



**CITY OF HOPEWELL SPECIAL EVENT APPLICATION REQUEST FORM**

Today's Date: \_\_\_\_\_: TYPE OF EVENT REQUESTED \_\_\_\_\_

**Individual/Company/Agency/Organization**

Name: \_\_\_\_\_ 501 (c) (3): Yes \_\_\_ No \_\_\_

Website Address: \_\_\_\_\_

**Contact Information**

Name: \_\_\_\_\_ PH: \_\_\_\_\_ FAX: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State : \_\_\_\_\_ Zip Code: \_\_\_\_\_

**EVENT DETAILS**

Date of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_ Diagram Attached \_\_\_\_\_

Description of Event: \_\_\_\_\_ Open to the Public? Yes: \_\_\_: No \_\_\_

Admission Fee? Yes \_\_\_ No: \_\_\_ Set-Up days/Time \_\_\_\_\_

Location of the Event: \_\_\_\_\_ Insurance Attached \_\_\_ Start \_\_\_\_\_ End: \_\_\_\_\_

**Check All That Apply:**

Alcohol \_\_\_ Amplified Sound \_\_\_ Barricades \_\_\_ Dumpsters \_\_\_ Food Sales \_\_\_

Food Service \_\_\_ Generator \_\_\_ Lane Closure \_\_\_ Media \_\_\_ Tent (s) \_\_\_\_\_

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Security\_\_\_\_\_ Stage\_\_\_\_\_ **Street Closure (Attach Diagram):** yes\_\_\_\_\_ No\_\_\_\_\_ Stage \_\_\_\_\_  
Vendors\_\_\_\_\_ Valet Service\_\_\_\_\_ Police\_\_\_\_\_ Restrooms\_\_\_\_\_ No Parking  
Signs\_\_\_\_\_ Permits: Yes\_\_\_\_\_ No\_\_\_\_\_ Applied For\_\_\_\_\_ or Received (Attach a copy)\_\_\_\_\_

Print Name\_\_\_\_\_ Signature\_\_\_\_\_ Date\_\_\_\_\_

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**COMMITTEE APPROVAL/SIGNATURE**

Police: \_\_\_\_\_ Health Department: \_\_\_\_\_

Bureau of Fire: \_\_\_\_\_ Code/Building Official \_\_\_\_\_

Public Works: \_\_\_\_\_ Recreation: \_\_\_\_\_

Commissioner of the Revenue: \_\_\_\_\_ City Manager's Rep. \_\_\_\_\_

**FINAL APPROVAL /DISSAPPROVING AUTHORITY**

City Manager or Designative Representative \_\_\_\_\_ Date: \_\_\_\_\_

**Note 1: Some Special Event Applications may require a legal review prior to approval/disapproval which may delay processing time. Any applicant may come and participate in the review process. It is not mandatory. The Special Events Application Review Committee meets every Tuesday at 11:00 A.M. Inside the Intergovernmental & Public Affairs Office, Second Floor, Room 217B, Municipal Building (City Hall) located at 300 North Main Street, Hopewell, Virginia 23860. After completion, fax application to (804) 541-2248. PH: (804) 541-2270. Email:hbragg@hopewellva.gov.**

**Note 2: All Special Event Application Requests require an Insurance Certificate naming the City as a Co-Insurer unless a waiver is requested and granted by the City Manager or his designative representative.**

**Note 3: To request Police Officers at an event, please fill out the attached request form and forward it to the Hopewell Bureau of Police.**

**Note 4: To request Barricades and Road Signs, please coordinate placement with the Department of Public Works. Regarding alcohol permits, you must contact the Commissioner of the Revenue's office.**

I have read and reviewed the entire application and understand the requirements to include all rules listed.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

(APPLICANT)

Questions \_\_\_\_\_

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Questions \_\_\_\_\_

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Questions \_\_\_\_\_

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**FINAL APPROVAL / DISAPPROVAL AUTHORITY**

City Manager or designated Representative \_\_\_\_\_ Date: \_\_\_\_\_

