

City of Martinsburg Special Events Permit Application

City of Martinsburg % City Recorder 232 N. Queen Street Martinsburg, WV 25401

The City of Martinsburg has enacted Ordinance 2016-32 requiring a Special Events Permit application be submitted for all assemblies, demonstrations, special events and parades, as detailed in Section 155.01-155-10 of the City of Martinsburg Codified Ordinances. All requests must be submitted for departmental and Council review. The information requested will be used to determine eligibility for a special events permit. The event will not be considered until the entire application, and all of its parts, have been submitted. Applications are due to the Office of the City Recorder no later than sixty days prior to the proposed special event.

Event Title

4-State Food Truck Fest

Requested Date

October 22nd, 2022

Secondary

SKIPPED

*** Event Sponsoring Agency/Organization**

Main Street Martinsburg

*** Sponsoring Agency/Organization Address**

142 North Queen Street
Martinsburg WV 25401

*** Responsible Party (must be one person who will be present at the event)**

Robert Blair

*** Cell Phone of Responsible Party**

(304) 262-4200

*** Email of Responsible Party**

director@mainstreetmartinsburg.com

*** Requested Area**

City Streets/Sidewalks

Location of Event: Be precise. Attach map of route for processional events.

Queen Street from Race to King Streets

*** Event Hours--it is assumed that there is one hour set-up and one hour clean-up. If more time is needed, please indicate in the space below. Town Square Events are limited to six hours, including set-up and clean-up.**

10am-7pm (E. Burke Street requires shut down at 6am for stage)

*** Anticipated Participant Attendance (includes staff, volunteers, vendors, contestants, etc.)**

50

*** Anticipated Spectator Attendance**

5,000

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

*** Event Name**

4-State Food Truck Fest

*** Description of Event**

The 4-State Food Truck Fest is one of our most popular events downtown. Celebrating good food and local businesses. We will be inviting food trucks from the 4 state region to compete for the Best of the Fest! We will sell beer and have kids activities / live music.

*** Has your organization held this event previously?**

Yes

When and Where?

October 23, 2021 in the same location.

* Is this event a fundraiser?
Yes

Benefiting whom?

Main Street Martinsburg

* Will you require assistance from Fire/EMS? (additional fees apply) Council reserves the right to assign units at applicant's cost
No

* Will you require assistance from the Police Department? (additional fees apply). Council reserves the right to assign units at applicant's cost.
Yes

How many units?

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* Will you require assistance from Public Works? (additional fees apply). Council reserves the right to assign units at applicant's cost.
Barricades or fencing materials

* Do you require the blockage of streets or intersections? Police assistance required.
Yes

List streets and intersections

Queen intersections with Race, Martin, Burke, and King Streets

* Will items be left overnight? Hazmat items must be attended constantly.
No

What and where?

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* Will you be providing private security?
No

* Food and Drink?
Alcohol (ABCA permission required)
Food (Health Department permission required)

* Will you have vendors? Check with B&O Licensing for requirements
Yes

* Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? Planning Department approval required.
Yes

What and where?

Stage , tents, and Inflatables

* Will you require dedicated parking or bagged meters? Check with Parking for cost and arrangements.
Yes

What and where?

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* Liability Insurance in the amount of \$1M occurrence/\$2M aggregate, with the City named as an additional insured is required. Do you have this?
Yes

Attach insurance certificate, route maps, additional information.
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I 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 violations of rights sustained by any person or property in consequence of any neglect on behalf of the organization I represent, 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 any fees.

I understand the fee schedule as follows:

\$25.00----Application fee (Town Square only events are exempt, other fees apply).

\$35/hour or partial hour, per Police Officer.

\$35/hour or partial hour, per Firefighter/EMT

\$100/hour or partial hour, per firefighting apparatus or medic unit

\$20/hour or partial hour, per Public Works laborer

* Full Name

Robert Blair

* **Date**

07/20/2022