



Town of Smithfield Special Event Application for Permit

Event Date		Saturday, May 20, 2023			
Event Name		Smithfield Arts Festival (2 nd Annual)			
Event Location		Main Street			
Event Times (don't include setup times)		9 am to 4 pm			
Event Organizer (Group Name)		Smithfield & IOW County Tourism			
Contacts					
Name	Connie Chapman	Cell Phone	757.902.2164	Email	cchapman@iwus.net
Name		Cell Phone		Email	
Event Category	<input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input type="checkbox"/> Other -				
Description of Event			Tourism Submission		
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Visual, performing, culinary and literary arts will be celebrated with various vendors, food court, art show, live music and theatrical performances, etc.					
Contact name and phone number for more information on event					
Name: Connie Chapman		Phone: 757.357.5182 (main) 757.365.1644 (direct line)			
Expected Attendance	3,500	Website	www.genuinesmithfieldva.com		
Average Ticket/Entry Price	\$ 0	Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both		
Music-DJ/Band?	yes	Alcohol Sales or Service?	yes		
What is your plan in the event of bad weather-cancel, reschedule?					cancel
Requesting? <input checked="" type="checkbox"/> road closures <input type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
To bring visitors to town to spend the day, the weekend, and spend dollars to stimulate the local economy.			Vendor fees – to IOW County to cover event and logistical expenses		
Check any of the following that your event will include.			Special Event To Do List		Complete by:
<input type="checkbox"/> Food, Caterer	<input checked="" type="checkbox"/> Food, by Organization		Submit event flyer/promotional material		4 months
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	<input checked="" type="checkbox"/> Retail Vendors For Profit		Street Closures/Park Closures/Traffic Assist goes to Town Council		3 months
<input checked="" type="checkbox"/> Port-a-Potties	<input type="checkbox"/> Tents		Apply for ABC permit (if needed)		6 weeks
<input type="checkbox"/> Dumpster/Recycle Receptacles	<input checked="" type="checkbox"/> Rentals-Furniture-Tables, Chairs		Contact EMS/Fire (if needed)		4 weeks
<input type="checkbox"/> Generators/ Light Tower	<input type="checkbox"/> Staging		Apply for Health Permit		4 weeks
<input type="checkbox"/> Fencing/Barricades	<input type="checkbox"/> Golf carts		Apply for Tent Permit (if needed)		4 weeks
<input checked="" type="checkbox"/> Providing Shuttle Service	<input type="checkbox"/> Bounce Houses		Call Ms Utility (if tenting or fencing site)		4 weeks
<input type="checkbox"/> Other-List Items Here: Live music, live performances			Have walkthrough appointment with the Town <ul style="list-style-type: none"> • Submit your Certificate of Insurance (\$1 million policy) to the Town • Submit your ABC permit 		4 weeks

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield. I understand that this application is not an approval of my event. If approved, the application will show approval of those entities required below, as well as estimate of charges for town services.

Event Organizer's Signature	<i>Connie Chapman</i>	Date	12/29/22
Print Name-Event Organizer	Connie Chapman		
Town Manager's Signature		Date	
Road Closures		Times	
Main Street -100,200,300 (Underwood to Church)		6 AM-7 PM	
Mason Street -(Cedar to Grace)		6 AM-7 PM	