



SPECIAL EVENT PERMIT APPLICATION

Today's Date:

APPLICANT INFORMATION

Applicant's Name:

Organization/Business Name:

Phone:

Email:

EVENT INFORMATION

Site Area: VETERANS DRIVE PROMENADE

Event Name:

Event Date:

Time and Duration of Event:

The Event Is: ☐ Private (By Invitation Only) ☐ Open to the General Public

Type of Event:

Number of Participants:

SPECIAL EVENT PERMIT FEE

PERMIT FEE	SECURITY CASH DEPOSIT	TOTAL
\$300	\$200	\$500

THE \$500 SPECIAL EVENT PERMIT FEE INCLUDES A REFUNDABLE SECURITY DEPOSIT OF \$200.
DPW PERSONNEL WILL INSPECT THE SITE TO ENSURE THE APPLICANT HAS CLEANED AND REINSTATED THE AREA.
THE \$200 CASH DEPOSIT WILL BE RETURNED WITHIN TWO WEEKS AFTER THE EVENT.

ACCEPTED METHODS OF PAYMENT

Bank/Cashier's Check, Money Order, Cash, Credit Card



USE OF SITE TERMS AND CONDITIONS

This Agreement and the responsibilities as outlined hereunder are not transferable without the written approval of the Department of Public Works. By executing this Agreement, the Applicant agrees to comply with all terms set forth herein and the guidelines associated with the use of said site.

THE APPLICANT IS RESPONSIBLE FOR AND WILL ADHERE TO THE FOLLOWING:

- Waste, structures, and decorations must be removed from site and surrounding grounds must be left in a clean, orderly and rubbish free condition.
- Cooking is prohibited on promenade.
- All trash or waste deposited into the existing garbage receptacles "Big Belly's" must be removed.
- Stakes cannot be used to anchor tents or other coverings. Sand buckets may be used to secure coverings.
- The reinstatement of the event area is the responsibility of the Applicant. If the Applicant fails to comply, DPW may carry out the necessary work and the Applicant will incur all expenses in carrying out such works.
- The coordination with the necessary agencies affected by this event, including those outside of the permitted area where normal service cannot access. This includes all areas affected by road closures, etc.
- No vehicles are allowed on the promenade.
- The sole parking area for guests/participants is at the Fort Christian Parking Lot. Parking at the Fort Christian Parking Lot is at the sole risk of the Applicant and their guests.
- Maximum capacity – This will be determined by the department based on the event and the area of usage.
- The event area cannot be roped or corded off.
- The promenade must remain accessible to the public. Access must be maintained at all times for:
 - Emergency vehicles
 - Tenants of nearby or adjoining properties
 - Pedestrians; a minimum of path of six feet

ADDITIONAL PROHIBITED ACTIVITIES:

- Diving
- Swimming
- Fishing & Crabbing
- Scattering confetti, petals, rice or similar materials
- Fireworks
- Open Flames
- Smoking
- Use of illicit drugs or alcohol
- Using Chalk or Spray Paint
- Unauthorized Commercial activities



USE OF SITE TERMS AND CONDITIONS

COVID -19 PRECAUTIONS

As mandated and in conjunction with the Center of Disease Control (CDC), face masks or fabric face coverings must be worn (over the nose and mouth) by all event participants and guests. All persons are required to maintain social distancing of at least six feet from other people whenever possible.

APPLICABLE PERMITS

Applicant must submit all applicable permits, i.e. Department of Health, Police Department, etc. to DPW prior to approval of this application being granted.

CONSENT AND WAIVER

Applicant agrees to DPW taking pictures of the event and grants consent for using said pictures for promotional purposes. Applicant will also inform its guests and participants that pictures may be taken and used by DPW.

PERMIT SITE

DPW may wish to undertake work to the event site. The permit site is subject to change dependent on work requirement.

INDEMNIFICATION

In consideration for use of said site, (), applicant acknowledges that the following area is an active construction site and agrees to indemnify, defend and hold the Department of Public Works, the Government of the Virgin Islands, the Federal Government, its officers, servants and agents harmless from any and all damages, injury, losses, claims, demands, causes of actions, expenses and liability of any nature whatsoever associated with its use of the said site. Applicant also fully executes and accepts the attached Release and Waiver of Liability, Assumption of risk and Indemnity Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth below.

NAME OF APPLICANT

DEPARTMENT OF PUBLIC WORKS
(Authorized Representative)

Date: _____

Date: _____