



Town of Ashland Outdoor Festival Permit

According to Town Code 9-55, “No person shall stage, promote or conduct any parade, musical or entertainment festival in the Town unless there shall have been first obtained from the Town a special entertainment permit for such festival or parade.”

The purpose of this regulation process for festivals and parades is to ensure the public health, safety and welfare of the citizens of the Town, and those attending the function.

As a rule of thumb, an event will require a permit if amplified music is involved and there are over 50 people planned to be in attendance.

The festival permit process does not apply to the following:

- Any event that is completely held within an enclosed, permanent, structure;
- Any such gathering conducted within the confines of a family, theme or recreation park, wherein nonmusical entertainment is provided on a regular basis;
- Wedding receptions
- The playing of non-amplified instruments

It is important to note that approved events must also comply with the noise ordinances, specifically that amplified audio cannot be operated between the hours of 11:00pm and 7:00am (Section 10.1-5.1).

*The completed application must be filed **21 days** before the date of event to the Ashland Police Department.

NOTE:

Security must be provided for 50 or more people and must be approved by the Chief of Police (Section 12-10.1).

**TOWN OF ASHLAND
PERMIT APPLICATION FOR OUTDOOR FESTIVAL**

EVENT INFORMATION

DATE OF EVENT: _____ LOCATION OF EVENT: _____

NAME/ TYPE OF EVENT: _____

TIME OF EVENT: _____ TO _____

IS THE AMPLIFIED MUSIC: LIVE _____ MECHANICAL _____ BOTH _____

PERSON(S) IN CHARGE OF EVENT:

NAME: _____ ADDRESS: _____

PHONE: _____

NAME: _____ ADDRESS: _____

PHONE: _____

APPROXIMATE NUMBER OF PEOPLE ATTENDING: _____

IS FOOD BEING SERVED: _____ IF YES, AND 50 PEOPLE OR MORE ARE IN ATTENDANCE, SECURITY MUST BE PROVIDED AND APPROVED BY THE POLICE CHIEF.

IS ALCOHOL BEING SERVED: _____ IF YES, AND AN ABC LICENSE IS REQUIRED, IT MUST BE PRESENTED WITH THIS APPLICATION

PERSON FILING FOR THIS PERMIT:

NAME: _____

ADDRESS: _____ PHONE: _____

THE FOLLOWING DOCUMENT MUST BE SIGNED IN ORDER TO APPLY FOR AN OUTDOOR FESTIVAL PERMIT.

1. NO MUSIC WILL BE PLAYED, EITHER BY MECHANICAL DEVICE OR LIVE PERFORMANCE IN SUCH A MANNER, THAT THE SOUND EMINATING THERE FROM SHALL BE UNREASONABLY AUDIBLE BEYOND THE PROPERTY ON WHICH THE FESTIVAL IS LOCATED.

AUTHORIZED SIGNATURE _____

TOWN OF ASHLAND
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2. THE SAID APPLICANT GRANTS THIS WRITTEN PERMISSION, TO THE TOWN COUNCIL, ITS LAWFUL AGENTS OR DULY CONSTITUTED LAW ENFORCEMENT OFFICERS TO GO UPON THE PROPERTY AT ANY TIME FOR THE PURPOSE OF DETERMINING COMPLIANCE WITH THE PROVISIONS OF THIS ARTICLE

AUTHORIZED SIGNATURE _____
DATE OF SIGNATURE _____

***NOTE: ISSUANCE OF A FESTIVAL PERMIT DOES NOT RELINQUISH YOUR RESPONSIBILITY OF COMPLYING WITH THE ASHLAND NOISE ORDINANCE.

A PERMIT REQUIRED BY THIS ARTICLE SHALL NOT BE ISSUED, UNLESS THE FOLLOWING CONDITIONS ARE MET AND THE FOLLOWING PLANS, STATEMENTS, APPROVALS AND OTHER DOCUMENTS ARE ATTACHED TO THE PERMIT APPLICATION:

1. A COPY OF THE TICKET OR BADGE OF ADMISSION TO THE FESTIVAL, CONTAINING THE DATE OR DATES AND TIME OR TIMES OF SUCH FESTIVAL, TOGETHER WITH A STATEMENT BY THE APPLICANT OF THE TOTAL NUMBER OF TICKETS TO BE OFFERED FOR SALE AND THE BEST REASONABLE ESTIMATE BY THE APPLICANT OF THE NUMBER OF PERSONS EXPECTED TO BE IN ATTENDANCE. NO TICKET OR BADGE OF ADMISSION SHALL BE REQUIRED FOR PARADE PARTICIPANTS.

ATTACH A COPY OF THE TICKET AND ADDITIONAL INFORMATION HERE:

**TOWN OF ASHLAND
PERMIT APPLICATION FOR OUTDOOR FESTIVAL**

2. A STATEMENT OF THE NAME AND ADDRESS OF THE PROMOTERS OF THE PARADE OR FESTIVAL, THE FINANCIAL BACKING OF THE PARADE OR FESTIVAL AND THE NAMES OF ALL PERSONS OR GROUPS WHO WILL PERFORM AT THE FESTIVAL OR PARADE.

ATTACH INFORMATION HERE:

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3. A STATEMENT OF THE LOCATION OF THE PROPOSED PARADE, FESTIVAL, THE NAME AND ADDRESS OF THE OWNER OR OWNERS OF THE PROPERTY ON WHICH THE PARADE OR FESTIVAL IS TO BE HELD AND THE NATURE AND INTEREST OF THE APPLICANT THEREIN.

ATTACH INFORMATION HERE:

**TOWN OF ASHLAND
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4. A PLAN FOR ADEQUATE SANITATION FACILITIES AND GARBAGE, TRASH AND SEWAGE DISPOSAL FOR PERSONS AT THE PARADE OR FESTIVAL. THIS PLAN SHALL BE APPROVED BY THE HANOVER COUNTY HEALTH DEPARTMENT.

The Hanover County Health Department can be contacted at 365-4313.

ATTACH PLAN AND PROOF OF APPROVAL FROM THE HEALTH DEPARTMENT HERE:

Health Department Approval: _____ Date: _____

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5. A PLAN FOR PROVIDING FOOD, WATER AND LODGING FOR PERSONS AT THE PARADE OR FESTIVAL. THIS PLAN SHALL BE APPROVED BY THE HANOVER HEALTH DEPARTMENT.

The Hanover County Health Department can be contacted at 365-4313.

ATTACH PLAN AND PROOF OF APPROVAL FROM THE HEALTH DEPARTMENT HERE:

Health Department Approval: _____ Date: _____

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6. A PLAN FOR ADEQUATE MEDICAL FACILITIES FOR PERSONS AT THE PARADE OR FESTIVAL, SUCH PLAN TO BE APPROVED BY THE HANOVER HEALTH DEPARTMENT.

ATTACH PLAN AND PROOF OF APPROVAL FROM THE HEALTH DEPARTMENT HERE:

Health Department Approval: _____ Date: _____

**TOWN OF ASHLAND
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7. A PLAN FOR ADEQUATE FIRE PROTECTION. THIS PLAN SHALL MEET THE REQUIREMENTS OF ALL STATE AND LOCAL STATUTES, ORDINANCES AND REGULATIONS AND SHALL BE APPROVED BY THE HANOVER COUNTY FIRE MARSHALL.

The Hanover County Fire Marshall can be contacted at 365-6195.

ATTACH PLAN AND PROOF OF APPROVAL FROM THE FIRE MARSHALL HERE:

Fire Marshal Approval: _____ Date: _____

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8. A STATEMENT SPECIFYING WHETHER ANY OUTDOOR LIGHTS ARE TO BE UTILIZED AND, IF SO, A PLAN SHOWING THE LOCATION OF SUCH LIGHTS AND SHIELDING DEVICES OR OTHER EQUIPMENT TO PREVENT UNREASONABLE GLARE BEYOND THE PROPERTY ON WHICH THE FESTIVAL IS LOCATED.

The Town of Ashland Zoning Administrator can be contacted at 804-798-1073

ATTACH PLAN AND PROOF OF APPROVAL FROM THE TOWN ZONING ADMINISTRATOR:

Zoning Administrator Approval: _____ Date: _____

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9. A PLAN FOR ADEQUATE PARKING FACILITIES AND TRAFFIC CONTROL IN AND AROUND THE PARADE OR FESTIVAL AREA, SUCH PLAN TO BE APPROVED BY THE CHIEF OF POLICE.

The Ashland Police Department can be contacted at 798-1227

ATTACH PLAN AND PROOF OF APPROVAL FROM CHIEF OF POLICE HERE:

* Approval for the plan will be noted during the final review

Chief of Police: _____ Date: _____

TOWN OF ASHLAND
PERMIT APPLICATION FOR OUTDOOR FESTIVAL
TO BE COMPLETED BY CHIEF OF POLICE

RECOMMENDED APPROVAL _____ RECOMMENDED DISSAPPROVAL _____

NUMBER OF SECURITY PERSONNEL REQUIRED IN ORDER TO HAVE
FUNCTION: _____

CHIEF OF POLICE

DATE

