



A Living Memorial to World War I

City of Nitro  
PO Box 308  
Nitro, WV 25143  
304.755.0705

## Special Event Permit Application

Date of Request: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_  
 Time of Event: \_\_\_\_\_ AM/PM  
 Set Up Time: \_\_\_\_\_ AM/PM  
 Tear Down Hours: \_\_\_\_\_ AM/PM  
 Estimated Attendance: \_\_\_\_\_ (500+ see page 2)  
 Name of Applicant: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Name of Organization: \_\_\_\_\_  
 Name of Event: \_\_\_\_\_  
 Event Type: \_\_\_\_\_ Event Location: \_\_\_\_\_  
 Parade/Walk/Run \_\_\_ City Park \_\_\_  
 Car/Motorcycle Show \_\_\_ Ridenour Lake \_\_\_  
 Carnival/Street Fair \_\_\_ Living Memorial Park \_\_\_  
 Charity event \_\_\_ West Sattes Community Center \_\_\_  
 Live Music \_\_\_  
 Fireworks Display \_\_\_  
 Other/explain: \_\_\_\_\_

Will portable restrooms be needed?	<b>Y or N</b>
Will there be vendor booths?	<b>Y or N</b>
Will there be food concessions?	<b>Y or N</b>
Will there be alcohol served?	<b>Y or N</b>
Will table and chair set up required?	<b>Y or N</b>
Will fencing or barricades be needed?	<b>Y or N</b>
Will electricity be required?	<b>Y or N</b>
Will there be canopies/tents used?	<b>Y or N</b>
Will there be live entertainment?	<b>Y or N</b>
Will inflatables be used during the event?	<b>Y or N</b>

**\*If you answered YES to any of these please see page 2.**

### Type of City Assistance Requested (if applicable)

- **Police Dept.** (road blockage, street closures or paid security.)

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- **Public Works Dept.** (barricades, set up tables & chairs, set up & take down pop-up tent, trash pickup, set up & take down sound system)

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- **Other / Please explain...**

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Is there any other information to share for the event that was not covered above?

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## GUIDELINES

### GENERAL:

- Application should be submitted no less than sixty days prior to the event.
- There will be a \$100.00 application fee for events with an estimated attendance of 50 or more. However, fees may be waived for events with an estimated attendance of 50 or less. If you are a non-profit, the application fee will be \$50.00, with proof of status. Make check payable to Nitro Fairs & Festival or deliver to Nitro Convention & Visitors Bureau Office, 201 21st St. Nitro, WV 25143. You must provide proof of non-profit status to Joe Stevens (CVB) with your application.
- Please include any press releases/flier informing the public/neighborhood of the event.
- Please provide a site map of your events layout.
- The City **DOES NOT** provide any equipment beyond the existing amenities.
- UL Listed Heavy Duty Indoor Outdoor extension cords are required.
- The city requires public restrooms be made available for all outdoor events. Please have proof of order for portable restrooms (at least one handicap facility is required) when you submit the application.
- Events with estimated attendance of 500+ are **REQUIRED** to have a first aid tent, staffed by Nitro Fire Dept./EMS.

### PARADES/WALKS/RUNS:

- If you are requesting a road/lane closure you **MUST** include a route map. If you have any questions or need assistance with your traffic control plan, please contact Chief Chris Fleming or Major Jason Garbin at Nitro Police Dept. at 304.729.8071.
- Please note that only **temporary** paint is allowed to be sprayed or affixed onto any street to mark the route of a walk, race or event.
- Due to clean up costs, we do not allow candy to be “thrown” during parades. Parade walker may hand out or distribute candy to patrons along the route.

### FOOD/ALCOHOL SALES:

- If you are preparing/selling food or drink during your event you must contact the Kanawha Charleston Health Dept. at 304.348.8050. You must provide a copy of the permit to Joe Stevens with your application.
- If you are serving alcohol at your event you must contact the WV Alcohol and Beverage Commission at 304.558.0620. You must provide a copy of the permit to Joe Stevens with your application.

### INFLATABLES/BOUNCE HOUSES/CARNIVAL RIDES:

- If you are having any type of inflatable, bounce house, carnival rides, etc. you **MUST** provide a Certificate of Liability Insurance listing the City of Nitro as additionally insured from the appropriate vendor.

Return this form with your application to Joe Stevens, Nitro CVB.

Please sign here to acknowledge the policies set forth by the City of Nitro regarding use of City property and resources for your event.

(x) \_\_\_\_\_

date \_\_\_\_\_