



Application for Special Event Permit

OFFICE USE ONLY

Date Received: _____

Application Approved: YES NO

Please complete this application in its entirety and submit, along with any relevant documentation, to the address below 30 days prior to the event. Please retain a copy for your records.

Campbell County Administration
47 Courthouse Lane Suite 1
Rustburg, VA 24588
(434) 332-9525 | administration@campbellcountyva.gov

1. EVENT INFORMATION

Event Name: _____

Event Address: _____

Event Start Date: _____ Event End Date: _____

Proposed Rain Date: _____ First Time Event: Yes No Recurring event: Yes No

If recurring what year did the event start? _____

Type of Event

- Parade/ Procession
 Festival/Fair
 Concert
 Vendor/Market
 Sporting Event
 Run/Walk
 Rally/Tribute
 Other: _____

Anticipated Attendance (This should include both participants and spectators.) _____

Event Admission / Entry Fee Please include entry fee for ticketed events.

- Free & Open to the Public
 Private Event
 Admission / Donation Fee \$ _____
 Maximum Number of Tickets to be sold: _____

2. APPLICANT/ORGANIZATION INFORMATION

Event Organizer: _____

Organization Address _____ City _____

Is this organization a 501c3? YES NO

State _____ Zip _____ Phone _____ Website _____

Applicant Contact _____

Phone _____ Email _____

Event Promoter (if different than applicant) _____



Application for Special Event Permit

3. NOTIFICATION TO ADJACENT PROPERTY OWNERS

Written notice must be given to all adjacent/abutting property owners including properties across the street/roadway. Contact the Campbell County Real Estate Office (434-592-9510) to request a list of all affected property owners. A sample letter can be found on the website. **Please attach a copy of the letter with the date mailed and a list of property addresses.**

Copy of letter attached Yes No

List of property addresses attached Yes No

4. PURPOSE AND TIMELINE OF EVENT

a. Purpose of event

Please include the purpose and description of the event, attractions and activities. A site map may be requested to provide additional event details including an outline of venue area, entrances/exits, vendor locations and ADA areas. Attach additional pages if necessary.

b. Timeline

Event Set-Up Indicate the date(s), start and end times, and description for the **event set-up**. Use the description area to indicate specific information (i.e. construction of tents, stages, fencing, vendor/sponsor load-in, entertainment load-in, sound checks, run/walk set-up, etc.).

| Date(s) | Start Time | End Time | Description |
|---------|------------|----------|-------------|
| | | | |
| | | | |
| | | | |

Event Dates Indicate the date(s), start and end times, and description for the **event**. For runs/walks/parades/processions, indicates registration/assembly time and begin time for each day.

| Date(s) | Start Time | End Time | Description |
|---------|------------|----------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

Event Breakdown Indicate the date(s), start and end times, and description for the **event breakdown**. Use the description area to indicate specific information (i.e. disassembly of tent, stages, fencing, vendor/sponsor load-out, removal of equipment, etc.).

| Date(s) | Start Time | End Time | Description |
|---------|------------|----------|-------------|
| | | | |
| | | | |
| | | | |



Application for Special Event Permit

c. Event Cancellation Policy

In the event of a cancellation or inclement weather, how will you communicate plan with staff, vendors and attendees.

5. PARKING

Shuttle Services

Is the event offering shuttle services for the general public or disabled citizens? Yes No

If yes, please describe the shuttle services plan to accommodate attendees on-site at event.

Where will attendees park?

On-site Off-site Private property Other: _____

If on-site, is parking coordination required? YES NO

If yes, who will be directing? (Volunteers, event staff, security?) _____

If private property, has the property owner given written consent? YES NO

6. WASTE DISPOSAL AND RESTROOMS

Please provide your clean-up/waste disposal plan, as well as your restroom plan.

NOTE: Waste disposal is the responsibility of the event organizer. For events open to the public, one (1) toilet shall be provided per 100 attendees.



Application for Special Event Permit

7. ADDITIONAL EVENT INFORMATION

Please indicate whether the following options pertain to this event.

If yes, please **complete the appropriate section below** with the required information.

- a) Food, Alcohol or Retail Vending Yes NO
- b) Amplified Music or Sound Yes NO
- c) Outdoor Lighting Yes NO
- d) Street Closure or Sidewalk Usage Yes NO
- e) Tents or Stages Yes NO
- f) Amusements, Inflatables or Rides Yes NO
- g) Electricity Yes NO
- h) Fireworks Yes NO
- i) Fire, Medical, & Public Works Services Yes NO
- j) Security and Crowd Control Plan Yes NO
- k) Rental of County Parks or Facilities Yes NO

a) Food, Alcohol or Retail Vending

NOTE: A vendor is someone who is serving, selling, or sampling food and beverages, including alcohol or merchandise.

Food and Beverage Contact: _____

Phone: _____ **Email:** _____

Food (Select all that apply) Total number of food vendors _____

- Served Free
- Sold
- Catered
- Samples
- Food Trucks
- Prepared Outdoors/On-site

***Food service vendors must meet requirements of the Virginia Department of Health.**

Alcoholic Beverages (Select all that apply) Total number of beverage vendors _____

- Served Free
- Sold

***Alcoholic beverages shall be in compliance with the Virginia Alcoholic Beverage Control Board.**

Retail Yes No Total number of retail vendors _____

b) Amplified Music or Sound

NOTE: Music shall not be rendered nor entertainment provided for more than 14 hours in any 24-hour period. Applicant is responsible for ensuring compliance with the Campbell County Noise Ordinance, Campbell County Code §16-10 et seq., a copy of which may be found at www.campbellcountyva.gov.

Sound Check Start Time _____ AM/PM End Time _____ AM/PM

Music/Sound Start Time _____ AM/PM End Time _____ AM/PM



Application for Special Event Permit

***Please describe any scheduled performances. Attach additional pages if necessary.**

c) Outdoor Lighting

Please describe whether outdoor lighting is to be used. If so, attach a plan indicating the location of lighting and describing the steps to be taken to prevent unreasonable glow beyond property boundaries.

d) Street Closure or Sidewalk Use

Will this even require a street closure? Yes No

If yes, name of street _____ Time: _____ AM/PM to _____ AM/PM

- All traffic control plans and traffic control devices must meet the requirements of the Virginia Department of Transportation (VDOT). VDOT may require a Traffic Plan Analysis or Land Use Event Permit for events that impact traffic. Contact VDOT at (434) 352-5267 for this determination.

e) Tents or Stages

The Virginia Uniform Statewide Building Code states that any tent or air-supported structure that covers an area over 900 square feet requires a building permit. Contact the Department of Community Development at (434) 332-9596 for more information.

Number of tents _____ Tent size _____ Tent Occupancy _____

Do you rent or own the tent? Own Rent If renting, list rental agency _____

Number of stages _____ Stage Sizes _____



Application for
Special Event Permit

f) Amusements, Inflatables or Rides

Amusement Rides require a Building Permit through the Department of Community Development (434-332-9596). Amusement rides and inflatable vendors must provide proof of insurance in the form of a certificate of insurance, and a copy of the certificate must be filed with this permit.

Please detail the types of amusements, rides or inflatables, and the company from which you are renting:

g) Electricity

Will you be bringing in additional generators for electrical power? YES NO

h) Fireworks

Will the event include fireworks? YES NO

NOTE: All events with fireworks must obtain a Fireworks Permit from the Campbell County Department of Public Safety Fire Marshal (434-332-9540); a bond and a certified pyro technician may be required.

i) Fire, Medical & Public Works Services

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

- Fire
- EMS
- Crowd Control
- Law Enforcement
- Public Works (grounds preparation of County-owned property)
- N/A

***Please describe services needed.**



Application for Special Event Permit

j) Security Plan and Crowd Control

*Please identify the number of staff, volunteers, and private security you have assigned to work your event and attach a security plan. After submittal of your application, the Campbell County Sheriff's Office (434-332-9580) will determine if the number of staff and security you have arranged for your event is sufficient.

| Personnel | Number | Date(s) & Time(s) |
|--------------------------|--------|-------------------|
| Event Staff | | |
| Volunteers | | |
| Private Security | | |
| Extra Duty CCSO Deputies | | |

Private Security Firm Company Name:

Contact Name & Number:

Have you already requested additional Sheriff's Deputies? Yes No

k) Rental of County Parks or Facilities

If you desire to host an event on County-owned property, approval must be granted by the Campbell County Administrator (434-332-9525) and/or the Campbell County Department of Parks and Recreation (434-332-9570).

A rental fee may be required.



Application for Special Event Permit

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 no later than the 15 day deadline previously noted.

ALCOHOLIC BEVERAGES DISCLOSURE

In accordance with the Virginia Department of Alcoholic Beverage Control (VA ABC), and in order to be in compliance with VA ABC permitting, no person(s) under the age of consumption 21 years – may be admitted to the designated area(s) where alcoholic beverages are being distributed, sold, served, or consumed.

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 Permit 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.

Special Event Permit Applications are to be submitted to Campbell County Administration, P.O. Box 100, Rustburg, VA 24588; administration@campbellcountyva.gov.

Applicant Name (printed) _____

Applicant Signature _____ Date _____

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 Name (printed) _____

Property Owner Signature _____ Date _____



Application for Special Event Permit

Review and Approvals

Community Development Official Approved See Notes Below

*Amusement Devices, Inflatables, Tents (over 900 sq. ft.) *Some events may require a zoning permit*

Health Department Official Approved See Notes Below

List of Food Vendor submitted and applications submitted for each vendor; Food Trucks

Parks & Recreation Official Approved See Notes Below

For Events on County properties only.

School Official Approved See Notes Below

For events on school properties only.

Public Works Official Approved See Notes Below

Site map with location and sizes of all vendors and tents; Any grounds preparations or traffic control needs

VDOT Official Approved See Notes Below

Site map with location and sizes of all vendors and tents; Overflow parking plan; Safety/security plan; Traffic Plan; Street closures

Public Safety Official Approved See Notes Below

Emergency Medical Services, Fire and Rescue Apparatus

Fire Marshal Approved See Notes Below

Fireworks; Fire Extinguishers; Fire Code Enforcement

Sheriff's Office Official Approved See Notes Below

Extra duty form submitted; Site map of event; Overflow parking plan; Safety/security plan; Street closures

County Administrator _____ Approved See Notes Below