



## MUSICAL OR ENTERTAINMENT FESTIVAL PERMIT APPLICATION

Pursuant to the provisions of Chapter 5, Article II, Sections 5-31 through 5-55 of the Montgomery County Code, the undersigned hereby applies for a special entertainment permit for a musical or entertainment festival and hereby submits the following required information: Sec. 5-52. Conditions on issuance.

### APPLICANT/CONTACT INFORMATION

|                       |  |
|-----------------------|--|
| NAME OF ORGANIZATION: |  |
| NAME OF APPLICANT:    |  |
| MAILING ADDRESS:      |  |
| TELEPHONE #:          |  |
| EMAIL ADDRESS:        |  |

### MUSIC OR ENTERTAINMENT FESTIVAL *Use the Multiple Event Dates page when necessary for this section.*

|                       |  |
|-----------------------|--|
| DATE OF EVENT:        |  |
| DESCRIPTION OF EVENT: |  |

### PURPOSE FOR HAVING FESTIVAL

### CONDITIONS FOR ISSUANCE OF PERMIT

- ✓ **Tickets.** Attach a copy of the ticket or badge of admission to such festival containing the date or dates and time or times of such festival, together with a statement by the applicant of the total number of tickets to be offered for sale, and the best reasonable estimate by the applicant of the number of persons expected to be in attendance.

Total number of tickets \_\_\_\_\_ Ticket attached: Yes  No   
 Number of persons expected to attend: \_\_\_\_\_

- ✓ **Promoters and Backers; performers.** Give the names and addresses of the promoters of the festival, financial backers of the festival and the names of all persons or groups who have been invited to perform at such festival:

|                  |          |  |
|------------------|----------|--|
| <b>PROMOTERS</b> | Name:    |  |
|                  | Address: |  |

|          |  |
|----------|--|
| Name:    |  |
| Address: |  |

**FINANCIAL BACKERS**

|          |  |
|----------|--|
| Name:    |  |
| Address: |  |

|          |  |
|----------|--|
| Name:    |  |
| Address: |  |

**PERFORMERS**

|          |  |
|----------|--|
| Name:    |  |
| Address: |  |

|          |  |
|----------|--|
| Name:    |  |
| Address: |  |

- ✓ **Location.** Give the location of the proposed festival, the name and address of the owner of the property on which such festival is to be held and the nature and interest of the applicant therein.

|                        |  |
|------------------------|--|
| Location:              |  |
| Owner/Name:            |  |
| Address:               |  |
| Interest of Applicant: |  |

- ✓ **Plans for sanitation facilities; garbage, trash and sewage disposal.** Attach a plan for adequate sanitation facilities and garbage, trash and sewage disposal for persons at such festival. This plan shall meet the requirements of all state and local statutes, ordinances and regulations and shall be approved by the county health officer.

Plans attached: Yes  No

- ✓ **Plans for food, water, and shelter.** Attach a plan for providing food, water and lodging of the persons at the festival. This plan shall meet the requirements of all state and local statutes, ordinances and regulations and shall be approved by the county health officer.

Plans attached: Yes  No

- ✓ **Plans for medical facilities.** Attach a plan for adequate medical facilities for persons of the festival. This plan shall be approved by the county health officer.

Plan attached: Yes  No

- ✓ **Plans for parking, crowd and traffic control.** Attach a plan for adequate parking facilities, crowd control and traffic control in and around the festival area approved by the sheriff.

Plan attached: Yes  No

- ✓ **Plans for fire protection.** Attach a plan for adequate fire protection which shall meet the requirements

of all state and local statutes, ordinances and regulations and shall be approved by the county's representative of the state department of forestry.

Plan attached: Yes  No

- ✓ **Lighting.** State whether any outdoor lights or lighting is to be utilized, and if so, a plan showing the location of such lights and shielding devices or other equipment to prevent unreasonable glow beyond the property on which the festival is located, and the same shall comply with the county building code.

If YES, attach plan. Is outdoor lighting to be used? Yes  No  Plan attached: Yes  No

- ✓ **Alcoholic Beverages.**

Are alcoholic beverages to be allowed at the festival? Yes  No  If yes, will alcoholic beverages be sold at the festival? Yes  No  If yes, has an alcoholic beverage control license been obtained? Yes  No

- ✓ **Advertising.** State how the festival is to be advertised.

Newspaper Yes  No  Radio Yes  No  Television Yes  No  Handbills Yes  No  Other \_\_\_\_\_

- ✓ **Insurance.** State what insurance coverage will be provided for the festival.

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_ Public liability insurance minimum \$ \_\_\_\_\_ Per Person \$ \_\_\_\_\_ Per accident \$ \_\_\_\_\_ Per damage \$ \_\_\_\_\_

Requests for this event **MUST** also be submitted to the Virginia Department of Transportation (VDOT) and the Montgomery County Sheriff's Office (MCSO). Montgomery County event permits will not be issued without approval from the MCSO and VDOT.

I hereby certify that the information contained in this application is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant Organization

By: \_\_\_\_\_  
Applicant Signature

**STAFF USE ONLY**

- MCSO VERIFICATION
- VDOT VERIFICATION
- COUNTY ADMINISTRATION APPROVED

BY \_\_\_\_\_ DATE \_\_\_\_\_