

## REQUEST TO HOLD AN EVENT AT THE BELL TOWER

Questions regarding this form may be directed to the Division Real Estate and Facilities Management at (804) 225-3874, or [bfmevents@dgs.virginia.gov](mailto:bfmevents@dgs.virginia.gov)

*\*=mandatory field - form cannot be submitted if these fields are not completed*

### 1. EVENT INFORMATION

a. Event/Organization/Group Name\*

b. Website (if applicable)

**c. Requested Event Date and Time:** Event dates and times are assigned on a first-come, first-served basis; you will be contacted within three business days after submission of this form with confirmation of the date/time selected or, if the date/time is unavailable, to select a new date/time. To check availability, see the [Calendar of Permitted Events](#). Requests for permits made less than **six** days prior to the event date are subject to the availability of resources.

Event Date\*

**Events at the Bell Tower are limited to one hour** with an additional 30 minutes before for setup and 30 minutes after for take-down. (Example: If you indicate your event will state at 1 p.m., the event must end by 2 p.m. Event setup may start at 12:30 p.m. and take down must end by 2:30 p.m.) Capitol Square is open to the public from 6 a.m. until 11 p.m.

Event Start Time\*

d. Date(s) the Event/ Organization/Group has previously been granted a permit to use the Capitol Square Grounds (if applicable)

e. Number of people expected to attend\*

f. Description of the Event\*

**g. Equipment/set-up: Check all that apply**

- Sound system, Podium, Microphone provided by DGS
- Tent(s): Tents larger than 900sf require a temporary building permit at a cost of approximately \$100; information on obtaining the permit will be provided upon submission of this form
- Stage(s)/Platform(s): Stages higher than 4" require a temporary building permit at a cost of approximately \$100; information on obtaining the permit will be provided upon submission of this form
- Banners, Signs, Flags, and/or other display items: Items may not be attached to infrastructure or landscaping and may not be stuck in the ground
- Tables and/or Chairs
- None
- Other

If you checked Other, please specify:

h. Officials invited to attend or be a part of the event (ex: Governor, Governor's Cabinet, First Lady, Senators, Delegates, City officials, etc.)

i. Additional event detail not otherwise covered\*

**2. Individual(s) Responsible for Event Conduct:** The individual(s) listed below must sign the acceptance of responsibility, and the primary and/or the secondary designee must be in attendance for the entire event and check-in with Capitol Police prior to beginning event set-up. A primary designee is required for the issuance of a permit; a secondary designee is strongly recommended since an issued permit will be considered void if either a primary or secondary designee is not in attendance for the entire event.

**a. Primary Designee\*:**

i. Name\*

ii. Are you applying on behalf of an organization that will be responsible for the event?\*

iii. Address\*

iv. Phone\* please provide a number at which the designee can be reached during the event

v. Email\*

**b. Secondary Designee:** Enter the contact information for a secondary designee. A secondary designee is strongly recommended as an issued permit will be considered void if either the primary or secondary designee is not in attendance for the entire event. Upon submission of this application, a DGS representative will contact the secondary designee.

c. Name:

d. Are they representing an organization that will be responsible for this event?

e. Address

f. Phone (please provide a number at which the designee can be reached during the event)

g. Email

By typing your name in the below field, you indicate that you accept responsibility for the acts of your guests at the event. If applying on behalf of an organization, by typing your name in the below field, you indicate that you are authorized to accept responsibility for the actions of the organizations' members and guests on its behalf, and that the organization accepts responsibility for the acts of its members and guests at the event. For reference purposes, below is a summary of the stipulations and procedures pertaining to permitted events; any additional stipulations set forth in the permit are the responsibility of the applicant to understand:

a. Requests for a permit shall be submitted to DGS at least six days prior to the event; requests for a permit will be considered in the order that they are received.

b. Event time is one hour with an additional half-hour before and after for event set-up and take-down.

c. Primary or secondary designee must check-in with Capitol Police with a government-issued photo ID before event set-up may begin; either the primary or secondary designee must attend the entire event.

d. No event activities outside of the [Bell Tower Event Area](#).

e. No blocking sidewalks or exits from Capitol Square and no gathering within 25 feet of the Bell Tower entrance.

f. No sale of items or services.

g. No attaching items to infrastructure or landscaping and no placing items into the ground.

h. Must obtain temporary building permits for the use of temporary structures such as tents greater than 900sf, and stages or platforms higher than 4 inches off the ground.

i. Electricity is not provided; fossil fuel-powered generators are not allowed, battery-operated generators are permitted.

j. DGS will provide a microphone, podium and speaker for use during the scheduled event time upon request. All powered amplification or other audio/visual equipment, including but not limited to microphones, speakers, megaphones, and projectors, is prohibited.

k. The use of unmanned aircraft systems (UASs, or drones) is prohibited.

At the termination of the permit, the premises shall be left as clean and orderly as they were upon arrival. Violation of the conditions of the permit shall automatically terminate the permit. Failure of event participants to disperse or discontinue the event associated with a terminated permit is a trespass on DGS Property. By typing your name in the below field, you agree to be responsible for communicating the rules and all permit conditions to all event participants, and affirm that you have read and you or your organization agrees to comply with the stipulations set out above.

Upon submission of your application, you will receive an email confirmation with your application number. If you do not receive a confirmation email, your application was not submitted successfully; please contact the Division of Real Estate and Facilities Management (DREFM) at (804) 371-7200, or [bfmevents@dgs.virginia.gov](mailto:bfmevents@dgs.virginia.gov).

Enter Initials for Electronic Signature\*