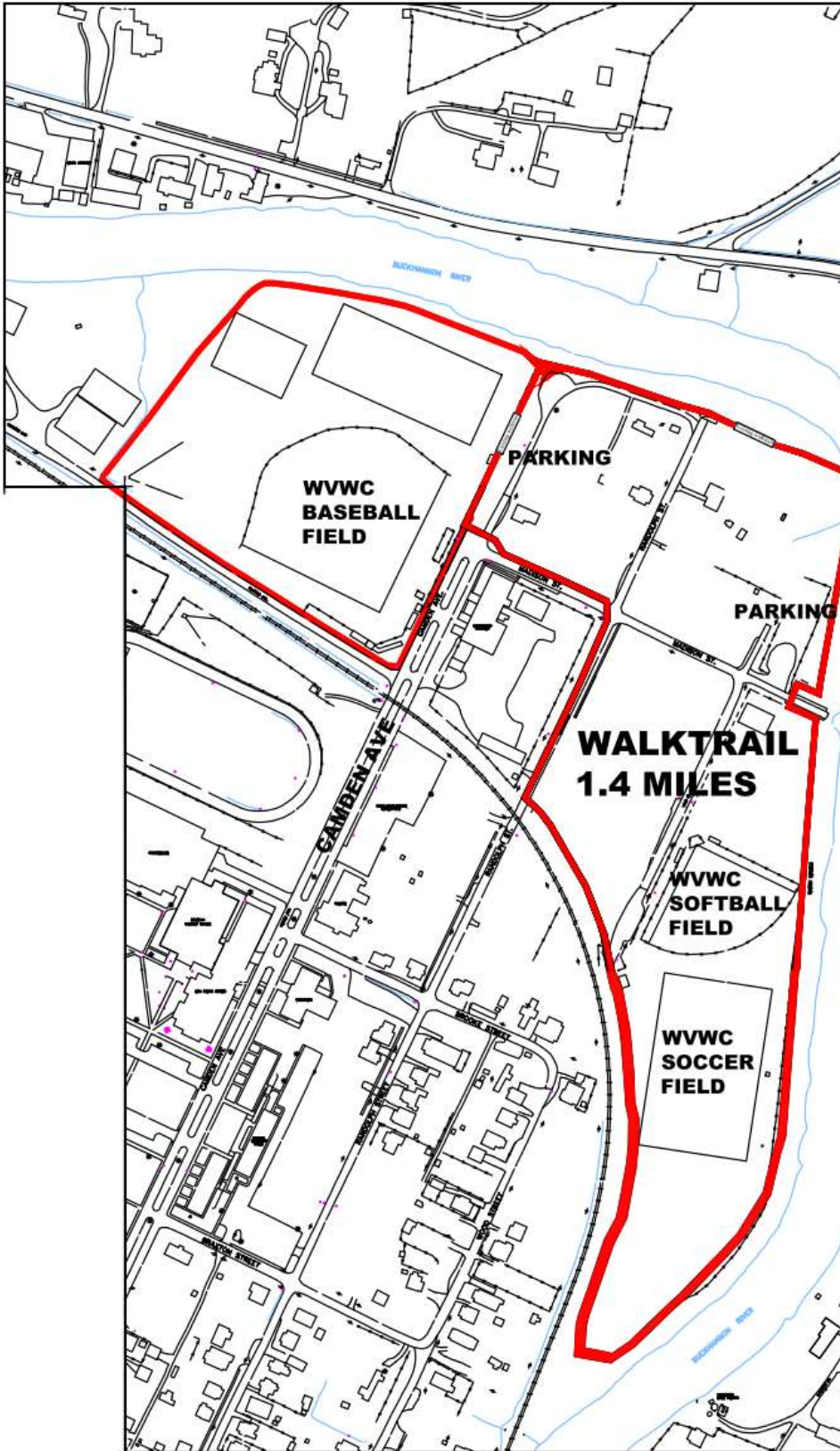
Will pre-event meeting be required? Yes/No

(circle attendees) Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering

Administrator Mayor OEM Director Other: _____ REV 10-03-19



Map 1



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

Map 2



Buckhannon City Police Volunteers In Police Service (VIPS) Service Request Form



The VIPS program provides numerous services to both the Buckhannon City Police Department and the City of Buckhannon, as well as various businesses and organizations within Upshur County.

If you are interested in having VIPS at your next event, please fill out the form below in its entirety and submit it to us at least two weeks prior to the date of your event.

Mail:
Buckhannon VIPS
Service Requests
24 South Florida St
Buckhannon WV 26201

E-mail:
vips@buckhannonpolice.com

Drop off:
Buckhannon PD
24 South Florida St
Buckhannon WV
Mon-Fri 7:30a - 3:30p

EVENT AND SERVICE INFORMATION

Event Name: _____ **Date:** _____

Event Location: _____ **Start Time:** _____

Contact Person: _____ **End Time:** _____

Contact Phone: _____

Services Requested (check all services requested) :

- Traffic Management
- Route Management
- Crowd Management
- Security / Peace of mind
- Safety Frog appearance
- Presentation

Event Type (check one) :

- _____ 5K Run / Walk
- _____ Block Party
- _____ Carnival
- _____ Worship Service
- _____ Social Gathering
- _____ Other _____

Topic: _____

**** NOTE: If your event is being held at a venue or space owned by the City of Buckhannon, you must complete a separate event request form for the city. If your event is a 5K run / walk, you must also choose a pre-approved 5K route established by the city. For more information, call city hall at (304) 472-1651.**

_____ **Yes, I have submitted the city event request form** _____ **No, I have not / Not applicable**

If you have any questions, please call (304) 472-5723 or e-mail vips@buckhannonpolice.com

All services provided by VIPS are free of charge, however donations to the program for equipment and supplies are appreciated