

## REQUEST TO HOLD AN EVENT AT THE LEE MONUMENT

Questions regarding this form may be directed to the Division of Engineering and Buildings at (804) 786-3263, or [DEBinfo@dgs.virginia.gov](mailto:DEBinfo@dgs.virginia.gov)

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

### 1. EVENT INFORMATION

#### Type/Purpose of Event\*

**Requested Event Date and Time** Permitted events may last a maximum of two (2) hours, with an additional 30 minutes to set up and 30 minutes to break down the event. If the City of Richmond will require a road closure, permitted events will be authorized to last one (1) hour, with an additional 30 minutes to set-up and 30 minutes to break down the event. Permitted events shall not exceed these time parameters. Event dates and times are assigned on a first-come, first-served basis. To check availability, see the [Calendar of Permitted Events](#).

#### Event Date\*

#### Event Start Time\*

#### Event End Time\*

#### Number of people expected to attend\*

#### List any places the event has been or will be advertised, including on social media\*

**Equipment:** List the requested items or equipment to be used during the event. Please note that the following items and activities are prohibited on the Monument and any violation will result in an immediate revocation of the permit and removal from the Monument:

- a. Weapons: any pistol, rifle, shotgun or other firearm of any kind, whether loaded or unloaded, air rifle, air pistol, paintball gun, paintball rifle, explosive, blasting cap(s), knife, hatchet, ax, slingshot, blackjack, metal knuckles, mace, iron buckle, ax handle, chains, crowbar, hammer, or any club, bludgeon or any other instrumentality used, or intended to be used, as a dangerous weapon.
- b. Bricks, stones, rocks, pieces of asphalt or concrete.
- c. Glass bottles, glass jars or glass containers of any kind.
- d. Tents, tables, scaffolding or staging.
- e. Penetration of the ground by any object.
- f. Stick-holding placards.
- g. Solicitations, sales, collections or fundraising activities.
- h. Food, alcohol or beverages of any type.
- i. Auxiliary and portable lights.
- j. Open air burning. Hand-held candles with drip guards are acceptable.
- k. The use of unmanned aircraft systems (drones).

- l. Hazardous, flammable, or combustible liquids or materials.
- m. Animals, except service animals that are individually trained to do work or perform tasks for people with disabilities.
- n. Fossil-fuel powered generators.
- o. Any mask, hood or other device whereby a substantial portion of the face is hidden or covered unless otherwise permitted by law.

**List Equipment to be used\***

**Proof of Required City Permits:** Applicant must submit proof that all needed permits have been submitted to the City of Richmond, to include a road closure permit if necessary. The Applicant understands that if the City of Richmond will require road closure, authorized events will be permitted to last one (1) hour, with an additional 30 minutes to set-up and 30 minutes to break down the event. All events will begin at the agreed upon time and must fall within the allowable time periods addressed above.

**Proof of Required City Permits: Upload documents**

 No file chosen

**2. Applicant and Organization Information**

**Applicant Name\*:**

**Applicant Address**

**Applicant Phone Number\***

**Applicant Email Address\***

**Event/Organization/Group Name\***

**Date of Origin for Organization (if applicable)**

**Status of Organization\***

-- Select options --  
Corporation  
Nonprofit organization  
Unincorporated corporation

**If you checked Other, please specify:**

**Organization Address**

**Organization Phone\***

**Federal Tax ID Number**

**Registered Agent Address**

**Registered Agent Phone**

**Registered Agent Email Address**

**Organization Primary Point of Contact\* Name and Title**

**Primary Point of Contact Address**

**Primary Point of Contact Phone\***

**Primary Point of Contact Email\***

If the event is designed to be held by, or on behalf of or for, any person other than the Applicant, the Applicant shall file with the Director written documentation from the person or organization seeking to host the event, authorizing the Applicant to apply for the permit on his behalf. Upload this documentation below.

 No file chosen

**3. On-site Contact Information**

The organization's on-site primary point of contact shall be responsible for the conduct of participants at the event.

**On-site Primary Contact Name\***

**On-site Primary Contact Address**

**On-site Primary Contact Phone\***

**On-site Primary Contact Email\***

**Secondary Designee:** A secondary designee is required 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.

**On-site Secondary Contact Name\***

**On-site Secondary Contact Address**

**Secondary Contact Phone\***

**On-site Secondary Contact 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, read the full [regulation governing events at Lee Monument](#).

A. The event organizer is responsible for providing a safe and secure event and may be required to provide general security, crowd control, and assistance to participants based on size of the event. If general security is required, it shall be provided by law enforcement personnel licensed by the Commonwealth of Virginia.

B. By submitting an application for a special event permit under this section, the Applicant understands the following statements and conditions and agrees to comply with all rules, conditions and restrictions:

- a. The Applicant agrees to all prohibitions and restrictions identified in this regulation.
- b. The Applicant and organization agree to indemnify the Commonwealth of Virginia against any loss or damage to the Monument, which may occur in connection with the Applicant or event organizer's use of the property.
- c. The Applicant agrees to leave the premises clean and orderly. The Applicant will provide a waste management plan and a point-of-contact for the plan.
- d. The Applicant and participants agree to obey all state and local laws and ordinances.
- e. The Applicant agrees to notify law enforcement, to include the Division of Capitol Police, if any unlawful activities occur during the permitted event. In addition to 9-1-1, the Applicant should call the Capitol Police emergency number at (804) 786-4357. For non-emergencies, Applicants should call (804) 786-2568.
- f. Unlawful activities will be handled by law enforcement, to include the Division of Capitol Police.
- g. The Applicant shall be required to notify the Director of the Division of Engineering and Buildings of any changes to the information contained in the permit application as soon as practicable.

C. Violations of this chapter shall result in immediate revocation of the permit by the Director of the Division of Engineering and Buildings or his designee, and in the event such revocation occurs, all participants shall be required to immediately vacate the Monument. Failure of any person to immediately vacate the Monument after proper notice shall be considered trespassing in violation of VA Code §18.2-119.

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 all rules governing permitted events at Lee Monument.

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 Engineering and Buildings at (804) 786-3263, or [DEBinfo@dgs.virginia.gov](mailto:DEBinfo@dgs.virginia.gov).

**Enter Initials for Electronic Signature\***

Submit



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