



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 VETERANS DAY PARADE
Event Sponsor CV&B, CRUSADER 1095

Event Date Nov. 12, 2022
Secondary Date _____

Organizer's Contact Information

Name Thomas Smith
Address: 27 SHERANDO TRAIL, HEDGESVILLE, WV 25427
Email KARENtom3@comcast.net

Cell 304 579 7374
Alt. Phone 304 579 7375

Event Information

Requested Area(s) Town Square Pedestrian Plaza City Streets/Sidewalks Sidewalks only Other
Location of Event Staging at Judicial Center, to Queen Street to E. Race St.
Attach route for processional events. Be precise when indicating location.

Event Hours 12:00 until 3:00 Set up start time Noon Clean up end time 2:30
****NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants 250 Spectators 150

Office Use Only

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

Police: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Planning: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Fire: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Public Works: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
City Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	City Council: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional

Recorder: _____ Amount Due _____ Amount Paid _____ Insurance Provided _____ Council Agenda
Permit No. 2022-15 Conditions Attached? _____

Event Information

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

Name of Event VETERANS DAY PARADE, NOV. 12, 2022

Brief Description of Event: PARADE will begin at the JUDICIAL CENTER, PROCEED NORTH on QUEEN STREET, END AT EAST RACE STREET

Has your organization held this event in the past? YES

When and Where? SAME PLACE, 2018, 2019, 2020 (COVID), 2021 SAME AS LAST YEAR.

Is the event a fundraiser? NO

Will you require assistance from Fire/EMS? NO (additional fees apply) How many units? _____ Council reserves the right to assign additional units at applicant cost. SEVERAL UNITS will be in the PARADE

Will you require assistance from the Police Dept.? YES (additional fees apply)

How many units? TRD Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? NO What and where? _____
Hazmat items must be attended constantly.

Will you be providing private security? YES

Will alcohol NO or food NO be served? (Vendors will be businesses along QUEEN STREET)
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? NO Are you charging admission NO?

Check with B&O Licensing to obtain additional licenses and tax information.

Will streets YES or intersections YES be blocked? Requires police department assistance.

List streets and/or intersections QUEEN STREET AND EVERY CROSS STREET FROM JUDICIAL CENTER TO EAST RACE STREET

Public Works assistance needed? NO Street Sweeping NO Barricades or fencing material YES (additional fees apply)—Council reserves right to assign additional units at applicant cost

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? No What and where? Just a table for P.A. System
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? YES
What and where? QUEEN STREET only - 12:00 to 2:30
Check with Parking for costs and arrangements

Applicant Statement

I Thomas Smith 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 CVSB, CRUSADEUR 1895 (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 Thomas G Smith Date 4/16/2022

Title DIRECTOR



Tuscarora Creek

Anthony's Pizza

Tobacco & vape outlet

Belle Boyd House

Street Hut Cafe

Martinsburg

Martinsburg

Ex27 Restaurant and Wine Bar

Habanero Mexican Grill

Blue White Grill

Uncle Joe's Barbershop

Federal Aviation Administration Records...

BB&T

General Adam Stephen House &...

Sunfire Energy Solutions

Historic McFarland House

Google