



Town of Vinton **Special Event Policy & Instructions**

Thank you for your interest in holding a special event in the Town of Vinton. Enclosed are the materials needed to obtain a Special Event Permit for your upcoming event. Please follow the application directions very carefully. These first three pages should be removed from the completed application and kept by the event coordinator for reference. Also, an application checklist is included on page four of the instructions for further assistance. Some of the information will not apply to your specific event. However, no Special Event Permit will be issued without submittal of a signed application (See the bottom of Page 5 and 6 of the application) and requested documentation. Your event must have final approval of the Town of Vinton staff and Town Manager and in some cases the Town Council.

Your event will be assigned to the Special Programs Director who will assist you throughout this process and will be your primary contact. You will be notified by your primary contact person if your event requires additional permits such as a: tent permit, temporary food permit, electrical permit, or liquor license permit, which must be obtained before you can receive a Special Event Permit.

Requirements and Conditions

1. Compliance with Town ordinances. The applicant shall comply with all applicable Town ordinances, codes, conditions, and requirements as well as all state and federal laws.

2. Compensation for Town Staffing. Depending on attendance and needs, the Town may require Town personnel including Police, EMS, Fire, and Public Works at the function. All Town personnel involved in advance of, during and after, the day(s) of the event may be charged back to the sponsoring agency. The Town shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents, ensure the success of the event, and reduce the public liability exposure to the sponsoring agency as well as the Town. The bill will be transmitted to the sponsoring agency within thirty (30) days after the completion of the event.

3. Food and Beverage Service. No food or beverages shall be sold or given away at the outdoor event, unless approved by the Virginia Department of Health.

4. Electrical Power. The Town will provide reasonable amounts of electrical power, if available. If not readily available, the event organizer should make provisions for electrical power for its specific needs.

5. Miscellaneous

a. Street closures are generally not permitted Monday to Friday from 6 a.m. to 6 p.m. to minimize inconvenience to downtown residents and businesses.

b. The Town of Vinton is not responsible for any accidents or damages to persons or property resulting from the issuance of a Special Event Permit.

c. The Special Event Permit is non-transferable and can only be used on the designated dates and times as printed and is required to be posted on site during the event.

d. The Town of Vinton reserves the right to suspend, cancel and/or reschedule events.

The event coordinator is responsible for ensuring that the organization and all participants and spectators abide by all the above conditions, ordinances, codes, and requirements.

I) Purpose

It is the purpose of this document to establish a process for permitting Special Events conducted on Town streets, public property, or facilities. It is recognized that these Special Events enhance Vinton's quality of life and provide benefits to the citizens through the creation of unique entertainment venues that are not normally provided as a part of governmental services. Additionally, it is recognized that tax-exempt, non-profit organizations that benefit the community are central to the quality of life in Vinton. From time to time, it is necessary through holding their special events; these organizations gain the resources to provide essential services to the citizens of the Town of Vinton. It is further intended to provide coordinated policies for the regulation of certain activities to be conducted in conjunction with special events, to ensure the health and safety of patrons, to prohibit illegal activity from occurring within these events, and to protect the rights and interests granted a Special Event Permit. It is further intended to create a mechanism for cost recovery for special events without having an adverse effect on those events that contribute economically and socially to the community.

II) Definitions

As used in this policy:

- (a) ***“Special Event”*** means an activity that meets any one of the following definitions: Any activity sponsored by an organization or individual for profit or non-profit, other than the Town of Vinton, held on public property and designed for entertainment, competition, amusements or social, ethnic, religious and/or cultural awareness that: 1) requires restricted or exclusive use of any portion of public property, including but not limited to roped lawn areas, stages, tables, bleachers, tents, temporary barriers and/or boundaries; and/or 2) impedes the normal flow of traffic; and/or 3) impedes the enjoyment or use of the property by the general public; and/or any organized activity conducted by a person, organization or company on any public property or facility that plans to sell alcoholic beverages. Such events require a Special Event Permit issued by the Town.
- (b) ***“Commercial Special Event”*** means any Special Event organized and conducted by any person, organization or company that does not qualify as a Tax-exempt Non-profit Organization or governmental agency.
- (c) ***“Non-Commercial Special Event”*** means any Special Event organized and conducted by a person, organization or company that qualifies as a Tax-exempt Non-profit Organization.
- (d) ***“Town-Sponsored Special Event”*** means any Special Event directly organized and conducted by the Town of Vinton or any Special Event organized by a Non-Commercial Event Organizer that the Town has elected to support through

appropriation of funds within the Town's budget. *Please see Addendum 1 for the list of recognized events.*

- (e) **“Town Support Services”** Services provided by the Town of Vinton to ensure that a special event is conducted in such a way as to protect the safety, health, property and general security of the public and integrity of public grounds. Services may include security/police, public works, set-up, clean-up, event consulting etc.
- (f) **“Special Events Director”** Staff person, or designee, responsible for overseeing the application process and obtaining acceptance or denial based on input from appropriate Town departments. The Special Events Coordinator will act as a liaison between the Event Organizer and affected departments within the Town of Vinton as may be necessary.
- (g) **“Event Organizer”** Person/s designated as the authorized head of the organization or individual responsible for the proposed event
- (h) **“Public Assembly”** Any meeting, demonstration, picket line, rally or gathering as defined by the Town's Ordinance that does not require restricted or exclusive use of any portion of a facility as a Special Event.
- (i) **“Ticketed Event”** Any Special Event in/on a Town facility/property that requires a fee to be paid by a patron to enter or participate in the event.
- (j) **Examples of Special Events include**, but are not limited to, concerts, parades, circuses, fairs, festivals, community events, mass participation sports (such as, marathons and running events, bicycle races or tours, etc.).
- (k) **“Cost Recovery”** means direct payment by an Event Organizer to the Town in compensation for the direct costs of Town Services incurred during the Special Event.
- (l) **“Special Event Permit”** means a permit issued by the Town which authorizes the use of a public property or facility for a Special Event.
- (m) **“Special Event Venue or Event Venue”** means that area for which a Special Event Permit has been issued.
- (n) **“Street”** means a way or place of whatever nature, publicly maintained and open to use of the public for purposes of vehicular travel.
- (o) **“Tax-exempt Non-profit Organization”** means an organization that is exempted from payment of income taxes by federal or state law.
- (p) **“Vendor”** means any Person who sells or offers to sell any goods, food, or beverages within a Special Event Revenue.

- (q) **“Gross Revenues”** means the sum of all revenues received by an Event Organizer for a Special Event, including, but not limited to, cash receipts, licensing, sponsorships, advertising and similar revenues, and concessions.
- (r) **“Alcoholic Beverage Event”** means an organized activity conducted by a person, organization or company on any public property or facility, identified in this document as a town owned property, which plans to sell alcoholic beverages.
- (s) **“Beer/Wine/Beverage Garden”** a defined area for serving and consuming beer and/or wine during an approved Special Event.
- (t) **“Admissions Tax”** tax levied on the price of admissions for any public amusement, entertainment, performance, exhibition, sport or athletic event occurring in the town.

III. Criteria for Evaluation

The criteria for evaluating and scheduling community festivals and special events are as follows:

- Completeness of application and event layout.
- Impact and cost of the event on public health, welfare and safety.
- Impact and cost of the event on Town support services.
- Impact of the event on the environment.
- Frequency of the same or similar event(s) as well as potential conflicts with previously approved events.
- Impact on the surrounding businesses or residences.
- Ability for the location to remain open to users.
- Perceived benefit of event for Town of Vinton community.
- Likelihood of participation by Town of Vinton citizens.
- Previous history of event organizer in facilitating special events.
- Ability of event organizer to achieve goals set forth for special events.

All applications shall be submitted to the Special Events Director. The Town will review for completeness and appropriateness and issue a written approval or denial of the application within 30 days of receipt of a complete application. The Town Manager is empowered to approve or deny the application based on the Town’s evaluation criteria. Approval may include conditions or stipulations intended to address or mitigate any potential issues. Written appeals to decisions made by the Town Manager may be presented to Town Council, within 15 calendar days of said decision. All written appeals shall be heard by Town Council in its normal course of business within 45 days from receipt. The Town’s failure to comply with the above mentioned timeframes will not allow an applicant to use a facility; these timeframes shall serve as a guideline to keep the process moving.

IV. Classes of Special Event Permits

Class A Permit: A special event that is expected to draw an approximate number of spectators and participants that is more than 5,000 persons within a consecutive 24-hour time period.

Class B Permit: A special event that is expected to draw an approximate number of spectators and participants that is between 2,501 and 5,000 persons within a consecutive 24-hour time period.

Class C Permit: A Special Event that is expected to draw an approximate number of spectators and participants that is between 2,001 and 2,500 persons within a consecutive 24-hour time period.

Class D Permit: A Special Event that is expected to draw an approximate number of spectators and participants that is 2,000 persons or less within a consecutive 24-hour time period.

Class E Permit: An event held at the Vinton War Memorial regardless of the number of people. Vinton War Memorial contract and rental fees will apply.

The Town reserves the right to be the final authority regarding estimates of attendance.

V. Application Process

The Town of Vinton Events Director must receive a completed special events application, event layout, and all fees if applicable no less than 90 days if alcohol will be served or a Class A or B permit is requested and 45 days for non-alcohol or Class C, D, or E Permit, and no more than 12 months prior to the proposed event. Applications should be mailed or delivered to: Town of Vinton, Special Events Director, 311 South Pollard Street, Vinton, Virginia, 24179

A. Fees

Fees and Deposits are as follows (to be paid at least 45 days prior to event):

| CLASS | PER EVENT | NONREFUNDABLE FEES | REFUNDABLE DEPOSITS/ FEES | INSURANCE REQUIREMENTS |
|----------------|----------------------|-------------------------------|--|--|
| | <i>Permit Fees</i> | <i>Town Charges</i> | <i>Other Charges (Damage, etc)</i> | <i>Combined single- limit per occurrence</i> |
| CLASS A | \$2,000 | TBD | \$1,000 | \$1,000,000 |
| CLASS B | \$1,000 | TBD | \$1,000 | \$1,000,000 |
| CLASS C | \$ 500 | TBD | \$500 | \$1,000,000 |
| CLASS D | \$ 300 | TBD | \$500 | \$1,000,000 |
| CLASS E | \$ 300 | TBD | 25% of rental | TBD |

Checks Payable to: Town of Vinton *(The permit fee and deposit fees should be submitted on separate certified checks, cashiers checks, money orders or cash only.)*

The Permit and Staff Fees are non-refundable. Other Fees and Deposits will be returned in full provided that the property is left in appropriate order and no damage is reported. Failure to comply will result in loss of deposit, liability for repair and/or additional clean up fees as determined by the Town, as well as potential denial of future applications.

VI) Town Owned Venues for Special Events

All Special Events are permitted only at the following public Event Venues:

- Farmer's Market, Vinton War Memorial Building and/or grounds, Vinton Municipal Building and/or grounds, Wolf Creek Greenway.
- Downtown streets including and limited to:
 - Lee Street
 - Portions of Walnut Avenue
 - North and South Pollard Street
 - Portions of Maple Street
 - Portions of Washington Avenue
- Certain Streets identified for Neighborhood Block Parties or Neighborhood Watch Group meetings

VII)) Issuance of Town Services for Special Events

The Town *may* provide services for a Commercial or Non-Commercial Special Event, if provisions are made with the Event Organizer for Cost Recovery.

The Town may provide services in direct support of a Town-Sanctioned Special Event. Such support will be in the form of relief from all or a portion of Town Services costs. An Event is granted Town-Sanctioned status only when approved by the Town Council.

The Town will provide services in direct support of a Town-Sponsored Special Event, if the funds to offset Town Services costs are within budget limitations of the Town and if the Town Manager finds that a public purpose will be served.

The Town reserves the right to determine necessary staff requirements. Support of Town staff (i.e. Police – security and traffic or Public Works - clean-up and set-up) beyond their normal daily routines may be obtained by noting a request for assistance on application. Additional costs beyond the permit fee and refundable deposit will be quoted based on estimated hours of service and availability; however, applicant will be responsible for actual hours of service required. If there is no request noted on application, event organizer will be responsible for obtaining necessary staff, as approved by Town, to ensure proper event management and abiding by all policies and guidelines.

Whenever a Special Event is conducted without a Special Event Permit when one is required, or an Event is conducted in violation of the terms of an issued Special Event Permit, the Event Organizer shall be responsible for, and the Town shall charge the Event Organizer for the cost of all Town Services.

VIII) Use of Town Logo or Name

Prior authorization from the Town Manager is required for an Event Organizer to use the words, "The Town of Vinton" or "Town of Vinton" or a facsimile of the official logo of the Town of Vinton, in the title and/or promotional materials of a Special Event. The Town does not authorize use of its logo for any portion of an event that promotes alcoholic beverage consumption.

IX) Effect of Receipt of Donations on Status of tax-exempt Non-Profit Organizations

A tax exempt non-profit Organization sponsoring a Non-Commercial Special Event may acknowledge the receipt of cash or in-kind services or goods, donations, prizes or other consideration from for-profit organizations without causing the Event to be considered a Commercial Special Event. Such acknowledgment may include use of the name, trademark, service mark or logo of such a for-profit organization in the name or title of the Event or the prominent appearance of the same in advertising or on collateral material associated with the Event.

X) Ticketed Events

For all ticketed events, the organization shall abide by the Town of Vinton Ordinance regarding Admissions Tax (Article VI of the Town of Vinton Code of Ordinances) and **State law references:** Excise tax on admissions, Code of Virginia, § 58.1-3840.

The Town reserves the right to conduct an audit of applicant's revenue in order to verify amount to be paid to Town.

XI) Insurance

A comprehensive liability insurance policy with at least one million dollars (\$1,000,000) combined single limit coverage per occurrence for bodily injury and property damage with an endorsement naming the Town of Vinton, specifically and separately, as an additional insured under the policy is required. Do not include any specific department or person. A certificate of insurance is to be provided to the Special Events Director no less than 14 days prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate. The insurance agency must be licensed to do business in the state of Virginia. The company providing insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation in the policy, the Town of Vinton must be notified by certified mail.

XII) Release and Indemnity

Each applicant must execute the attached release and indemnity agreement. Applicants must demonstrate that they are either personally or organizationally responsible for liability; will guarantee orderly behavior/will underwrite any damage due to use of the premises. Liability is assumed by the applicant in regard to any personal or property damage rising out of activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

XIII) Parking

Participants must adhere to all parking regulations. For Farmer's Market events, public parking is available along Lee Avenue, parking lot between the Vinton Post Office and Farmer's Market and behind the municipal building during non-business hours. Event organizer must secure additional parking for larger events as well as transportation/shuttle routes for off-site parking, both of which must be approved by the Town of Vinton. Event organizer may not charge for parking in public spaces. All printed publicity must include a diagram indicating available parking. The Town will help the event organizer to make every reasonable attempt to accommodate ADA request/needs.

XIV) Alterations to Facilities

Alterations to facilities including the attachment or installation of decorations and displays are prohibited unless written permission has been received from the Town. Construction and installation of special service facilities must be approved in writing prior to the event. Damage to any structure or plant material will be billed to the organization at full replacement cost. The Town withholds the right to regulate placement and method of placement of items or structures in any Town facility. Any tents erected must be secured with a weight system and shall not be secured with stakes or any other means that would require installation into asphalt.

XV) Revocation of Permit

The Town shall have the authority to revoke any permit upon violation of the conditions set forth herein and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Chief of Police or his or her designee shall have the authority to close any event immediately upon violation of conditions set forth herein or to preserve safety of persons or property.

XVI) Modification of Policies

The Vinton Town Council reserves the right to waive, modify, and/or amend said Policies, partially or in its entirety, at any time solely at the Town's discretion. This may occur by formal written action of the Town Manager or Town Council.

Addendum 1

List of Recognized Town-Sponsored Special Events

These events are recognized by the Vinton Town Council as official Town-Sponsored Events and are exempt from event permit, non-refundable Town Charges, and refundable deposits fees. **The Event Organizer is still required to submit a Special Event application. (See Page 5 of the Special Event Policy and Instructions)**

- 4th of July Celebration
- Town of Vinton Sponsored Events
- Halloween Downtown Trick or Treat
- Vinton Chamber of Commerce Christmas Parade
- Vinton Chamber of Commerce Fall Festival
- Vinton Dogwood Festival presented by the Vinton Dogwood Festival Board of Directors
- Gladetown Reunion
- Neighborhood Block Parties (with notification to the Town Manager)
- Neighborhood Watch Group functions (with notification to the Town Manager)

Addendum 2

XIV) Alcoholic Beverages at Special Events

Alcohol sales and consumption is permitted only with consent from the Town Staff and Town Manager in accordance with this policy. Please note that this process can be lengthy (may exceed 60 days), so plan accordingly. Contact the Town's Special Events Director for the actual date your written request is required. It is the event organizer's responsibility to present the request to Town Staff and to attend any meetings and monitor the process. All required licensing and insurance pertaining to the serving of alcohol must be obtained by the event organizer.

In General:

The following guidelines are for all Special Events that include serving of alcoholic beverages. The purpose of this policy is to:

- Ensure public safety
- Prevent under-age possession of alcohol
- Prevent under-age consumption
- Ensure adequate observation to help prevent intoxication
- Ensure compliance with Virginia Alcohol Beverage Control regulations

1) Serving and consumption of beer and/or wine only, is permitted at Special Events held at the following Town-owned Event Venues

- Farmer's Market or Vinton War Memorial
- Downtown streets including and limited to:
 - Lee Street
 - Portions of Walnut Avenue
 - North and South Pollard Street
 - Portions of Maple Street
 - Portions of Washington Avenue

2) Any Special Event held on Town-owned property serving beer and/or wine shall have a defined area for serving and consuming beer and/or wine. This defined area, referred to as a Beer/Wine/Beverage Garden, and may include a portion of or the entire Event Venue.

3) The Event Organizer must obtain the appropriate license from the Virginia Department of Alcohol Beverage Control (VDABC) and must conform to all rules and regulations specified by the VDABC for these events.

4) All Beer/Wine/Beverage Gardens will have Town of Vinton law enforcement officers present during the serving and consuming of beer and/or wine. The Town will determine the number of law enforcement personnel required.

5) Alcohol Beverage Control training seminars are available "as requested" or "regularly scheduled" basis for all Special Event Organizers planning to sell beer and/or wine at

an event. This training is mandatory for Event Organizers and their key Event Supervisors. All beer and/or wine serving locations must have at least one trained Event Supervisor present during the sale and serving of beer and/or wine. The training program required is a specific education program titled "Prevent Underage Sales". A Training Packet is available through the Alcohol Beverage Control.

- 6) All Special Events approved to sell beer and/or wine must provide, prior to the Event, training for the frontline event staff and volunteers responsible for selling and serving beer and/or wine.
- 7) All event volunteers and staff members engaged in any aspect of serving beer and/or wine (which includes but is not limited to checking ID's, arm banding, ticket sales, serving and monitoring) are prohibited from consuming alcohol during the event. This includes any server who completes their shift and is requested to return to duty.
- 8) The Applicant of the Alcohol Beverage Control license, or the Event Organizer in charge, must be present at the Event Venue during the entire event. The Town requires that every event organizer clearly display the name or names of their event's Event Supervisor(s) and leaders in the Beer/Wine Garden during the entire Event.
- 9) The Event Organizer is solely responsible for assuring that the Beer/Wine/Beverage Garden is properly supervised and that its event staff has been properly trained to serve such beverages as well as understands that it is against the law of the Commonwealth of Virginia to sell alcoholic beverages to anyone who is less than twenty-one years of age, to anyone that the server knows, or has reason to believe, is intoxicated, or to anyone who has been forbidden to possess alcohol by a court of competent jurisdiction. The Event Organizer is responsible for advising the servers that they could face criminal charges for serving alcohol to any above-described person.
- 10) The Event Organizer must implement a system of identification and distribution as approved by the Virginia Department of Alcohol Beverage Control that effectively monitors the consumption of each event attendee.
- 11) The Event organizer is solely responsible for determining and controlling access of those individuals under the age of twenty-one in the defined Beer/Wine/Beverage garden. The Event Organizer shall advise the Town at the time of application submission, of the intent to permit or restrict access to individuals under the age of twenty-one in the defined Beer/Wine/Beverage Garden.
- 12) Serving of beer and/or wine shall end no later than 30 minutes before the end of any Special Event.
- 13) The Town of Vinton reserves the right to deny, cease or restrict, in any manner deemed appropriate, either prior to or during a Special Event the serving or consumption of beer and/or wine. Factors governing this decision will include:

- Proposed Event Venue layout & site plan
- Number of proposed beer and/or wine serving locations
- Anticipated and/or actual number of event attendees
- Nature of the event
- History of the event
- Duration of the event
- The Event Organizer's ability to provide sufficient event staff
- Ability of the event staff to monitor and control under-age consumption
- Concern for public safety
- Evidence of non-compliance with Virginia Alcohol Beverage Control laws and license.

Event Organization Responsibilities Before/During/After the Event

Event Setup:

During normal working hours, Monday through Friday, the Town will stage needed barricades, cones, tables, chairs, etc. within the Farmers Market area in preparation for the scheduled event. The Event Organizer shall be responsible for set-up before the event and for take-down after the event. At the conclusion of the event, all items shall be returned to the staging location within the Farmers Market area for pickup by the Town during normal working hours.

Cleanup:

During normal working hours, Monday through Friday, the Town will stage needed refuse containers (55-gallon-size) within the Farmers Market area in preparation for the scheduled event. The Event Organizer shall be responsible for providing 55-gallon plastic bags for the containers and shall be responsible for emptying containers as needed during the event and at the conclusion of the event. All refuse shall be disposed of by the Event Organizer in the dumpster located within the Farmers market area. The Event Organizer shall also perform general cleanup of the Farmers Market area to collect and dispose of any trash and debris generated during the event.

Recycling:

The Town promotes and practices recycling as a good responsible green practice with significant benefits to the environment. At the Event Organizer's request the Town will provide containers for collecting recyclables. Acceptable recycling items include aluminum cans, tin cans, and plastic bottles, such as beverage containers. These recyclables are the only items that the Town can presently collect. During normal working hours, Monday through Friday, the Town will stage needed recycling collection containers within the Farmers Market area and will remove the containers after the event. The Town encourages the Event Organizer to use recyclable materials and biodegradable items at their event to promote sustainable, environmentally friendly practices.

Restrooms:

The Town will stock restrooms with paper hand towels and toilet tissue prior to the scheduled event. The Event Organizers shall be responsible for maintaining an adequate

supply of towels and tissue in men's and ladies restrooms during the event; and for providing restroom cleanliness upkeep if needed.

Tobacco Use:

The Town encourages a smoke free life style at work and recreation, including during public events. However, if Event Organizers choose to permit smoking at their event, then they shall be responsible to provide safe suitable receptacles for smokers use during the event. At the conclusion of the event, the Event Organizer shall be responsible for cleanup and safe disposal of cigarette butts and ashes, etc.

Security, Identification and Crowd Control Requirements for the Event

SECURITY:

- A minimum of two (2) Vinton Police Officers will be assigned to an event. Additional officers may be assigned depending on the type of event and the anticipated size of the crowd expected based on similar events in the past.
- The event sponsors shall provide adequate staff to monitor the crowd, report problems, check ID's and issue identification credentials to those meeting requirements to purchase alcohol. Event staff must be dressed in such a manner to be easily recognizable to police personnel and to persons attending the function.
- Event staff will have a direct means of communication with the police officers at the event.

CROWD CONTROL:

- The area that has been pre-planned for the event shall be set up in such a manner as not to unduly restrict the free movement of attendees. Methods to ensure this include sectioning the area of the event in such a way that it can be expanded if the crowd increases.
- The post office complex will be allowed free access and egress by patrons.
- Appropriate barricades, cones and signs will be set up by Public Works personnel and according to a pre-plan.

PATRON IDENTIFICATION:

- Event staff will ensure that all persons meeting the requirements to purchase alcohol will be identified by some means to make it obvious to police personnel and event staff. Such identification will be placed in such a manner and designed to be easily observed and verified to be authentic for the event.

Event staff will check ID's to verify the person's date of birth and ensure that the person is age 21 or older in order to issue identification that allows the purchase of alcohol. The ID presented must be an official identification bearing a photograph and issued by a governing body, i.e. Drivers license, ID card, etc.

Security Deposit

The Town may require an Event Organizer to prepay, in the form of a refundable security deposit. The applicant will be notified of the Security Deposit requirement at the time of official response from the Town to the Special Event Permit Application. A Security Deposit must be paid no later than forty- five (45) calendar days prior to the start of the proposed Special Event. The Town reserves the right to revoke a Special Event Permit for non-payment of a required Security Deposit. A Security Deposit may be required at the Town's discretion when:

- The Event Organizer has never before hosted a Special Event within the Town of Vinton.
- The Event Organizer is not a resident of Vinton or is not a business located within Vinton.

The Town's decision on any loss of deposit shall be final.

Staff and Volunteer Staffing for Alcohol Special Events held on Town of Vinton Property

The following will be in place:

1. No outside alcohol will be allowed in and no alcohol will be allowed out of the beer/wine/beverage garden.
2. There will be ID check tables that will issue wristbands to those 21 years of age and over and put an identifying mark on those that meet the age requirement.
3. There will be a minimum of 4 volunteers and 1 event supervisor on duty that are easily identified by badges or similar identification. For anticipated larger crowds the minimum will be increased per instruction of the Special Programs Director
4. There will be a minimum of 1 volunteer monitor per 100 attendees to observe alcohol beverages staying within the marked alcohol beverage area and overall compliance with Alcohol Beverage guidelines.
5. There will be a minimum of 1 volunteer checking ID's.
6. There will be a minimum of 1 volunteer selling tickets for beverages.
7. There will be a minimum of 2 volunteers serving at the beverage station with 1 ABC Manager that has Prevent Underage Sales Training (ABC Education Program).
8. Volunteers and staff are not to drink while on duty. All event volunteers and staff members engaged in any aspect of serving beer and/or wine (which includes but is not limited to checking ID's, arm banding, ticket sales, serving and monitoring) are prohibited from consuming alcohol during the event. This includes any server who completes their shift and is requested to return to duty.
9. There will be a limit of 5 drinks that will be marked on the wristbands. A maximum of two drinks will be allowed per person to be given out at one time. Last call will be 30 minutes prior to end of the event.
10. As the event increases in size the need for additional volunteers will determined by Special Program Director.
11. Food and soft drinks and water must be available.

12. The volunteers and staff will rove around checking for situations that could be in violation and will take action if needed.

The procedures must be provided verbally and in writing to each volunteer that works. The Event Supervisor and ABC manager or lead security will oversee the precautions and will sign-off as to the compliance with procedures of the Town of Vinton and the Virginia Department of Alcohol Beverage Control.

Addendum 3

Vinton War Memorial Outdoor Special Events Policy / Contract Addendum

When public outdoor events are planned for the Vinton War Memorial the standard contract and rental rates will apply to the organization and event coordinator. The following requirements and conditions will also be required by the Vinton War Memorial facilities manager:

1. A Town Of Vinton Special Event Permit will be required 45 days prior to the event date or 90 days for an event that includes alcohol. Full compliance to this policy will be enforced by the Vinton War Memorial Facilities Manager and applicable Town Of Vinton staff.
2. When alcoholic beverages are present, strict adherence to addendum 2 in the TOV Special Events Policy will be required with **no exceptions**.
3. The Event Organizer will work closely with the Vinton War Memorial Facilities Manager in the development of the event layout. **All barriers, structures, vendor locations, and portable restroom locations must be approved by the War Memorial Facilities Manager at least 14 days prior to event.**
4. No pre-event signage will be allowed on Vinton War Memorial grounds prior to day of event.
5. Event Set-up and Clean-up must be scheduled and approved by Vinton War Memorial staff to avoid overlap with other events scheduled on the War Memorial grounds.
6. Prior authorization from the VWM Facilities Manager is required for an Event Organizer to use any rendition of the Vinton War Memorial logo or marketing photos in the title and / or promotional materials of a special event.
7. The Event Organizer will adhere to the Clean-up section of the TOV Special Events Policy. Responsibility for emptying refuse containers as needed both during and at the conclusion of the event will go to the Event Organizer. All refuse shall be disposed of by the Event Organizer in the dumpster located behind the Vinton War Memorial. The Event Organizer shall also perform general cleanup of the Vinton War Memorial grounds and surrounding area to collect and dispose of any trash and debris generated during the event. Failure to adhere to the Clean-up policy will result in full forfeiture of the damage deposit.

8. The Vinton – Roanoke County Veterans Monument and surrounding area will be treated respectfully, kept clean and trash-free through the duration of the event. No alcohol will be permitted in the general vicinity of the monument or fountain area.