

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 (CPWB) meeting 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: _____ Name of Sponsoring Organization: _____

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

Address: _____ Phone: _____ Email: _____

Event Rules:

1. The City facilities are maintained for use and enjoyment by our citizens. The City does require that all planned events be approved in advance of the gathering (see Event Rule number 2). Commercial events and certain organized gatherings may be required to show evidence of a valid General Liability Insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate, and \$5,000 medical expense (any one person). If so, a certificate naming the City of Buckhannon, WV as an additional insured must be received before access to the facility is granted.
2. Organizers must submit, within thirty (30) days of the start of the event, a virus mitigation plan, indicating the measures to be taken by the organizers to prevent COVID-19 transmission between individuals within the event venue. Suggested measures include the installation of hand sanitizing stations, the mandated use of masks and social distancing, screening for COVID-19 symptoms, and other measures. Failure to submit this plan in a timely manner will result in revocation of any permissions granted, and the cancellation of any permits issued, related to the event.
3. A hold harmless agreement must be provided.
4. Tobacco, alcoholic beverages and gambling are prohibited.
5. Organizations using city property are responsible for the conduct of participants and spectators and must make adequate provisions to handle anticipated crowds.
6. Permission for use, when granted, is for specific rooms or areas. The remaining areas of a facility are not to be used or entered.
7. The marking of event courses (such as with a 5K) must be made with removable tape. It must not interfere or conflict with any traffic or utility signage or signals. Markings must immediately be removed as the event is concluding. Paint and chalk are prohibited. Event signage must be distinguishable from traffic signs and organizers must have the name of the event on the signage. Markings and signage not removed by the organizer(s) will be removed by City personnel and the organizer(s) and/or Event will be billed for any labor and materials.
8. When city equipment is used, a designated city employee must be present and have general supervision of the equipment.
9. No signs, banners, pennants, etc., are permitted in or on city buildings. All decorations, furnishings and equipment provided by the renter shall be installed and removed under the supervision of city personnel.
10. When, in the opinion of the City, police officers are needed to protect event participants, the public, or City property, police officers will be assigned.
11. The City may cancel any facility use, permit, or previously approved event if it does not comply with the guidelines published by the West Virginia Department of Health and Human Resources or by the Governor related to pandemic safety measures. Events may also be cancelled for any of the following causes: acts of God (including extreme weather), accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations. Changes in published guidelines after request approval and prior to the event may result in cancellation of the event. If guidelines cannot be followed, the event will be cancelled or rescheduled.

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
Yes/No

1. Will any streets be closed?

IF YES: Requester requirement for placement & removal of temporary signage regarding No Parking along the event route. See the above "marking of events" rules/regulations number 7.

2. What is the anticipated crowd size? _____

3. Will there be vendors? _____ Yes/No

Vendors are subject to the same Event Rules as the event organizers.

IF YES,

(a.) What will be sold? _____

(b.) Does the vendor have the necessary City License? _____ Yes/No

(c.) Does the vendor have Event Insurance? _____ Yes/No

4. Will there be a first-aid station/medical staff? _____ Yes/No

5. Is there a parking plan? (If yes, please attach to this application.) _____ Yes/No

6. Will there be security? _____ Yes/No

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

Office Use

Date Received _____ Date Presented to Board/Council _____

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

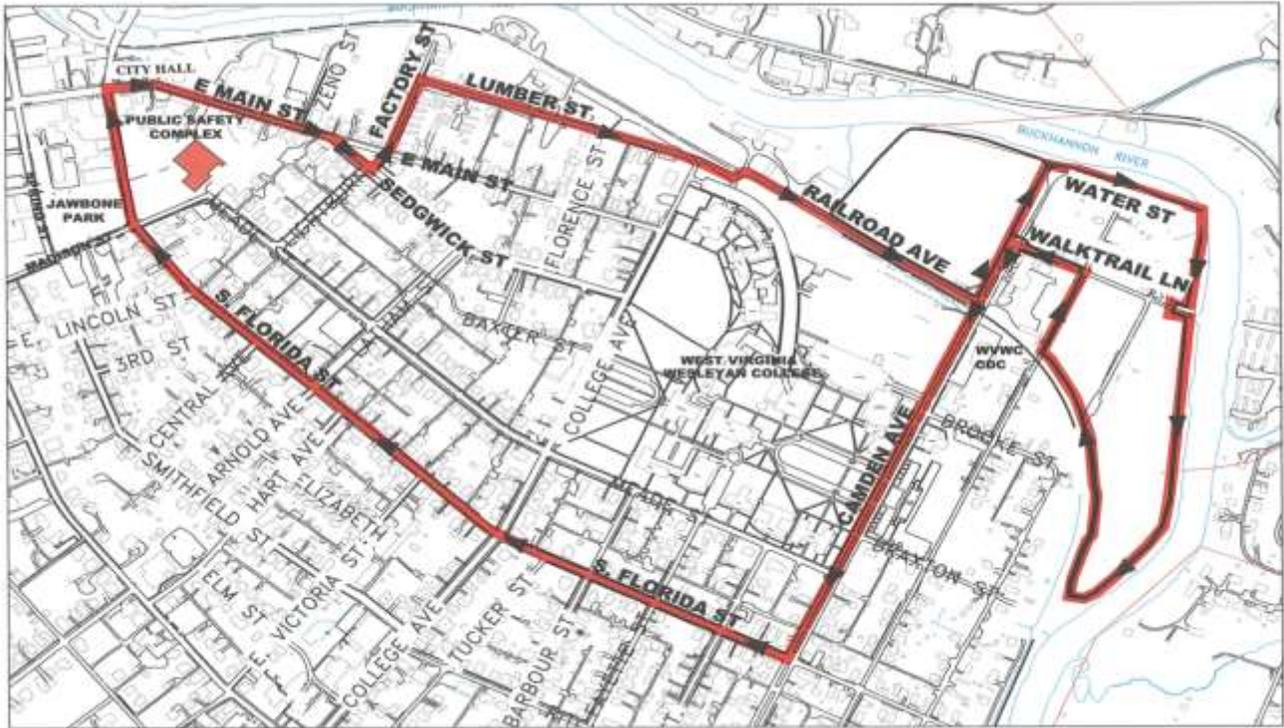
If closing Main Street, a WVDOH Permit must be obtained. WVDOH Permit Approved: Yes/No

WVDOH Permit No: _____

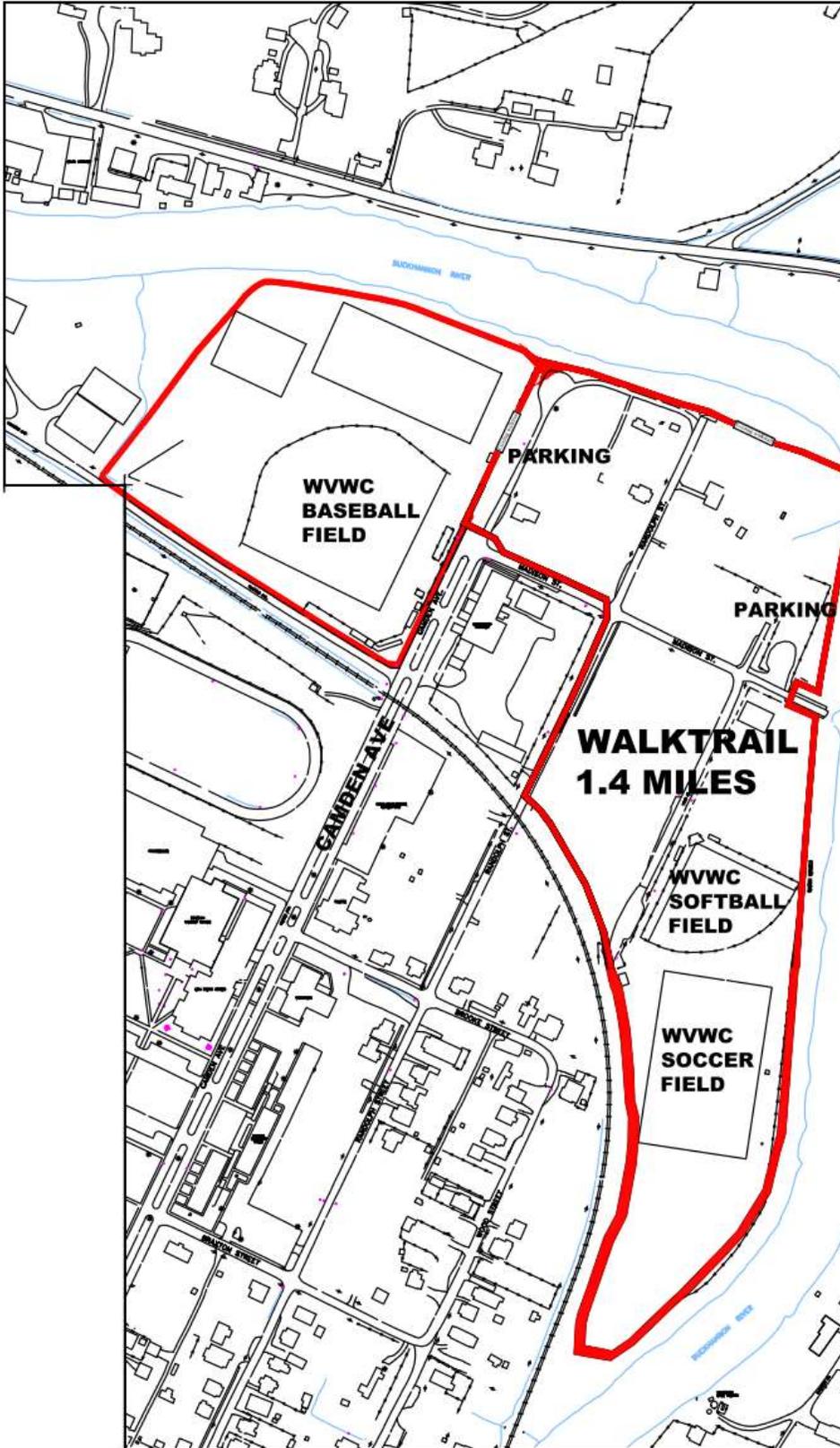
Will pre-event meeting be required? Yes/No

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

Administrator Mayor OEM Director Other: _____ REV 08-27-20



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