

**TOWN OF WARSAW  
APPLICATION FOR OUTDOOR GATHERING PERMIT**

**Section 12.08.010 “Outdoor Gathering” Defined.**

For the purpose of this chapter, an “outdoor gathering” shall mean any concert, festival, dance or other event intended to entertain the public within the corporate limits other than inside a building, and which is attended by more than two hundred persons. One security person shall be appointed by the sponsor for each estimated one hundred persons in attendance. Functions conducted by the county and state school systems and parades authorized by proper governmental authority are not included in this definition.

**Section 12.08.020. Permit Required.**

No outdoor gathering may be held in the town without obtaining in advance from the Town Council a permit for such outdoor gathering.

**Section 12.08.030. Preliminary Information Required.**

Application for a permit for any outdoor gathering shall be made to the Town Council at least thirty (30) days before advertising such outdoor gathering. Preliminary information shall be furnished with each application as outlined below.

A.) Date and Location of event: \_\_\_\_\_

B.) Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

C.) Name and Address of Sponsors: \_\_\_\_\_  
\_\_\_\_\_

D.) Number of People Expected to Attend: \_\_\_\_\_

E.) Names of Persons Appointed for Security: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F.) Sanitary facilities will be provided by: \_\_\_\_\_  
\_\_\_\_\_

G.) Entertainment will be provided by: \_\_\_\_\_  
\_\_\_\_\_

H.) Parking will be available at: \_\_\_\_\_

I.) Food and Beverages Prepared and/or Served by: \_\_\_\_\_

J.) Persons responsible for cleaning area after event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 12.08.040. Permit Application – Additional Information Sometimes Required.**

The Town Council or designated official, upon review of this application, may require the applicant to furnish the following information:

- (a) A statement from the Richmond County Health Department concerning the effects of the outdoor gathering on the public health of the community.
- (b) A statement from the Resident Engineer of the Virginia Department of Transportation, the Police Chief and the Sergeant of Area 2, Virginia State Police, concerning the effect of the outdoor gathering on the traffic on the public streets and roads of the Town.

**Section 12.08.050. Permit Application Fee.**

On every application for a permit to hold an outdoor gathering there shall be an application fee of twenty-five dollars (\$25.00) to be submitted with the application. The Town reserves the right to waive such fee.

**Section 12.08.060. Hours of Operation.**

No outdoor gathering shall take place between the hours of 12:00 midnight and 8:00 a.m. unless the Town Council determines that these hours of operation will not constitute a serious disturbance to the residents in the neighborhood of the outdoor gathering site.

**Section 12-08.070. Restriction of Advertising.**

No person shall advertise or announce by any means any outdoor gathering prior to the granting of a permit under this chapter.

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Name (Please Print)	Address	Phone Number
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Signature of Applicant

Other Special Conditions/Requirements \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_