

**Town of Blackstone**  
100 W. Elm Street  
Blackstone, VA 23824  
(434) 292-7251



**Downtown Blackstone, Inc.**  
217 N. High Street  
Blackstone, VA 23284  
(434) 292-3041

Adopted: 11/1/2023

**Blackstone Town Square**  
103 S. Main Street | Blackstone, VA  
*Reservation Request*

*This application must be completed and returned to the Downtown Blackstone Inc office. The applicant must read the Rules & Regulations that governs the use of the facility. Downtown Blackstone, Inc. will be the primary contact for reservation requests, answering questions about the use of the property, and promoting the Town Square. Please allow up to 14 days for approval.*

**Applicant Information**

Name: \_\_\_\_\_  Non-Profit  Business  
Address: \_\_\_\_\_  
Mailing Address City State Zip Code  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Representative**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address City State Zip Code  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**General Event Information**

Event Name: \_\_\_\_\_  New  Recurring  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Start Time End Time  
Anticipated Attendance: \_\_\_\_\_  
*\*please allow time for event set-up*

Type of Event:  Concert  Farmer's Market  Athletic/Recreation  Festival  
 Awareness/Cause  Birthday Party  Food Event  Other

Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ticketed (Private):  Non-Ticketed (Public):

**General Safety Measures**

Will there be a first aid kit on site?  Yes  No

Will you have open flames?  Yes  No *If yes, please check all that apply:*

Grilling/BBQ  Deep Fryer  Activity/Entertainment  Other

Other (Description): \_\_\_\_\_

Will there be a fire extinguisher on site?  Yes  No

Will you have any additional structures, such as canopies or tents?  Yes  No

*If yes, please indicate the structure(s) size, as well as how many:*

10' x 10' \_\_\_\_\_  20' x 20' \_\_\_\_\_  Other: \_\_\_\_\_  
*Total # Total # Total # + Dimensions*

**Traffic Closures**

Are you seeking any form of traffic closure?  Yes  No

*If yes, please indicate which closure(s):*

Streets  Alleys  Sidewalks

Please provide a description of the reasons for needed traffic closures for this event:

\_\_\_\_\_

***\*Any and all requests for specific closures shall be approved by Blackstone's Town Council.***

Will you need barricades?  Yes  No # \_\_\_\_\_  
*If yes, how many?*

***\*Barricades will be delivered to Blackstone's Town Square upon reasonable request***

Please describe your barricade placement:

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### Vendor Information

Will you have vendors present during the event?  Yes  No # \_\_\_\_\_  
*If yes, how many?*

Do all vendors have all the necessary permits/licenses?  Yes  No  
*Please attach a completed vendor list to this application with applicable insurance verification.*

Will items be sold on site?  Yes  No

### Food & Alcohol

Will food be prepared on site?  Yes  No Food preparer: \_\_\_\_\_  
*If yes, by whom?*

Will food be catered/served?  Yes  No Food caterer: \_\_\_\_\_  
*If yes, by whom?*

Will alcohol be served on site?  Yes  No

How will alcohol be sold, i.e wristbands, monitoring entrances and exits, etc?

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***\*Any and all events containing alcohol consumption shall be approved by Blackstone's Town Council***

## Restroom Facilities

Will you provide portable facilities?  Yes  No # \_\_\_\_\_  
*If yes, how many?*

Name of provider: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

Pick-Up Date: \_\_\_\_\_ Pick-Up Time: \_\_\_\_\_

## Amplified Sound

Will there be amplified sound past 10:00 PM?  Yes  No

What time will there be amplified sound? Start: \_\_\_\_\_ End: \_\_\_\_\_

***\*Applicants that will feature any form of amplified sound (bands, etc.) must receive a noise variance waiver from the Town of Blackstone.***

***\*Any noise variance can be terminated during the event by the Blackstone Police Department. The decision to terminate the variance will be based on the amount and type of complaints received from the public about the event and/or public safety issues.***

## Rental Fee

Non-profit organizations and/or community-oriented entities/activities shall be permitted to use Blackstone's Town Square free of charge. DBI or The Town of Blackstone shall maintain discretion and the ability to deny any request for use of the facility if deemed appropriate.

For-profit organizations and/or businesses shall be required to pay \$100.00 per day or \$250.00 per weekend (Friday through Sunday) to rent the facilities. Checks can be made payable to:

Downtown Blackstone Inc  
217 N High Street  
Blackstone, VA 23824

***\*If there any specific questions as to what entities are exempt from rental fees that do not specifically possess a 501(c)(3) status, please contact Downtown Blackstone, Inc.***

## Rules & Regulations

I and/or we agree to the following policies:

- I. All activities in the Town Square shall terminate by 10:00 PM. Blackstone's Town Council may extend this time upon request.
- II. Possession and/or serving of alcoholic beverages are permitted only if ALL of the following conditions are met:
  - A. The event host or responsible party must obtain and strictly follow all applicable permits, licenses, and approvals, including but not limited to those issued by the Virginia Alcoholic Beverage Control (ABC) Board, the Nottoway County Health Department, or other administrative or regulatory agencies. The event host must provide adequate restroom facilities. One restroom per 100 people is required.
  - B. The event host or responsible party must obtain a \$1,000,000 event liability insurance policy naming the Town of Blackstone as an additional insured. A copy of the policy shall be delivered to the Downtown Blackstone Inc office at least *one week* prior to the event.
  - C. Events of this nature must be approved by Blackstone's Town Council at least 30 days prior to the event. All town ordinances must be followed, including but not limited to no loud music or other behavior which may be nuisances to others using Blackstone's Town Square or nearby residents and businesses. Blackstone's Town Council may waive ordinances for specific events upon request.
- III. The Blackstone Police Department will be given free access to any function to ensure order is maintained and all rules of the agreement are followed. The police department has the authority to discontinue any activities that are in violation of the rules of this agreement.
- IV. All damages must be reported to the DBI Executive Director or the Blackstone Police Department within one (1) hour of discovery. All compensation for damages to the property shall be the responsibility of the applicant.
- V. The Town of Blackstone will in no way be held liable or responsible for death, personal injury, or property damage arising from activity on the premises.
- VI. The area is to be left clean and undamaged. All trash must be placed in the proper receptacles.
- VII. No vehicles of any kind may access the portions of the property not designated for parking.

VIII. Reservations are not confirmed until this Reservation Request has been delivered to the DBI office, and approved by the DBI Executive Committee or Town Council if required.

IX. The Town of Blackstone will not be held responsible for supplying any type of equipment, tables, or chairs needed. The property is provided “as is.”

X. No property is to be removed from the premises without written permission. Moving furniture, equipment, or decorations of any kind is **prohibited** without written permission.

*The user agrees to hold the Town of Blackstone or any employees or agent acting on behalf of the Town of Blackstone and to indemnify them from any claim, demand, or action by or on behalf of any person or entity arising out of any activity not sponsored by the Town of Blackstone at or on the Town’s property that occurs as a result of the rental of town property including, but not limited to, its establishment, construction, use, maintenance, configuration, or existence.*

*I have read and understand the terms and conditions for use of the facility. By signing this form, I agree, as the applicant, to abide by the terms and conditions presented here. I understand that I will be held responsible and fiscally accountable for any damages occurring as a result of my event.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*DBI Executive Committee Member*