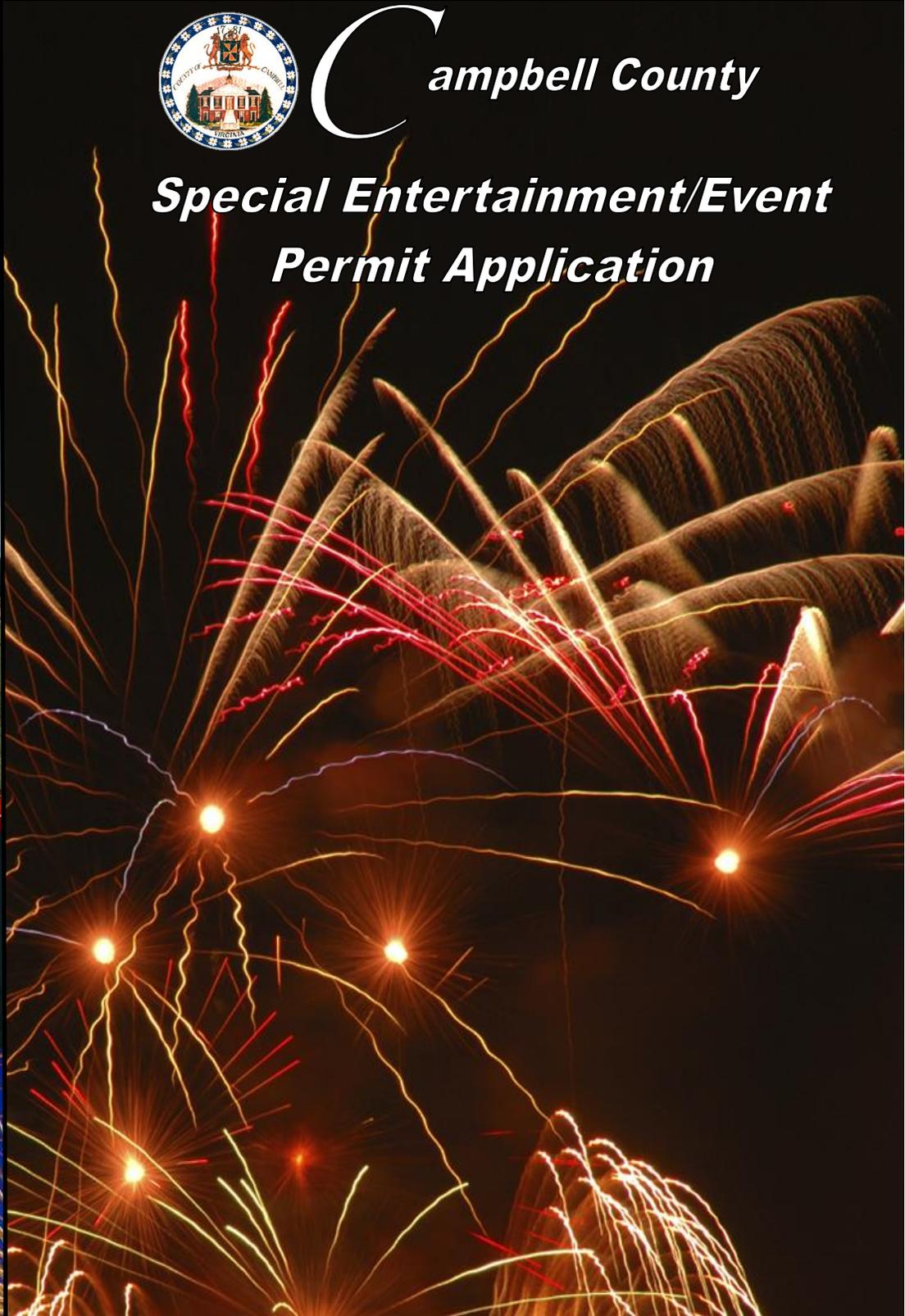




**Campbell County**

***Special Entertainment/Event  
Permit Application***



**Campbell County Administration**

**P.O. Box 100**

**Rustburg, VA 24588**

**[www.campbellcountyva.gov](http://www.campbellcountyva.gov)**

**[administration@campbellcountyva.gov](mailto:administration@campbellcountyva.gov)**

**(434) 332-9525; 283-9525 or 592-9525**



## Questions?

Contact the following County offices for specific details or for assistance:

Administration  
(434) 332-9525

Sheriff's Office  
(434) 332-9580

Public Safety/  
Fire Marshal  
(434) 332-9540

Zoning/GIS  
Building Officials  
(434) 332-9596

Health  
Department  
(434) 332-9550

School  
Administration  
(434) 332-3458

Recreation  
Department  
(434) 332-9570

Commissioner of  
the Revenue  
(434) 332-9518

Additional information  
can be found by  
visiting the County  
website located at  
[www.campbellcountyva.gov](http://www.campbellcountyva.gov)

Citizens or groups wishing to conduct a special event in Campbell County must complete and submit the following application in both hard copy and electronic format, if possible; an event site plan may also be required.

Please submit the application form to:  
Cathy H. Moore, Clerk to the Board of Supervisors  
P.O. Box 100, Rustburg, VA 24588  
email: [chmoore@campbellcountyva.gov](mailto:chmoore@campbellcountyva.gov)

Special event applications must be received at least twenty-one (21) days prior to the scheduled event date to be considered for approval.

For further details on special event planning and local codes/ordinances for entertainments, please visit: [www.co.campbell.va.us/Documents/code/ch03.pdf](http://www.co.campbell.va.us/Documents/code/ch03.pdf) or contact the Campbell County Administration Office at (434) 332-9525, 283-9525, or 592-9525.

### **Please note:**

According to the Code of Campbell County, written notice must be rendered to all adjacent/abutting property owners, including properties across the street/roadway. Notices must be sent by first-class mail to the last known address. Please visit <http://gis.co.campbell.va.us/campbellims/> or contact the Real Estate Office at 332-9819 if you need additional assistance.

**Please attach a list of all affected property owners and copies of the written notice, indicating the date letters were mailed. Approval must not be less than ten days of notification.**

All events/activities require necessary permits and permissions throughout the life cycle of the respective event. Penalties for non-compliance may include permit suspension or revocation of permit and/or other fines and penalties as allowed per applicable local and state codes. Please see Code of Campbell County Section 1-6.

***All plans for the health, welfare, and safety of the public shall be in accordance with the directives of applicable Campbell County officials at the cost of the permit holder. Emergency response plans and resources shall be approved by the Campbell County Sheriff and the Director of Public Safety; these plans shall not be amended except by approval of said officials.***

***Signed copies of approved applications will be returned to applicants via first-class mail.***



# Campbell County Special Event Application - Part 1

What type of gatherings require a special event permit?

An application should be submitted for any public/private outdoor gathering or special event numbering over 250 participants.

These include:

- Festivals
- Concerts
- Special Races
- Reunions
- Outdoor Weddings
- Fireworks Displays
- Special Shows
- Awareness Fundraisers

Please contact the Campbell County Administration Office at:  
(434) 332-9525;  
(434) 283-9525;  
or  
(434) 592-9525  
if you have questions pertaining to the application process.

**Event Name**

**Start Date**

**End Date**

**Proposed Rain Date**

**First Time Event**

**Re-Occurring Event**

If re-occurring, in what year did the event commence?

**Event Category**

**Community Festival**

**Parade**

**Concert**

**Run/Walk**

**Other (please specify)**

**Alcohol Served**

If alcohol is being served, please attach the name and all contact information for the ABC license holder (phone, cell, address and email). Also, please attach a copy of the issued ABC license as well as a sheet describing how drinking ages will be monitored/controlled.

**Event Organizer (s)**

**Corp. ID #**

**Street Address**

**County/Locality**

**State/Zip**

**Non-Profit ID #**

**Primary Contact**

**Address**

**Business Phone**

**Email**

**Cell Phone**

**Home Phone**

**Fax**

**Event Promoter/Marketing Coordinator**

**Name**

**Work Phone**

**Email**

**Cell Phone**

**Home Phone**



## Campbell County Special Event Application - Part 2

### Financial Sources

### Event Sponsors

Please list event sponsors contributing funds or in-kind supplies/services.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Admission Fee

### Day of the Event

### In Advance

### Senior/Jr. Fee

### Purpose and Description of the Event

Please include a detailed description of the event/attractions, a site map, and schedule of activities. Please attached additional pages if needed.

### Event Cancellation

Please describe your cancellation policy; please note that County Administration and Campbell County Public Safety must be notified if the event is cancelled or postponed.

### Event Venue or Site(s)

Please attach a tax/parcel location map and a signed letter of consent from the property owner.

### Site Address

### Zoning Classification

### Election District

### Anticipated Attendance

### Average Attendance at Past Events

### Alternate Site Address(es)

Be sure to check with the Campbell County Commissioner of the Revenue regarding any tax regulations pertaining to the activity or respective vendors selling items at the event.

Remember to enclose a parcel location map of where the event will be held, and a signed letter of consent from the property owner. Copies of letters to adjacent property owners must also be included with the application.

If you need assistance with obtaining maps, contact the Campbell County GIS office at (434) 332-9819; (434) 283-9819; or (434) 592-9819.

Sample letters to property owners have been included in the application packet for your convenience.



# Campbell County Special Event Application - Part 3

If alcohol is being served at this event, please be sure to enclose a copy of the ABC license and contact information for the license holder.

If live music is being provided on-site, review the Code of Campbell County to ensure noise ordinances are followed. Exemptions to the noise ordinance can only be approved by Board of Supervisors.

If road closures are requested, please indicate the specific roads/intersections which will be affected.

Be aware that coordination and additional approval from the Virginia Department of Transportation (VDOT) may be required.

Contact the VDOT Office of Public Affairs at (434) 856-8176 with any questions.

**Event Set-up Dates**  to

**Event Start Date**  **Event End Date**

**Event Start Time**  a.m./p.m., **Event End Time**  a.m./p.m.,  
(open to the public) (closed to the public)

**Music/Sound Start Time**  a.m./p.m., **Music/Sound End Time**  a.m./p.m.,

**Alcohol Served**  a.m./p.m.,  a.m./p.m.,

If the event continues through subsequent days, please list the dates and start times for each day's activities; attach extra pages if needed.

## Event 2nd Date

**Event Start Time**  a.m./p.m. **Event End Time**  a.m./p.m.  
(open to the public) (closed to the public)

**Music/Sound Start Time**  a.m./p.m. **Music/Sound End Time**  a.m./p.m.

**Alcohol Served**  a.m./p.m. to  a.m./p.m.

## Event 3rd Date

**Event Start Time**  a.m./p.m. **Event End Time**  a.m./p.m.  
(open to the public) (closed to the public)

**Music/Sound Start Time**  a.m./p.m. **Music/Sound End Time**  a.m./p.m.

**Alcohol Served**  a.m./p.m. to  a.m./p.m.

**Event / Venue Tear Down Dates**  to

**Event/Venue Tear Down Times** Day 1  a.m./p.m. Day 2  a.m./p.m.

Additional Sites Needed for Staging: Please list the address of each:

Requested street/road closures: Proposed dates and times of closures:



## Campbell County Special Event Application - Part 4

Will you be supplying? Check all that apply.

Dumpsters  Quantity

Portable Restrooms  Quantity

Trash Cans  Quantity

Recycling  
Containers

Banners/Decoration  Quantity  Type

Fencing/Barricades  Quantity  Type

Special Lighting  Quantity  Type

Will shuttle services be provided?

Shuttle Service Coordinator

Name  Contact #

Type of transportation used (i.e. buses, golf carts, wagons, etc.)

Please attach a map of shuttle routes and schedule for shuttle services. Describe shuttle plan, indicate drop off and pick up points.

Will special shuttling services be provided for disabled citizens?

Explain plans/amenities to accommodate disabled citizens on-site at the event.

Will live entertainment be scheduled? Please describe any scheduled performances.

Please bear in mind that event amenities and services, such as: dumpsters; portable restrooms; electricity connections; barricades; lighting; and water hook-ups are the responsibility of individuals/groups sponsoring the event.

Remember to consider safety when planning shuttling services, routes and drop-offs; keep in mind the needs of disabled citizens, children and the elderly.

Please attach a map of shuttle routes and a projected shuttle schedule for the duration of the event.



## Campbell County Special Event Application - Part 5

Will you be supplying? Check all that apply.

Booths/Exhibits	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	
Tents/Canopies	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Size <input type="text"/>
Vehicles/Trailers	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Kind <input type="text"/>
Animals	<input type="checkbox"/>	Quantity	<input type="checkbox"/>	Kind <input type="text"/>
VIP Area	<input type="checkbox"/>	Describe	<input type="text"/>	
Amplified Sound	<input type="checkbox"/>	Describe	<input type="text"/>	
Rides/Inflatables	<input type="checkbox"/>	Describe (kind/quantity)	<input type="text"/>	
Stage/bleachers (other structures)	<input type="checkbox"/>	Describe	<input type="text"/>	
Fireworks/ Pyrotechnics	<input type="checkbox"/>	Describe	<input type="text"/>	

Please list name, contact information and copy of permit for any fireworks contractor(s).

Please indicate/describe the precise location on-site from which fireworks will be deployed.

If animals will be present on-site, it is a good practice to require handlers to verify immunizations for all animals present. Plan for adequate shading, water supplies, and barriers to ensure safety for both spectators and animals.

If planning to deploy fireworks at the event, please consult with the Campbell County Fire Marshal to ensure all safety codes are met. Call Campbell County Public Safety at (434) 332-9540; (434) 283-9540; or (434) 592-9540 with any questions regarding pyrotechnics.

Please note if any burn bans or fire restrictions are in affect for Campbell County or the respective event area.



## Campbell County Special Event Application - Part 6

**How will the event be marketed? Check all that apply.**

Television Stations

Radio Webpage

Billboards Social Media *(please list all that apply)*

Newspapers

Informational hotline *(please list #)*

**Are you requesting Campbell County to provide/coordinate any of the following items/elements of the event? Please check all that apply.**

- Public Safety/Other County Services:      Fire       EMS
- Crowd Control  Safety Information
- Law Enforcement       Public Works

*Describe the safety plans for the event/any Public Safety services needed. (please use extra pages if necessary).*

*Other County services or equipment? Please describe.*

*Describe any unique grounds preparation or traffic control needs.*

*Please note that Public Safety and Law Enforcement officials may require additional actions, resources, and plans prior to application approval. Any requirements from local officials will be attached and submitted back to the applicant. Costs associated with supplemental Law Enforcement or Public Safety services will be applied to the event sponsor.*

*Please note that all requests for Fire, EMS, and other Public Safety services / support must be coordinated through the Campbell County Department of Public Safety.*

*Contact the Public Safety Office at: (434) 332-9540; (434) 283-9540; or (434) 592-9540 with any questions.*



# Campbell County Special Event Application - Part 7

How many staff persons will be designated to the following areas:

Entry/exit gates

Event-day ground staff

Clean-up crew

Volunteers

Parking areas

How will you obtain event staff? Describe:

Stage areas

Is liability coverage provided for staff/volunteers working on-site?

If so, to what amount?

How do you plan to notify residents and businesses who may be affected by event? (in addition to adjacent property owners).

Door to door

Phone calls

Flyers

Others

Please list:

Will any food be served on-site?

Is there a designated food coordinator?

# Non-profit food vendors

Name:

# For-profit food vendors

# Vendors needing electricity

Phone/Cell:

# Vendors needing water hook-ups

# Vendors using open fire/gas

# Non-profit vendors selling wares

# for profit

Please describe items/services vended on-site; describe any special needs of vendors.

The Virginia Department of Health requires vendors to meet specific criteria for serving food at special events.

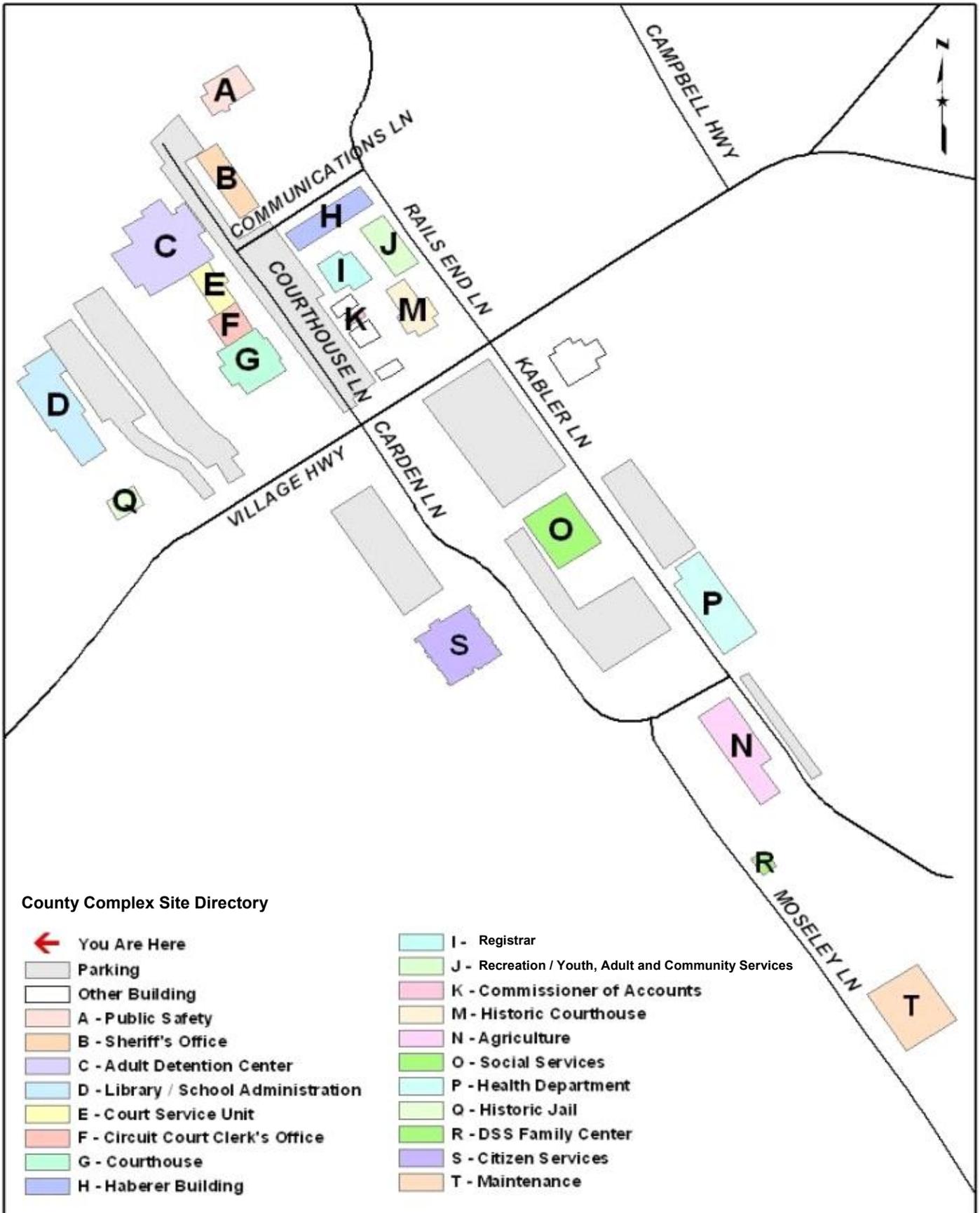
Please reference the attached food preparation regulations, vendor check-sheet, and food vendor licensing application for additional requirements/instructions.

All food vending for the event must be coordinated through the local Health Department office.

Please contact the Campbell County Health Department with any questions at: (434) 332-9550; (434) 283-9550; or (434) 592-9550.

Be aware that a detailed site plan may be required indicating the location of food vendors, ingress and egress routes, etc.

# Campbell County Office Complex



**Liability Insurance Information**

A certificate of insurance for this event (if applicable) must be presented to Campbell County Administration no later than fifteen (15) calendar days prior to the start date of the event. If the information requested below is not available when this application is submitted, it can be added later, but not later than the fifteen (15) day deadline previously noted.



**Indemnity Agreement**

In consideration for Campbell County granting the undersigned Event Organizer representative permission to hold the proposed event and to display, sell, or offer for sale wares, services and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense and indemnify and save harmless the County, its employees, offices and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses and shall pay all attorney’s fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the County, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned’s event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned’s employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned’s control. The County, its employees, officers and agents shall not have to give the undersigned any specific types of notices of such claims.

**Affidavit of Applicant**

I certify that the information contained in this Special Event Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all regulations, provisions, and rules governing Special Events as set forth by Campbell County. I certify that I understand that this application is made subject to the rules and regulations established by the Campbell Board of Supervisors. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to Campbell County. I grant permission for county officials to access the property at any time to enforce permit compliance.

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of the Special Entertainment/Event Permit Application must be provided to the County before an application will be considered fully executed. Submit one hard copy (and an electronic version, if possible) of this Special Entertainment permit application to Campbell County Administration, c/o Cathy Moore, Clerk of the Board of Supervisors, P.O. Box 100, Rustburg, VA 242588; [chmoore@campbellcountyva.gov](mailto:chmoore@campbellcountyva.gov)

\_\_\_\_\_  
Event Coordinator/Responsible Event Representative  
(Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

As the property owner, I hereby acknowledge and give consent for the event described herein to proceed on the indicated properties with full understanding of any liability and responsibility associated with all planned activities.

\_\_\_\_\_  
Property Owner (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



P.O. Box 100  
Rustburg, VA 24588  
(434) 332-9525; 283-9525; or 592-9525  
[administration@campbellcountyva.gov](mailto:administration@campbellcountyva.gov)



*For internal purposes only*

*Event Name*

*Date*

### **Special Entertainment/Event Permit Staff Review and Approvals**

	<b>Approved Yes/No</b>	<b>Pre-Planning Meeting Requested Yes/No</b>	<b>Date</b>	<b>Signature</b>
Community Development Official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

*Comments:*

Health Department Official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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*Comments:*

Parks & Recreation Official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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*Comments:*

School Official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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*Comments:*

Public Works Official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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*Comments:*

VDOT Official <i>(if traffic is affected)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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*Comments:*



For internal purposes only

Event Name

## Special Entertainment/Event Permit Staff Review and Approvals

Approved  
Yes/No

Pre-Planning  
Meeting  
Requested  
Yes/No

Date

Signature

Public Safety Director  
(Fire, EMS, Emergency Planning)

Comments:

Fire Marshal

Comments:

Sheriff  
(Security & Traffic Control)

Comments:

County Administrator

Comments: