



City of Martinsburg
 232 N. Queen Street
 Martinsburg, WV 25401

Special Events Application

The City of Martinsburg has enacted Ordinance 2016-32 requiring a special events application be submitted for all assemblies, demonstrations, special events and parades, as detailed in Sections 155.01 through 155.10 in the City of Martinsburg Codified Ordinance. All requests must be submitted for departmental and Council review. The information requested by this form will be used to determine eligibility for a special events permit. **The event will not be considered for approval until the entire application and all of its parts have been submitted. Applications are due to the Office of the City Manager no later than 60 days prior to the proposed special event.**

Event Title _____

Event Date _____

Event Sponsor _____

Secondary Date _____

Organizer's Contact Information

Name _____

Cell _____

Address: _____

Email _____

Alt. Phone _____

Event Information

Requested Area(s) ___Town Square Pedestrian Plaza ___City Streets/Sidewalks ___Sidewalks only ___Other

Location of Event _____

Attach route for processional events. Be precise when indicating location.

Event Hours _____ until _____ Set up start time _____ Clean up end time _____

Anticipated Attendance (per day): Participants _____ Spectators _____

Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: ___Approved ___Denied ___Conditional	Planning: ___Approved ___Denied ___Conditional
Fire: ___Approved ___Denied ___Conditional	Public Works ___Approved ___Denied ___Conditional
City Manager: ___Approved ___Denied ___Conditional	City Council: ___Approved ___Denied ___Conditional

Recorder: _____ Amount Due _____ Amount Paid _____ Insurance Provided _____ Council Agenda

Permit No. _____ Conditions Attached? _____

Event Information

Answer the following questions, in full, and attach any additional information

Name of Event _____

Brief Description of Event: _____

Has your organization held this event in the past? _____

When and Where? _____

Is the event a fundraiser? _____

Will you require assistance from Fire/EMS? _____ (additional fees apply) How many units? _____ Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Dept.? _____ (additional fees apply) How many units? _____ Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? _____ What and where? _____
Hazmat items must be attended constantly.

Will you be providing private security? _____

Will alcohol _____ or food _____ be served?
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? _____ Are you charging admission _____?
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets _____ or intersections _____ be blocked? **Requires** police department assistance.
List streets and/or intersections _____

Public Works assistance needed? _____ Street Sweeping _____ Barricades or fencing material _____ (additional fees apply)—Council reserves right to assign additional units at applicant cost

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Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? _____ What and where? _____

Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? _____

What and where? _____

Check with Parking for costs and arrangements

Applicant Statement

I _____ shall defend and hold harmless the City of Martinsburg, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney’s fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of _____ (name of organization or business), while their personal property is situated on City property. I shall further hold the City of Martinsburg harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Martinsburg City Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature _____ Date _____

Title _____

Fee Schedule

Application Fee \$25

(Requests for use of Town Square Pedestrian Plaza **ONLY** are exempt from application fee, other fees apply)

Police Fees--\$35 per hour or partial hour worked, per officer.

Fire/EMS--\$35 per hour or partial hour worked, per firefighter and \$100 per hour or partial hour for firefighting apparatus and/or medic unit

Public Works--\$20 per hour or partial hour worked, per laborer, including time requested or deemed necessary for set up and/or clean up

Additional fees for City Service may be waived for all City Funded Events and City Co-Funded Events

*** The need for City services is determined by applicant request or staff recommendation and ultimately approved by Council***