



Special Event Permit Application

Application Date: _____ Applicant/Organizer Name: _____

Phone Number: _____ Email Address: _____

Applicant/Organizer Address: _____

Event Name: _____

Event Date(s): _____

Event Location Address: _____

TaxMap#/Parcel ID: _____ Acreage: _____ Property Owner: _____

Expected Attendance: Small(150-499) Medium(500-999) Large(1000+)

Event Description: (Include type/nature of any performances, shows, and/or other activities):

A. **Event Hours.** Unless specifically approved by the Board, no stage presentation, music, dance, or other performance or activity shall take place between the hours of 12:00am and 7:00am.

Please attach a detailed itinerary, including a schedule of specific performances, shows and/or other activities, set-up and break-down times.

B. **Admission Regulated.** The applicant shall regulate admission by admission ticket or other acceptable means, so as to insure that the number of persons attending an event does not exceed the number allowed by terms of the permit.

C. **Limits to Attendance.** The applicant shall not sell or distribute a greater number of tickets than the number that the permit allows for attendance. The applicant shall not admit any persons to an outdoor event if such admission would result in a greater number of persons present than allowed by the permit.

How will admission be regulated? _____

D. **Water Supply.** The applicant shall provide an ample supply of potable water for drinking and sanitation purposes on the premises of the Special Event, as determined by the Health Department.

How will water be provided for drinking and/or sanitation? _____



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E. **Toilet and/or Lavatory Facilities.** The applicant shall provide adequate toilet and/or lavatory facilities on the premises of the Special Event, as determined by the Health Department.

What toilet and/or lavatory facilities will be provided? _____

F. **Waste Management.** The applicant shall provide for adequate pickup and removal of refuse, trash, garbage, and rubbish from the site of the event, as determined by the Health Department. The applicant must clean up the premises and remove all the trash and debris within 48 hours from the conclusion of the event.

How will trash and waste be managed? _____

G. **Medical Facilities.** The applicant shall provide adequate on-site medical facilities and emergency medical transport vehicles, as determined by the Health Department and the Director of Fire, EMS, and Emergency Management.

What on-site medical facilities and/or equipment will be provided? _____

H. **Fire Protection.** The applicant shall provide for adequate fire prevention and protection, as determined by the Director of Fire, EMS, and Emergency Management.

What fire prevention and protection measures will be taken? _____

I. **Traffic and Parking Control.** The applicant shall provide for adequate ingress, egress, parking, and traffic control for the Special Event, as determined by the Sheriff, VDOT, and/or the State Police.

How will traffic and parking be managed? _____

Will traffic control devices, signage, cones, barricades, or similar be used in the public right-of-way? _____

J. **Security.** The applicant shall provide adequate on-site security, as determined by the Sheriff.



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How will security on-site be managed? _____

- K. **Food & Beverage.** The applicant shall provide for adequate preparation and provision of any food or beverage for consumption at the Special Event, as determined by the Health Department and, if alcoholic beverages are to be served, the Virginia Alcohol Beverage Control Board.

Will food or beverage be prepared on-site? _____

Will third-party food or beverage vendors be present? _____

Will alcoholic beverages be served? _____

- L. **Illumination.** If outdoor lighting is to be utilized, such lights shall be located, and appropriately shielded or mitigated, so as to prevent unreasonable glow beyond the property on which the event is located. All necessary building permits shall be obtained before the event occurs.

Will outdoor lighting be used? If yes, how will applicant insure that light is shielded or mitigated?

- M. **Temporary Structures.** All necessary building permits shall be obtained before the event occurs for any temporary structures such as tents or amusement rides.

Will any temporary structures be used for the event? _____

- N. **Sound.** Sound levels shall comply with the Clarke County Code §120-9(d), which regulates amplified sound.

Will a public address and/or amplified sound system be used? If so, how will applicant insure compliance with Clarke County Code? _____

- O. **Communication System.** The applicant shall provide adequate means of communication with public safety and other government officials, as determined by the Sheriff and the Director of Fire, EMS, and Emergency Management.

Is there an adequate system in place for communicating with public safety and other government officials? _____

- P. **Liability Insurance.** The applicant shall provide evidence of adequate liability insurance. A certificate of insurance providing coverage in an amount of at least \$1 million, naming the County of Clarke as an



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additional named insured, and showing the date(s) of the event, must be received by the County Administrator prior to the issuance of a Special Event Permit.

Does the applicant have adequate liability insurance coverage? _____

- Q. **Setbacks.** The Board may establish setbacks from property lines, rights of way, and access easements to the site of a public assembly or parking for participants or spectators for a Special Event as determined necessary by the Board depending on site characteristics, the type of event, the anticipated number of participants and spectators, and the impact of adjacent property owners.
- R. **Permission for Entry.** The applicant shall provide written permission allowing County staff and all duly constituted law enforcement officers to enter the property at any time during the Special Event in order to determine compliance with the approved permit and the provisions of this chapter.
- S. **Other Laws and Rules.** The applicant shall comply with all federal, state, and local laws, ordinances, and regulations, including zoning ordinance provisions and any applicable special use provisions.
- T. **Necessary Safety Services.** The operator of the Special Event shall provide any services necessary to provide appropriate levels of safety over and above what public agencies determine that they are able to provide.

Will any additional safety services be offered? _____

- U. **Camping.** Camping associated with a special even shall only be permitted as allowed in the Clarke County Zoning Ordinance.

Will camping be provided? _____

Please attach the following:

- Itinerary and/or schedule of events, including all necessary set-up and break-down
- Site Plan depicting the following:
 - o All areas for performances/activities, grandstands/seating,
 - o Location of all aisles and paths for pedestrian travel and description of crowd control measures
 - o All physical facilities currently existing or to be constructed, including fences, booths, seating, tents, stages, etc
 - o Location, capacity, and nature of all temporary lighting, sound, and public address facilities
 - o Location, capacity, and nature of all water, toilet, and other public health-related facilities
 - o Vehicle ingress, egress, and parking plan, including routes of access for emergency vehicles
- Signed statement from property owner granting permission for event to be held
- Signed statement from all owners granting participants permission to use private road (if necessary)

Applicant Signature

Print Name

Date