

(For Office Use Only) **2023**  
DATE RECEIVED: \_\_\_\_\_  
LICENSE ISSUED: \_\_\_\_\_  
LICENSE NUMBER: \_\_\_\_\_

**CORPORATION TOWN OF FLOYD**  
138 WILSON STREET  
FLOYD, VA 24091  
(540) 745-2565

**APPLICATION FOR SPECIAL EVENT BUSINESS LICENSE**  
**FORM FOR SPECIAL EVENTS ONLY**  
**DUE DATE: 7 DAYS PRIOR TO THE EVENT**

SPECIAL EVENT: \_\_\_\_\_ DATE & TIME OF EVENT \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

Principal Owner or Agent: \_\_\_\_\_

Federal Tax I.D. No.: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PHYSICAL LOCATION DURING SPECIAL EVENT: \_\_\_\_\_

Please list all employees & phone number who will be participating in this Special Event:

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Please list all types of goods, wares or other merchandise or information that you plan to make available to the public:

\_\_\_\_\_  
\_\_\_\_\_

Non-Profit organizations and businesses with current Town of Floyd Business License do need to complete this application form but are NOT subject to the fees.

# OF DAYS FOR THIS EVENT \_\_\_\_\_ x \$10.00 \$ \_\_\_\_\_

PENALTY - \$10.00 PER DAY \$ \_\_\_\_\_

**TOTAL DUE: \$ \_\_\_\_\_**

I hereby make oath that the above constitutes an accurate account of the business activities that I plan to participate in for the above stated Special Event. I understand that this Special Event license is valid for the above stated Special Event ONLY and in no manner allows or approves any other business activity provided by me or my representatives at any other time or place in the Corporation Town of Floyd limits. I hereby agree to provide copy of Health Department Certificate in advance for any food that we will prepare on-site and sell at the event.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

***\*\*This application must be filled out completely and signed before license issuance will be considered.***

## Section 7.1-31 Special Events

- (a) Notwithstanding any other provision hereof to the contrary, any person may apply to the Town of Floyd for a license to sell retail or wholesale goods, wares or other merchandise for any Special Event which is duly authorized to be conducted in the Town of Floyd. A Special Event shall be defined as an organized celebration with planned activities, which is of a limited duration, and which is organized for the purpose of promoting such event. A Special Event may last no more than four (4) consecutive days in duration and be held not more than two (2) times in any year. It shall be unlawful for any person to store, keep, display or offer or show for sale any goods, wares, or other merchandise or property in the Town during a Special Event unless a permit authorizing the selling of such goods, wares or merchandise is obtained from the town in accordance with this section.
- (b) The town manager is authorized to issue a permit allowing a person who otherwise does not have a valid business license required hereunder to store, keep, display or offer or show for sale any goods, wares or other merchandise of such person during a Special Event.
- (c) Such a permit may be issued upon an application made at least seven days in advance of the Special Event. The application must contain the name, address, taxpayer identification number and telephone number of the applicant, together with a list of all employees of the applicant, the location where the goods, wares or other merchandise are to be sold, and the types of goods, wares or other merchandise to be sold. Such applicant will be charged a fee in advance of \$10.00 per day for each day that the applicant shall apply to sell his or her goods, wares or other merchandise at such Special Event; provided, however, that no such person shall be allowed such permit for more than four (4) consecutive days nor for more than ten (10) total days in any year; and provided further, that only one applicant shall be permitted to operate under one permit.
- (d) Each permit may contain reasonable restrictions so that the streets, sidewalks and other public property are not obstructed and so that public safety is not at risk. All activities conducted pursuant to the permit must take place on private property; no portion of any public sidewalk or public street or public property may be used for the selling of such goods, wares or merchandise, unless expressly allowed in such permit.
- (e) The town authorizes the town manager to cancel any permit for failure of any applicant, participant or employee to abide by the terms of the permit or where the cancellation is reasonably necessary for public safety and general welfare. In addition, the town manager may not issue a permit if public safety and general welfare may be jeopardized as a result of the issuance of the permit, or if any part of the planned activities are in violation of the town's ordinances.

Approved and adopted April 6, 2006.