

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

Procession of The Virgen of Guadalupe

Requested Date

12/11/2022

Secondary

none

*** Event Sponsoring Agency/Organization**

St. Joseph

*** Sponsoring Agency/Organization Address**

336 S. Queen St.
Martinsburg wv 25401

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

Maria Pagano

*** Cell Phone of Responsible Party**

(304) 260-6849

*** Email of Responsible Party**

hispanicoffice@stjosephwv.org

*** Requested Area**

City Streets/Sidewalks

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

From 225 S. Queen Street, Martinsburg WV to 108 W Stephen St., Martinsburg, WV

*** 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.**

7:00 am to 8:00 am

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

100

*** Anticipated Spectator Attendance**

100

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

*** Event Name**

Procession of The Virgen of Guadalupe

*** Description of Event**

The procession of The Virgen of Guadalupe will start after 6:00 am Mass at St. Joseph and will process from there to the Knights of Columbus's hall.

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

Yes

When and Where?

Every first week of December from the same location

* Is this event a fundraiser?

No

* 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.

No

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

No

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

Yes

List streets and intersections

S. Queen St with King St and S. Queen St. with W. Stephen St.

* Will items be left overnight? Hazmat items must be attended constantly.

No

What and where?

SKIPPED

* Will you be providing private security?

No

* Food and Drink?

None

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

No

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

No

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

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?

No

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

Maria Pagano

* **Date**

10/04/2022