



# County of Clarke

## Special Event Permit Application

### Code of Clarke County Chapter 57

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Name of Event

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Location of Event

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Applicant Name and Organization if applicable [Please Print]

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Applicant/Organization Address [Please Print]

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Telephone No.

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Fax No.

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Email Address

Date[s]: \_\_\_\_\_ Event No.: \_\_\_\_\_  
If submitting application for multiple events, please number [1, 2, 3, etc.]

Estimate the number of Attendees (Maximum expected) \_\_\_\_\_

*Total expected over entire timeframe, not the maximum at any one time. When calculating the number of persons attending an event, Code 57-2: Persons Attending an Event – The number of participants and spectators that is the cumulative total number of people entering the site of a Special Event on an Event Day. For Events with multiple consecutive Event Days, the Day with the greatest number of persons attending shall be used to determine whether an Event is Small, Medium, or Large.*

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## Special Event Type and Permit Fees

Yes  No Multiple Events: Note: Multiple Event applications for special event permits may be submitted together for a single parcel of property.

Yes  No Multiple Year [3-Year Limit – Current Year plus two]: Note: No application for a special event may be filed more than one year before an event is to be held or before the first Event Day for applications for multiple special event permits, except for an application for a special event that is substantially the same as a special event that has been previously approved and conducted.

For Multiple Years

1. For a previously approved multi-year event, any change in the size, scope, date, location or change in ownership of property or management of the event constitutes cause for review. There is a \$100 Fee for review.
2. Applicants approved for more than a single event shall be required to sign an agreement prepared by the County attorney agreeing to the conditions set forth and further agreeing to provide the County Administrator with written notice, not less than 30 days in advance of each subsequent event that contains the names and current contact numbers of all:
  - Event management personnel,
  - Vendors,
  - Caterers,
  - Public safety providers, and/or
  - Contracted services

Yes  No Has this/these event[s] been previously approved by the Board of Supervisors?

Type	Event	No. Events In Application	Fee
<input type="checkbox"/>	<b>Small Special Event</b> – Special Events for 150 to 499 persons attending five [5] or fewer event days per calendar year.	One [1] Event Application Two [2] or More Events In An Application Up to Five [5]	\$100 \$100 1st Event Application \$50 Each Event 2-5 / Each Year 2-3
<input type="checkbox"/>	<b>Medium Special Event</b> – Special Events for <u>150 to 499</u> persons attending with <u>six [6] or more event days</u> in a calendar year.	One [1] Event in Application Two [2] or More Events In An Application	\$100 \$100 1st Event Application \$50 Each Event 2-9 / Each Year 2-3 + Cost of Public Hearing Notice
<input type="checkbox"/>	<b>Medium Special Event</b> – Special Events for <u>500 to 999</u> persons attending	Each Event Application	\$250 \$100 Each Year 2-3 + Cost of Public Hearing Notice
<input type="checkbox"/>	<b>Large Special Event</b> – Special Events of 1000 or more persons attending an event.	Each Event Application	\$500 \$100 Each Year 2-3 + Cost of Public Hearing Notice

**Instructions and Notes:**

- √ Make checks payable to Clarke County Treasurer.
- √ Attach check or receipt from the Treasurer with this form and include with application. If submitting for two or more events, attach to first event application only.
- √ Payment of the Special Event Permit Fee shall not eliminate or substitute for any requirement for any business license or any other permit(s) that may be required by any federal, state, or local statutes, ordinances, rules, or regulations. Applicants are responsible for insuring that all such permits, licenses, and certificates are obtained from the appropriate authority.
- √ Fees paid are non-refundable and not transferable to other activities
- √ An application for a Small Special Event shall be submitted at least 30 calendar days before the date of the Event to allow for review of the application.
- √ An application for a Medium or Large Special event shall be submitted at least 120 calendar days before the date of the Event in order to allow for review of the application.

**§ 57-4 Scaled Drawing**

Medium and Large Events – attach drawing depicting the following:  Small Event: Not required.

- (a) The areas for performances or activities and for grandstands or seats, showing the location of all aisles for pedestrian travel and other crowd-control measures.
- (b) All physical facilities existing or to be constructed on the premises, including, but not limited to, fences, ticket booths, grandstands, and stages.

- (c) The location, capacity, and nature of all temporary lighting, sound, and public address facilities.
- (d) The location, capacity, and nature of all temporary water, toilet, and all other public health-related facilities.
- (e) Vehicle ingress, egress, and parking plan, to include emergency vehicle access.

**§ 57.7. Special Event Requirements**

*All Special Events shall comply with the following terms, conditions, and requirements, unless express exception is requested and granted in any permit issued. The Administrator may waive any of the following for Small Special Events based on circumstances unique to the proposed event.*

**Instructions:** Answer all the following. Enter NA if you do not think issue is applicable. If completing the form on a computer place your answers in the blanks provided. If completing the form manually, attach a separate piece of paper and answer the questions in order.

**Note:** *Application is complete only when the applicant has provided all applicable approvals to County Administration.*

**General Information:**

**a) Event hours.** Unless specifically approved by the reviewing entity, no stage presentation, music, dance, or other performance or activity shall take place at a special event between the hours of 12:00 am and 7:00 am.

Date(s) and time(s) of the event: \_\_\_\_\_

If multiple days, which day do you anticipate to have the highest attendance and an estimate of attendance: \_\_\_\_\_

**b) Admission regulated.** The applicant shall regulate admission by ticket or other means acceptable to the County, so as to insure that the number of persons attending an event does not exceed the number allowed by terms of the permit.  Copy of Ticket or badge of admission Attached **OR**

Statement of the plan for controlling admission to the event: \_\_\_\_\_

**c) Limits to attendance.** The applicant shall not sell, give, or distribute a greater number of tickets than the number that the permit allows to attend. 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. Total number of tickets to be offered for sale: \_\_\_\_\_

**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 dollars, naming the County of Clarke as an additional insured, and showing the date(s) of the event, shall have been received by the Administrator before an application is approved.

Certificate of insurance attached.  No  Yes

**r) Permission for Entry.** F1211-06D  Attached. The applicant shall provide written permission for the Administrator, designee, all duly constituted law enforcement officers to enter the property at any time during the Special Event to determine compliance with the approved permit and the provisions of this chapter.

**Adjoining Property Owners.**

- Attach a copy of the notice sent to all adjoining property owners. [F1211-06C provides an example of the information required in the notice to adjoining property owners] Notice shall be sent to all adjacent property owners on the same date as the application is filed with the Administrator. The address for such owners shall be that found in the records of the Commissioner of the Revenue or, for properties not located in Clarke County, an equivalent source.
- Attach a list of all adjacent property owners, with addresses.

**Health Department Notice and Approvals:**

**Note:** The Health Department must approve your plans for the following items. It is best you talk to the Health Department before you submit your plan to ensure it will be approved. Contact: 540-955-1033; 100 North Buckmarsh Street, Berryville, VA 22611

The Event Permit cannot be approved until after the Health Department has approved the plan.

- ✓ Check here if you have submitted your written plan to the Health Department and have their letter of approval attached to your application.  Approval attached
  - ✓ Check here if you have not submitted your plan to the Health Department.  Not attached
- Note: County Administration will submit your application to the Health Department for review; however, the Event Permit cannot be approved until after the Health Department has approved the plan.

**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 by providing to the satisfaction of the Health Department the location and type of water facilities.

Statement of plan for providing water included with application including location and type of water facilities included in plan: \_\_\_\_\_

**e) Toilet and/or lavatory facilities.** The applicant shall provide adequate toilet and/or lavatory facilities for sanitation purposes on the premises of the Special Event to the satisfaction of the Health Department.

Statement of plan for providing sanitation facilities included in plan.: \_\_\_\_\_

**f) Waste management.** The applicant shall provide for the pickup and removal of refuse, trash, garbage, and rubbish from the site of the event on a daily basis, or more often if required by providing to the satisfaction of the Health Department the plans for pickup and removal of refuse and to clean up the premises and remove all trash and debris there from within 48 hours after the conclusion of the event.

Statement of plan for garbage, trash and sewage disposal included in plan.: \_\_\_\_\_

**k) Food & Beverage.** The applicant shall provide for adequate preparation and provision of any food or beverage for consumption during the Special Event to the satisfaction of the Health Department (and the Virginia Alcohol Beverage Control Board, if alcoholic beverages are to be served) with a plan for preparing and providing food and beverages).

Statement of plan to provide adequate preparation and provision of any food or beverage for consumption included in plan. \_\_\_\_\_

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Will alcoholic beverages be served?  No  Yes If yes:

Virginia Alcohol Beverage Control Board Notice/Approval Date: \_\_\_\_\_  Approval attached.

Contact: www.abc.virginia.gov; 2901 Hermitage Road, P.O. Box 27491, Richmond, VA 23261

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### Local Fire & Rescue Company Notice and Approvals

**Note:** The local Fire & Rescue Company must approve your plans for the following items. It is best you talk to your local Fire and Rescue Company before you submit your plan to ensure it will be approved. Contact your local fire & rescue company. [Blue Ridge, Boyce, John Enders, or Shenandoah Farms]

The Event Permit cannot be approved until after the local fire and rescue company has approved the plan.

- ✓ Check here if you have submitted your written plan to the local fire and rescue company and have their letter of approval attached to your application.  Approval attached
- ✓ Check here if you have not submitted your plan to the local fire and rescue company. Note: County Administration will submit your application to the local fire and rescue company for review.  Not attached

**g) Medical facilities.** Adequate on-site medical facilities and emergency medical transport vehicles shall be provided to the satisfaction of the Chief of the Fire and Rescue Company providing service to the location at which the Special Event is to be held.

Statement of plan to provide adequate on-site medical facilities and emergency medical transport vehicles included in plan: \_\_\_\_\_

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**h) Fire protection.** The applicant shall provide for adequate fire protection to the satisfaction of the Chief of the Fire Department providing service to the location at which the Special Event is to be held.

Statement of plan to provide adequate fire protection included in plan. \_\_\_\_\_

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### Sheriff's Notice and Approvals

**Note:** The Sheriff must approve your plans for the following items. It is best you contact him before you submit your plan to ensure it will be approved. Contact: 540-955-1234; 100 North Church Street, Berryville, VA 22611

The Event Permit cannot be approved until after the Sheriff has approved the plan.

- ✓ Check here if you have submitted your written plan to the Sheriff and have his letter of approval attached to your application.  Approval attached

- ✓ Check here if you have not submitted your plan to the Sheriff. Note: County  Not attached  
Administration will submit your application to the Sheriff for review.

**i) Traffic and parking control.** The applicant shall provide for adequate ingress, egress and parking for the Special Event to the satisfaction of the Sheriff, the State Police and the Virginia Department of Transportation.

Statement of plan to provide adequate ingress and egress included in plan. \_\_\_\_\_

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**State Police** Notice/Approval Date: \_\_\_\_\_  Approval attached.

Contact: 540-869-2000; 3680 Valley Pike, Winchester, Virginia 22602

Statement of plan to provide traffic Control devices, signage, cones, barricades or other activities to take place within the public right-of-way. \_\_\_\_\_

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**VDOT** Notice/Approval Date: \_\_\_\_\_  Approval attached.

**j) Security.** The applicant shall provide adequate on-site security for the entire duration of a Special Event to the satisfaction of the Sheriff with a security plan.

Statement of plan to provide adequate on-site security included in plan. \_\_\_\_\_

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## Building Department Notice and Approvals

**Note:** The Building Department must approve your plans for the following items. It is best you contact the Building Department before you submit your plan to:

- Obtain approval of the actual event; AND
- Apply for any necessary permits and schedule any necessary inspections. *Prior to the event being opened to the public or participants, applicable permits and inspections must be complete. These include, but not limited to: portable lighting, electrical systems, gas systems, tents, portable structures, amusements ride including inflatables and climbing walls. Also, the Building Department inspects emergency vehicle access.*

Contact: 540-955-5112; 101 Chalmers Court, Suite B, Berryville, VA 22611

The Event Permit cannot be approved until after the Building Department has approved the plan.

- ✓ Check here if you have submitted your written plan to the Building Department and have their letter of approval attached to your application.  Approval attached

- ✓ Check here if you have not submitted your plan to the Building Department.  Not attached  
Note: County Administration will submit your application to the Building Department for review; however the applicant is responsible for obtaining any necessary Building Department permits and scheduling any/all inspections.

**Building Department Guidelines for Special Events Permits:**

The following are issues that need to be described or addressed on special events permit applications:

**Tents** - Any tent greater than 900 square feet in size will require a Building Permit and inspections prior to the event. Inspection shall be arranged to be done during normal business hours Monday through Friday at least the day prior to the event. The event application should provide diagrams or layouts of the location of the tent(s). All tents shall be fire retardant treated with the appropriate approval label on the tent and shall have a mounted and posted fire extinguisher (5 lb. ABC min.) located in each tent. If the tent is enclosed, it shall have two (2) forms of exit that are labeled and illuminated if the event occurs after daylight. If the event will occur after daylight hours, emergency lighting shall be provided.

**Electrical Systems** – Any temporary or portable electrical distribution systems shall require an Electrical Permit and inspections prior to the event. All portable or temporary systems shall be Ground Fault Interrupter Circuit (GFIC) protected. Trailer mounted generators shall be provided with ground rods and grounding conductors appropriate for the generator output requirements. All equipment shall be listed and labeled for the application (weather resistant). No portable generators are allowed inside any tents or trailers where persons would normally enter. A description of the electrical distribution system shall be provided with the special event application.

**Gas Appliances** – All gas appliances including cooking and heating appliances shall be inspected including leak tested prior to the event. No gas cylinders will be allowed inside tents or occupied trailers or structures. All gas cylinders shall be secured in areas not normally used by the public. All gas equipment shall be in good working order and shall meet requirements of the Virginia Fuel Gas Code.

**Lighting** – Information pertaining to the temporary lighting systems shall be provided with the special event application including output wattage and generation system. Lighting system shall be located not to project excessive lighting off of the premises and not to blind any moving traffic on or of the event property. Any lighting pointing to the property boundary shall be shielded and downcast.

**Inspections** – Arrangement for inspections shall be scheduled to occur prior to opening of the event during normal business hours between Monday and Friday. Required inspections shall be scheduled at least twenty-four (24) hours prior to the expected inspection. If special times and arrangements are required, prior approval will need to be arranged with the Clarke County Building Department.

**l) Lighting/Illumination.** If lighting is to be utilized, such lights shall be located, or such shielding devices or other equipment shall be utilized so as to prevent unreasonable glow beyond the property on which the event is located.

Will outdoor lighting be utilized?  No  Yes

**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 temporary structures be utilized?  No  Yes

Type[s] of temporary structures: \_\_\_\_\_

**o) Communication system.** If the premises are without adequate communications systems, the applicant shall make arrangements, approved by the County, to provide for substitute, additional, or alternate means of communication with public safety and other government officials.

Will substitute, additional, or alternate means of communication be utilized?  No  Yes If yes:

Plan for adequate communications systems included with application. \_\_\_\_\_

**p) 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. Additional Safety Services Required?  No  Yes If yes:







which may be required by any federal, state, or local statutes, ordinances, rules, or regulations. Applicants are responsible for insuring that all such permits, licenses, and certificates are obtained from the appropriate authority.

**§ 57.8. Deposit.** I am aware that a deposit may be required. As a condition of granting the permit, the Administrator or the Board may require the payment of a deposit to cover anticipated public clean-up costs, law enforcement costs, and/or emergency services costs beyond what is usual and customary. The applicant shall be responsible for such costs in excess of any deposit, and the applicant shall be refunded any portion of a deposit not needed to cover such costs.

**§ 57.9. Permit not transferable.** I am aware that this permit is not transferable.

**§ 57.10. Revocation or suspension of permit.** I am aware that this permit may be revoked for suspended A permit issued under the provisions of Chapter 57 may be revoked or suspended by the entity that approved the permit. The Sheriff or his/her designee may temporarily suspend the permit pending consideration, by the entity that approved the permit, of action to revoke or suspend a permit. Such action by the approving entity or the Sheriff or designee may be taken for any of the following reasons:

- a) Any violation of one or more of the requirements or any violation of one or more of the terms and conditions of a permit issued hereunder.
- b) Any material misrepresentation in the application for a permit.
- c) Any change in the ownership of the location of the permitted event, unless there is provided a signed statement from the new owner to confirm that the new owner has given permission for the specific Special Event to be held.
- d) Any material change in the condition of the facilities or ability of contracted organizations to provide required services or equipment.
- e) Any state of emergency, disaster, hazardous weather condition, or other threat to the public health, safety, and welfare that has been declared or is anticipated to occur such that continuation of the event is deemed to be an undue or unnecessary risk to the participants, general public, or public safety providers.
- f) Upon revocation or suspension of the permit, the permittee shall immediately cancel and/or terminate the event and provide for orderly dispersal of those in attendance.

  
\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Note: Application is complete only when the applicant has provided all applicable approvals to County Administration.**



## County of Clarke

### Application Special Event Permit

### Code of Clarke County Chapter 57

**Section I Determination:** Permit is required for any assembly, attraction, ceremony, event, festival, gathering, circus, carnival, or show at which rides, games, competitions, attractions, music, dance, or other performing arts are engaged in by participants or provided as entertainment by professional or amateur performers or by prerecorded means that meet the following criteria:

Question	Yes	No	Action
A. Does it occur within the corporate limits of the Town of Berryville or the Town of Boyce or the Berryville Annexation Area?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, permit not required by Clarke County. Check with the appropriate local government.
B. Is it to be held on property owned by the United States of America, the Commonwealth of Virginia, or the County of Clarke, or in a permanent enclosed structure?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, permit not required by Clarke County. Check with the appropriate governmental agency to ensure compliance with its rules and regulations.
C. Is it to be held on a private parcel of land fewer than six acres?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, event is <b>not</b> allowed on parcels of fewer than six acres.
D. Is the function planned for fewer than 150 people?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, A permit shall not be required for an assembly with less than 150 persons attending the event on a parcel of 6 or more acres (or adjoining parcels with the same owner that have a total area of six or more acres).
E. Does it involve the raising, charging, donating or re-couping of funds?	<input type="checkbox"/>	<input type="checkbox"/>	If no, special event permit is not required.

Note: Such an assembly shall not include demonstrations, parades, rallies, marches, or picketing activities.

**If you answered No to all questions A, B, C, D, and Yes to question E, a special event permit application is required. Use Special Event Permit Application Form F1211-01B**



**County of Clarke**  
**Application Special Event Permit**  
**Code of Clarke County Chapter 57**

**Right of Entry Permission Form**

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I, \_\_\_\_\_ the applicant for a special event permit as  
Permit Applicant's Name [Please print legibly.]

required by Article II of Chapter 57 of the Code of Clarke County, Virginia, that event  
 titled: \_\_\_\_\_

shall take place on \_\_\_\_\_ at  
Specify Date[s]  
*1352 Tilthammer Mill Road, Boyce, VA 22620*  
Event Location and/or Address

in Clarke County, Virginia, and I, \_\_\_\_\_  
Landowner or Leaseholder's Name

the landowner/ leaseholder of such event location, give our permission for the County Administrator, the county's lawful agents or duly constituted law enforcement officers to go upon the aforementioned property where the special event will take place at any time for the purpose of determining compliance with the provisions of Article II of Chapter 57 of the Code of Clarke County, Virginia. This permission shall specifically include the period of set up and shut down of the event.

We understand that any of the above-referenced officials shall have the right to revoke any permit issued under the aforementioned article upon noncompliance with any of its provisions and conditions.

\_\_\_\_\_  
 Permit Applicant  
Secondary Signature[s] If Applicable  
*Trevor Creany*  
 \_\_\_\_\_  
 Permit Applicant

*Steve Niswander*  
 \_\_\_\_\_  
 Event Location Owner/Leaseholder  
Secondary Signature[s] If Applicable  
 \_\_\_\_\_  
 Event Location Owner/Leaseholder



Shepherds Ford Productions, LLC  
PO Box 462, Berryville, VA 22611  
Phone: 540-955-1621  
Email: [mail@shepherdsford.com](mailto:mail@shepherdsford.com)  
[www.shepherdsford.com](http://www.shepherdsford.com)

## 2021 Event Plan

### **Name of Event**

- 1) River and Roots
- 2) Watermelon Pickers Fest
- 3) Single Day Events

### **Location of Event**

1352 Tilthammer Mill Road  
Boyce, VA 22620

### **Dates:**

- 1) June 24 - June 26, 2021 (Similar weekend in June 2022 and 2023)
- 2) September 16 - September 18, 2021 (Similar weekend in September 2022 and 2023)
- 3) TBD

### **Estimate the number of Attendees (maximum expected):**

- 1) 1,500 - 2,000
- 2) 3,500
- 3) 500 - 3,500 depending on the event.

## **§ 57.7. Special Event Requirements**

### **General Information:**

#### **a) Event hours.**

Dates and Times:

- 1) 9/16-18/2021, 10am-11:59pm, overnight camping
- 2) 6/24-26/2021, 10am-11:59pm, overnight camping
- 3) TBD - 10:00 am- 11:59pm

Highest attendance and an estimate of attendance:

- 1) Saturday, September 18: Estimated 3,500 attendees
- 2) Saturday, June 26: Estimated 1,500-2,000 attendees
- 3) 3,500

#### **b) Admission regulated.**

Statement of the plan for controlling admission to the event:

A limited amount of tickets will be sold online in accordance with the event permit limits to attendance. Shepherds Ford Productions ticket booth staff will scan tickets and control entry to the event. All attendees will be required to wear a wristband the entire time they are on site.

#### **c) Limits to attendance.**

Total number of tickets to be offered for sale: 3,500 tickets for sale for each day of the event with a maximum attendance with staff and performers of 3,750.

#### **p) Liability insurance.**

Certificate of insurance, with County of Clarke Virginia listed as an additional insured, will be submitted to the Clarke County Administrator before the event date.

#### **r) Permission for Entry.**

See attached written Permission for Entry letter signed by Steve Niswander (property owner) and Shepherds Ford Productions, LLC.

#### **Adjoining Property Owners.**

See attached copy of the notice sent to all adjoining property owners.

See attached list of all adjacent property owners, with addresses.

### **Health Department Notice and Approvals:**

See attached SFP written plan submitted to the Health Department.

#### **d) Water supply.**

The property has multiple wells with potable water. Patrons are encouraged to bring their own water. Bottled water will be available for purchase through multiple food vendors on site.

#### **e) Toilet and/or lavatory facilities.**

The event will supply portable toilets to comply with the rate of 1:75 attendees, with 1:500 handicap units provided, as per the Health Department requirements.

#### **f) Waste management.**

Waste Management Services will provide, at minimum, daily waste removal.

#### **k) Food & Beverage.**

All food vendors will be state licensed mobile units. A list of contact information for each vendor and a copy of the vendor's current state licence certificate will be provided to the County Health Department prior to the event.

Alcoholic beverages will be sold at this event. A banquet license will be applied for through Virginia ABC.

### **Local Fire & Rescue Company Notice and Approvals**

See attached SFP written plan submitted to John H. Enders Fire Company and Rescue Squad.

#### **g) Medical facilities.**

A tented area with unobstructed egress to the county road will be provided for the emergency medical personnel and transport vehicle. Medical personnel will be on site during the day and peak evening hours as per the directions of the Chief at Enders Volunteer Fire and Rescue (see SFP letter attached).

#### **h) Fire protection.**

Event staff will be instructed as to the location and proper use of on-site fire extinguishers and water supplies. All personnel will be instructed to utilize the County 911 system in the event of a large fire emergency.

## **Sheriff's Notice and Approvals**

See attached SFP written plan submitted to the Sheriff.

### **i) Traffic and parking control.**

See attached letters to the Sheriff, VDOT and State Police.

### **j) Security.**

See attached letter to the Sheriff, VDOT and State Police.

## **Building Department Notice and Approvals**

See attached SFP written plan submitted to the Building Department.

### **l) Lighting/Illumination.**

Outdoor lighting will be utilized.

### **m) Temporary Structures.**

Types of temporary structures: Tents

### **o) Communication system.**

Substitute, additional, and/or alternate means of communication will be utilized. Event staff will be equipped with portable radios for on site communication.

### **p) Necessary Safety Services.**

Additional safety services are not required for these events.





Hammer Mill Rd

Shenandoah River

Shenandoah River

Shenandoah River

Camping Area

Camping Area

Day Parking Lot

Event Area (Stage and Vendors)

Camping Area

River Farm

Site Operations

Shenandoah River

621

Enter/Exit

Ticket Booth

Adjoining Property Owners  
(of 1352 Tilthammer Mill Road, Boyce, VA 22620)

John Hoel  
416 Berry St SE  
Vienna, VA 22180  
(Tax Map # 30 A 84)

Belinda L Burwell & James Klenkar  
PO Box 288  
Millwood, VA 22646  
(Tax Map # 30 A 82A)

TRS BURWELL VAN LENNEP FOUNDATION  
% JEROME H GARVER JR  
1391 Tilthammer Mill Rd  
Boyce, VA 22620  
(Tax Map # 31 A 3)

**Adjoining Property Owner  
Special Event Notice**

October 9, 2020

Belinda L Burwell & James Klenkar  
PO Box 288  
Millwood, VA 22646

This notice is to advise adjoining property owners that a special event application has been forwarded this day to the County of Clarke, Virginia for the following event to be conducted at:

1352 Tilthammer Mill Rd, Boyce, VA 22620

Name of Events: River and Roots Festival; Watermelon Pickers Fest

Dates and Times of Event:

River and Roots Festival:

Tuesday, June 22 , 2021; 9am-11pm; Camping only. No events.

Wednesday, June 23, 2021; 9am-11pm; Camping only. No events.

Thursday, June 24, 2021; Gates open 9am. Music from 12pm to 12am.

Friday, June 25, 2021; Gates open 9am. Music from 12pm to 12am.

Saturday, June 26, 2021; Gates open 9am. Music from 12pm to 12am.

Sunday, June 27, 2021; Campers pack up and leave. No events.

Watermelon Pickers Fest:

Tuesday, Sept 14, 2021; 9am-11pm; Camping only. No events.

Wednesday, Sept 15, 2021; 9am-11pm; Camping only. No events.

Thursday, Sept 16, 2021; Gates open 9am. Music from 12pm to 12am.

Friday, Sept 17, 2021; Gates open 9am. Music from 12pm to 12am.

Saturday, Sept 18, 2021; Gates open 9am. Music from 12pm to 12am.

Sunday, Sept 19, 2021; Campers pack up and leave. No events.

These events will feature musical performances by both grammy winning national acts as well as regional and local talent. Musical performances will end no later than 12:00am each night. This is a multi-day music festival which includes musical performances, educational workshops by the performers, mandolin, acoustic guitar, and band contests as well as on-site camping, children's activities and food and craft

vending. We are expecting a maximum of 3,500 attendees. Alcohol will be sold at this event. The main stage has been located in such a way as to minimize the noise level for the neighbors.

If you have questions, concerns or would care to review the full text of the application, please contact the following by October 25, 2020.

Shepherds Ford Productions, LLC  
PO Box 462, Berryville, VA 22611  
[mail@shepherdsford.com](mailto:mail@shepherdsford.com)  
540-955-1621

If you are unable to reach the person listed above at the address or telephone number listed above, you may contact the County Administrator at 540-955-5175.

Regards,

Shepherds Ford Productions, LLC

**Adjoining Property Owner  
Special Event Notice**

October 9, 2020

John Hoel  
416 Berry St SE  
Vienna, VA 22180

This notice is to advise adjoining property owners that a special event application has been forwarded this day to the County of Clarke, Virginia for the following event to be conducted at:

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Tuesday, June 22 , 2021; 9am-11pm; Camping only. No events.

Wednesday, June 23, 2021; 9am-11pm; Camping only. No events.

Thursday, June 24, 2021; Gates open 9am. Music from 12pm to 12am.

Friday, June 25, 2021; Gates open 9am. Music from 12pm to 12am.

Saturday, June 26, 2021; Gates open 9am. Music from 12pm to 12am.

Sunday, June 27, 2021; Campers pack up and leave. No events.

Watermelon Pickers Fest:

Tuesday, Sept 14, 2021; 9am-11pm; Camping only. No events.

Wednesday, Sept 15, 2021; 9am-11pm; Camping only. No events.

Thursday, Sept 16, 2021; Gates open 9am. Music from 12pm to 12am.

Friday, Sept 17, 2021; Gates open 9am. Music from 12pm to 12am.

Saturday, Sept 18, 2021; Gates open 9am. Music from 12pm to 12am.

Sunday, Sept 19, 2021; Campers pack up and leave. No events.

These events will feature musical performances by both grammy winning national acts as well as regional and local talent. Musical performances will end no later than 12:00am each night. This is a multi-day music festival which includes musical performances, educational workshops by the performers, mandolin, acoustic guitar, and band contests as well as on-site camping, children's activities and food and craft

vending. We are expecting a maximum of 3,500 attendees. Alcohol will be sold at this event. The main stage has been located in such a way as to minimize the noise level for the neighbors.

If you have questions, concerns or would care to review the full text of the application, please contact the following by October 25, 2020.

Shepherds Ford Productions, LLC  
PO Box 462, Berryville, VA 22611  
[mail@shepherdsford.com](mailto:mail@shepherdsford.com)  
540-955-1621

If you are unable to reach the person listed above at the address or telephone number listed above, you may contact the County Administrator at 540-955-5175.

Regards,

Shepherds Ford Productions, LLC

**Adjoining Property Owner  
Special Event Notice**

October 9, 2020

TRS BURWELL VAN LENNEP FOUNDATION  
% JEROME H GARVER JR  
1391 Tilthammer Mill Rd  
Boyce, VA 22620

This notice is to advise adjoining property owners that a special event application has been forwarded this day to the County of Clarke, Virginia for the following event to be conducted at:

1352 Tilthammer Mill Rd, Boyce, VA 22620

Name of Events: River and Roots Festival; Watermelon Pickers Fest

Dates and Times of Event:

River and Roots Festival:

Tuesday, June 22 , 2021; 9am-11pm; Camping only. No events.  
Wednesday, June 23, 2021; 9am-11pm; Camping only. No events.  
Thursday, June 24, 2021; Gates open 9am. Music from 12pm to 12am.  
Friday, June 25, 2021; Gates open 9am. Music from 12pm to 12am.  
Saturday, June 26, 2021; Gates open 9am. Music from 12pm to 12am.  
Sunday, June 27, 2021; Campers pack up and leave. No events.

Watermelon Pickers Fest:

Tuesday, Sept 14, 2021; 9am-11pm; Camping only. No events.  
Wednesday, Sept 15, 2021; 9am-11pm; Camping only. No events.  
Thursday, Sept 16, 2021; Gates open 9am. Music from 12pm to 12am.  
Friday, Sept 17, 2021; Gates open 9am. Music from 12pm to 12am.  
Saturday, Sept 18, 2021; Gates open 9am. Music from 12pm to 12am.  
Sunday, Sept 19, 2021; Campers pack up and leave. No events.

These events will feature musical performances by both grammy winning national acts as well as regional and local talent. Musical performances will end no later than 12:00am each night. This is a multi-day music festival which includes musical performances, educational workshops by the performers, mandolin, acoustic guitar, and



band contests as well as on-site camping, children's activities and food and craft vending. We are expecting a maximum of 3,500 attendees. Alcohol will be sold at this event. The main stage has been located in such a way as to minimize the noise level for the neighbors.

If you have questions, concerns or would care to review the full text of the application, please contact the following by October 25, 2020.

Shepherds Ford Productions, LLC  
PO Box 462, Berryville, VA 22611  
[mail@shepherdsford.com](mailto:mail@shepherdsford.com)  
540-955-1621

If you are unable to reach the person listed above at the address or telephone number listed above, you may contact the County Administrator at 540-955-5175.

Regards,

Shepherds Ford Productions, LLC

October 9, 2020

To: James Royston, II, Building Official  
101 Chalmers Court, Suite B  
Berryville, VA 22611

Dear Mr. Royston,

This letter is to inform you that Shepherds Ford Productions is filing a special event permit application with Clarke County to host Watermelon Pickers Fest and River & Roots Festival at 1352 Tilthammer Mill Road, Boyce, VA 22620 on Sept. 16-18, 2021 and June 24-26, 2021 respectively. As required in the application, I am informing you of our lighting plan and tent inspections.

Site lighting and generators will be provided through a local rental outlet. We will apply for the proper permits to accommodate any generator inspections as needed.

A temporary building permit will be acquired for any tent that covers more than 900 sq ft. I will not be able to include this permit with my application as I am submitting it more than 4 months prior to the erection of the tents and, therefore, prior to your ability to perform an inspection.

If you need to contact me either for clarification of or amendment to this plan please do so as soon as possible at 540-955-1621. I am submitting the application to the County Administrator for consideration at the next available Board of Supervisors meeting. .

If this plan fulfills all the requirements for your department's approval, please send an approval email or letter to Brianna Taylor at the County Administration Office <[btaylor@clarkecounty.gov](mailto:btaylor@clarkecounty.gov)>. Again, thank you for your assistance in these preparations.

Sincerely,

Shepherds Ford Productions, LLC

Zimbra

btaylor@clarkecounty.gov

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**Re: Watermelon Pickers Fest, River & Roots Festival, Single-day Event 2021, 2022, 2023**

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**From :** Angie Cather <acather@clarkecounty.gov>

Thu, Oct 15, 2020 10:41 AM

**Subject :** Re: Watermelon Pickers Fest, River & Roots Festival, Single-day Event 2021, 2022, 2023**To :** Brianna Taylor <btaylor@clarkecounty.gov>**Cc :** Michelle Shayeb <mshayeb@clarkecounty.gov>

Hello Brianna,

The Building Dept. acknowledges receipt of the Special Events application submitted and is prepared to issue any necessary permits.

Angie Cather - Office Manager/Permit Technician  
Clarke County Building Department  
101 Chalmers Crt, Suite B  
Berryville, VA 22611  
(540) 955-5112  
acather@clarkecounty.gov

---

**From:** "Brianna Taylor" <btaylor@clarkecounty.gov>**To:** "Matthew Blacklock" <matthew.blacklock@vsp.virginia.gov>, "Clarissa Bonnefond" <clarissa.bonnefond@vdh.virginia.gov>, "Bobby Boyce" <Bobby.Boyce@VDOT.Virginia.gov>, "Brian Lichty" <blichty@clarkecounty.gov>, "Jamie Royston" <jroyston@clarkecounty.gov>, "acather" <acather@clarkecounty.gov>, "Tony Roper" <troper@clarkecounty.gov>, "Travis Sumption" <tsumption@clarkecounty.gov>**Cc:** "trevor creany" <trevor.creany@gmail.com>**Sent:** Tuesday, October 13, 2020 11:51:59 AM**Subject:** Watermelon Pickers Fest, River & Roots Festival, Single-day Event 2021, 2022, 2023

Good Afternoon All,

Following up via email to letters sent out by Shepherds Ford Productions, LLC, Trevor Creany on October 9, 2020. Attached to this email is a pdf of the special event permit application- large event for Watermelon Pickers Fest, River and Roots Festival, and a single-day event for 2021, 2022, and 2023. Code of Clarke County, Chapter 57: Special Events allows 45 days for response, the 45-day deadline will be Friday, November 27, 2020.

Medium or Large Special Event. Upon receipt of a complete Medium or Large Special Event permit application,

- The County Administrator shall forward the completed application to the:

- Clarke County Building Official,
- Clarke County Sheriff,
- Chief of the Fire and Rescue Company serving the location, and
- Local offices of the Virginia Departments of Health, State Police, and Transportation for comment and/or agency approval.

The public agency shall respond with comments and/or agency approval within 45 calendar days. Failure to respond within 45 calendar days shall be deemed approval by the agency.

Please respond by Friday, November 27, 2020.

Thank you,  
Brianna R. Taylor  
Deputy Clerk to the Board of Supervisors  
Conflict of Interest Officer  
Employee Support Coordinator  
County of Clarke  
101 Chalmers Court, Suite B  
Berryville, Virginia 22611  
540-955-5175

October 9, 2020

To: Brian Lichty  
Fire & EMS Director  
101 Chalmers Court, Suite B.  
Berryville, VA 22611

Dear Mr. Lichty,

This letter is to inform you that Shepherds Ford Productions is filing a special event permit application with Clarke County to host Watermelon Pickers Fest and River & Roots Festival at 1352 Tilthammer Mill Road, Boyce, VA 22620 on Sept. 16-18, 2021 and June 24-26, 2021 respectively.

The events will begin on Thursday afternoon with a limited schedule and low attendance. Friday and Saturday will be full days of music and activities, with performances ending no later than 11:59 pm. Our attendance this year is expected to peak around 3,500 for Watermelon Pickers Fest and 1,500-2,000 for River & Roots Festival. On-site camping offered for the duration of each event.

Our plan is to contract a professional event medical team, "Bear Care Medical," to provide around the clock team coverage for the entire event. Their staff are all professionally trained and certified for EMS. They have worked well with Clarke County EMS on several events. We believe this approach minimizes the burden on the county personnel and meets the requirements to provide adequate medical services. We have worked with Bear Care Medical to construct a plan that we hope will meet with your approval.

If you have any questions or require clarification please contact me at 540-955-1621 or reply to <[mail@shepherdsford.com](mailto:mail@shepherdsford.com)>.

If this plan adequately meets the requirements for medical services. Please send an approval email or letter to Brianna Taylor at the County Administration Office <[btaylor@clarkecounty.gov](mailto:btaylor@clarkecounty.gov)>. Thank you for your attention to this matter.

Sincerely,

Shepherds Ford Productions, LLC



## Estimation of Emergency Medical Care Resources at Special Events



**EVENT: Watermelon Pickers Fest -3 events**

**Daily Population: 3500**

**DATES: Sept. 16/18, 2021, June 24-26,**

**Table 1 Event Nature- a,b,c,d**

A: Type Event	Score	B: Venue	Score
Classical performance	2	Indoor	1
Public exhibition	3	Stadium	2
Pop/Rock concert	5	Outdoor in confined location Park etc	2
Dance event	8	Other outdoor, eg Festival	3
Equestrian	2	Widespread public location in streets	4
Marine	3	Temporary outdoor Structures	4
Motorcycle display	3	Includes overnight Camping	5
Aviation	3	<b>B- Your Choice</b>	3
Motor sport	4		
State occasions	2	C. Stand /Seat	Score
VIP visits/summit	3	Seated	1
Music festival	3	Mixed	2
Pyrotechnic display	4	Standing	3
New year celebration	7	<b>C- Your Choice</b>	2
Demonstrations/ Political events			
*Low risk of disorder	2	D. Audience profile	Score
*Medium risk of Disorder	5	Full mix, in family groups	2
*High risk of disorder	7	Full mix, not in family groups	3
*Opposing factions involved	9	Predominantly young adults	3
		Predominantly children and teenagers	4
<b>A- Your Choice</b>	3	Predominantly elderly	4
		Full mix, rival factions	5
		<b>D- Your Choice</b>	2

**Table 1 Ratio Score      10**

**Table 2 Event Intelligence- e,f**

E: Past history	Score	F: Expected numbers	Score
*Good data, low casualty rate previously (< 1%)	-1	<1000	1
*Good data, medium casualty rate previously (1%-2%)	1	<3000	2
*Good data, high casualty rate previously (> 2%)	2	<5000	8
*First event, no data	3	<10000	12
<b>E- Your Choice</b>	-1	<20000	16
		<30000	20
		<40000	24
		<60000	28
		<80000	34
		<100000	42
		<200000	50
		<300000	58
		<b>F- Your Choice</b>	8

**Table 2 Ratio Score      7**

**Table 3 Event Factors- g-l**

<b>G: Expected queuing</b>	<b>Score</b>	<b>H: Time of year (outdoors)</b>	<b>Score</b>
Less than 2 hr.	1	Summer	2
More than 3 hr.	2	Autumn	1
More than 12 hr.	3	Winter	2
<b>G- Your Choice</b>	3	Spring	1
		<b>H- Your Choice</b>	2

<b>I: Proximity to nearest hospital</b>	<b>Score</b>	<b>J: Profile of definitive care</b>	<b>Score</b>
Less than 30 min by road	0	Choice of A & E departments	1
More than 30 min by road	2	Large of A & E departments	2
<b>I- Your Choice</b>	0	Small of A & E departments	3
		<b>J- Your Choice</b>	0

<b>K: Additional Hazard Indicators</b>	<b>Score</b>	<b>L. Additional On-Sight Facilities</b>	<b>Score</b>
Carnival	1	Suturing	-2
Helicopters	1	X-ray	-2
Motor sport	1	Minor surgery	-2
Parachute display	1	Plastering	-2
Street theatre	1	Psychiatric/GP facilities	-2
Other- Model Rockets	1	First Aide/Triage	-2
<b>K- Your Choice</b>	0	<b>L- Your Choice</b>	0

**TABLE 3 SCORE RATIO**      **5**

**TOTAL VALUE**      **22**

<b>Requirement as per sheet 2 (below)</b>		
<b>APPARATUS/ FACILITY</b>	<b>#UNITS</b>	<b># PERSONNEL</b>
Command Posts		
ALS Transports		
BLS Transports	1	2
Roving ALS	1	1-1.5
Roving BLS		
First Aide Stations	1	3
Mobile Hospital		
Fire Engine Type I		
Fire Tanker		
Specialty Unit:		
Specialty Unit:		
Specialty Unit:		
<b>TOTALS:</b>	<b>3</b>	<b>5</b>

October 9, 2020

To: Clarissa Bonnefond  
100 North Buckmarsh Street  
Berryville, VA 22611

Dear Clarissa Bonnefond,

This letter is to inform you that Shepherds Ford Productions is filing a special event permit application with Clarke County to host Watermelon Pickers Fest and River & Roots Festival at 1352 Tilthammer Mill Road, Boyce, VA 22620 on Sept. 16-18, 2021 and June 24-26, 2021 respectively.

Please see below our plan to address the concerns of the Health Department.

- 1) Water supply: The property has multiple wells with potable water. Patrons are encouraged to bring their own water. Bottled water will be available for purchase through multiple food vendors on site.
- 2) Toilet and/or lavatory facilities: The event will supply portable toilets to comply with the rate of 1:75 attendees, with 1:500 handicap units provided, as per the Health Department requirements.
- 3) Waste management: Waste Management Services will provide, at minimum, daily waste removal.
- 4) Food & Beverage: All food vendors will be state licensed mobile units. A list of contact information for each vendor and a copy of the vendor's current state licence certificate will be provided to the County Health Department prior to the event.
- 5) ABC: Alcoholic beverages will be sold at this event. A banquet license will be applied for through Virginia ABC.

The special event application will be submitted for consideration by the Board of Supervisors at their next available meeting. If you have any questions, you can reach Trevor Creany at 540-336-4596 or [trevor.creany@gmail.com](mailto:trevor.creany@gmail.com). If this plan is adequate, please reply with your approval so that I may include your approval with the permit application.

Sincerely,

Shepherds Ford Productions, LLC



October 9, 2020

To: Anthony W. Roper, Sheriff  
100 N. Church Street  
Berryville VA, 22611

Dear Sheriff Roper,

This letter is to inform you that Shepherds Ford Productions is filing a special event permit application with Clarke County to host Watermelon Pickers Fest and River & Roots Festival at 1352 Tilthammer Mill Road, Boyce, VA 22620 on Sept. 16-18, 2021 and June 24-26, 2021 respectively.

The application is requesting 3,500 tickets. Our attendance this year is expected to peak around 3,500 for Watermelon Pickers Fest and 1,500-2,000 for River & Roots Festival. We will provide professional security during the entire event, with a minimum of two security personnel at the times of low attendance and six or more during the peak hours of the event. We have designed the security program so to maintain high visibility of our trained and certified personnel. We are able to accurately track tickets sold and persons on site at any time. All guests are informed of the rules and expectations. Alcohol will be sold at this event and a permit will be acquired through VA ABC. As always the presence of your on-duty deputies is welcomed and appreciated. We have included the right to enter agreement in our permit to assure the county of this.

All festival promotional materials will encourage use of Rt. 50 as the primary approach to the festival. Event staff and additional signs will direct traffic into the entrance. The ticket booth will be positioned so that there is ample room for vehicles to line up without blocking Tilthammer Mill Road. Vehicle traffic within the event site will be reduced by the addition of a separate parking area for day parking. These plans will greatly improve traffic flow and pedestrian safety. The performance area will have restricted access and be limited to foot or logistical traffic only.

All event staff working with traffic will be provided with some type of safety vest and light. In addition all event staff will be instructed how to contact the appropriate emergency services should the need arise. VDOT and the State Police are also being informed of this event and I will define our needs with them directly. In previous years, it was determined that no additional measures were needed.

I am submitting the application for consideration by the Board of Supervisors at their next meeting. If you have any questions, you can reach me at 540-955-1621 or [mail@shepherdsford.com](mailto:mail@shepherdsford.com).

If this plan fulfills all the requirements for your department's approval, please send an approval email or letter to Brianna Taylor at the County Administration Office [btaylor@clarkecounty.gov](mailto:btaylor@clarkecounty.gov). Again, thank you for your assistance in these preparations.

Sincerely,

Shepherds Ford Productions, LLC

Zimbra

btaylor@clarkecounty.gov

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**Re: Watermelon Pickers Fest, River & Roots Festival, Single-day Event 2021, 2022, 2023**

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**From :** Tony Roper <troper@clarkecounty.gov>

Fri, Oct 16, 2020 09:23 AM

**Subject :** Re: Watermelon Pickers Fest, River & Roots Festival, Single-day Event 2021, 2022, 2023**To :** Brianna Taylor <btaylor@clarkecounty.gov>**Cc :** Matthew blacklock <matthew.blacklock@vsp.virginia.gov>, clarissa bonnefond <clarissa.bonnefond@vdh.virginia.gov>, Bobby Boyce <Bobby.Boyce@VDOT.Virginia.gov>, Brian Lichty <blichty@clarkecounty.gov>, Jamie Royston <jroyston@clarkecounty.gov>, Angie Cather <acather@clarkecounty.gov>, tsumption <tsumption@clarkecounty.gov>, Trevor Creany <trevor.creany@gmail.com>

Good day, Ms. Taylor,

The application and plan addresses all areas of concern for the Sheriff's Office and I endorse approval.

Let me know if need anything further.

Thanks

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**From:** "Brianna Taylor" <btaylor@clarkecounty.gov>**To:** "Matthew blacklock" <matthew.blacklock@vsp.virginia.gov>, "clarissa bonnefond" <clarissa.bonnefond@vdh.virginia.gov>, "Bobby Boyce" <Bobby.Boyce@VDOT.Virginia.gov>, "Brian Lichty" <blichty@clarkecounty.gov>, "Jamie Royston" <jroyston@clarkecounty.gov>, "Angie Cather" <acather@clarkecounty.gov>, "Tony Roper" <troper@clarkecounty.gov>, "tsumption" <tsumption@clarkecounty.gov>**Cc:** "Trevor Creany" <trevor.creany@gmail.com>**Sent:** Tuesday, October 13, 2020 11:51:59 AM**Subject:** Watermelon Pickers Fest, River & Roots Festival, Single-day Event 2021, 2022, 2023

Good Afternoon All,

Following up via email to letters sent out by Shepherds Ford Productions, LLC, Trevor Creany on October 9, 2020. Attached to this email is a pdf of the special event permit application- large event for Watermelon Pickers Fest, River and Roots Festival, and a single-day event for 2021, 2022, and 2023. Code of Clarke County, Chapter 57: Special Events allows 45 days for response, the 45-day deadline will be Friday, November 27, 2020.

Medium or Large Special Event. Upon receipt of a complete Medium or Large Special Event permit application,

- The County Administrator shall forward the completed application to the:

- Clarke County Building Official,
- Clarke County Sheriff,
- Chief of the Fire and Rescue Company serving the location, and
- Local offices of the Virginia Departments of Health, State Police, and Transportation for comment and/or agency approval.

The public agency shall respond with comments and/or agency approval within 45 calendar days. Failure to respond within 45 calendar days shall be deemed approval by the agency.

Please respond by Friday, November 27, 2020.

Thank you,

Brianna R. Taylor

Deputy Clerk to the Board of Supervisors

Conflict of Interest Officer

Employee Support Coordinator

County of Clarke

101 Chalmers Court, Suite B

Berryville, Virginia 22611

540-955-5175

October 9, 2020

To: Mr. Bobby Boyce  
14031 Old Valley Pike  
Edinburg, VA 22824

Cc: 1st Sergeant Matthew C. Blacklock  
Virginia State Police  
3680 Valley Pike  
Winchester, VA 22602

Dear Mr. Boyce and 1st Sergeant Blacklock,

This letter is to inform you that Shepherds Ford Productions is filing a special event permit application with the County of Clarke Virginia to host Watermelon Pickers Fest and River & Roots Festival at 1352 Tilthammer Mill Road, Boyce, VA 22620 on Sept. 16-18, 2021 and June 24-26, 2021 respectively.

As required by Clarke County application for Special Event Permit, I am writing to request your approval for our traffic safety plan. In past years, the VDOT has not indicated the need for any extra requirements for this event. I believe that this will be true of this year's event as well. I am submitting the permit application for consideration by the Clarke County Board of Supervisors at their next meeting, and would appreciate you providing your approval. Thank you for your consideration of this matter.

Event size: We are requesting a permit for a maximum attendance of 3,500. We are expecting the attendance to be 3,500 at Watermelon Pickers Fest and 1,500-2,000 at River & Roots Festival.

Event Description: Watermelon Pickers Fest and River & Roots Festival are three-day traditional music events including performances by local and national musicians, workshops for all ages in music, dance, scenic river protection and environmental stewardship, and includes food and craft vendors and on-site camping. Performances are scheduled each day from early afternoon to no later than 11:59pm.

As it pertains to ingress and egress, 1352 Tilthammer Mill Road, Boyce, VA 22620 is located in an isolated location in Clarke County, Virginia. Traffic is directed to approach and depart the campground via US 50 to Tilthammer Mill Road. We will position the ticket booth more than one hundred yards off Tilthammer Mill Road so as to eliminate the possibility of vehicles becoming backed up onto the main road.

If you have any questions, require the implementation of other procedures you can reach me at 540-955-1621 or <[mail@shepherdsford.com](mailto:mail@shepherdsford.com)>. If this plan fulfills all the requirements for your department's approval, please send an approval email or letter to Brianna Taylor at the County Administration Office <[btaylor@clarkecounty.gov](mailto:btaylor@clarkecounty.gov)>. Again, thank you for your assistance in these preparations.

Sincerely,

Shepherds Ford Productions, LLC

Zimbra

btaylor@clarkecounty.gov

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**Clarke County - Route 621 - Watermelon Pickers Fest, River & Roots Festival, Single-day Event 2021, 2022, 2023**

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**From :** Arthur Boyce <bobby.boyce@vdot.virginia.gov>  
**Subject :** Clarke County - Route 621 - Watermelon Pickers Fest,  
River & Roots Festival, Single-day Event 2021, 2022,  
2023

Mon, Oct 19, 2020 01:50 PM

 2 attachments

**To :** Brianna Taylor <btaylor@clarkecounty.gov>  
**Cc :** Rhonda Funkhouser  
<Rhonda.Funkhouser@vdot.virginia.gov>

COMMONWEALTH of VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
Staunton/Edinburg Land Development  
14031 Old Valley Pike  
Edinburg, VA 22824

Dear Ms. Taylor:

We have reviewed the above subject Event Permit Application for years 2021, 2022, and 2023 for impacts to the local roadway system. We have no objects to the proposed events, provided nothing impedes through traffic or creates a backup onto Route 621.

We appreciate the County's efforts to include VDOT in the early planning stages for events. If you have any questions or need further information, please do not hesitate to give me a call.

Thanks,

*Bobby Boyce*

VDOT- Land Development Engineer  
Shenandoah, Frederick, Clarke, & Warren Counties  
14031 Old Valley Pike  
Edinburg, VA 22824  
(540)984-5631

---

**From:** Brianna Taylor <btaylor@clarkecounty.gov>

**Sent:** Tuesday, October 13, 2020 11:52 AM

**To:** Matthew Blacklock <matthew.blacklock@vsp.virginia.gov>; Clarissa Bonnefond <clarissa.bonnefond@vdh.virginia.gov>; Bobby Boyce@VDOT.Virginia.gov; Brian Lichty <blichty@clarkecounty.gov>; Jamie Royston <jroyston@clarkecounty.gov>; Angie Cather <acather@clarkecounty.gov>; Tony Roper <troper@clarkecounty.gov>; Travis Sumption

<[tsumption@clarkecounty.gov](mailto:tsumption@clarkecounty.gov)>

**Cc:** Trevor Creany <[trevor.creany@gmail.com](mailto:trevor.creany@gmail.com)>

**Subject:** Watermelon Pickers Fest, River & Roots Festival, Single-day Event 2021, 2022, 2023

Good Afternoon All,

Following up via email to letters sent out by Shepherds Ford Productions, LLC, Trevor Creany on October 9, 2020. Attached to this email is a pdf of the special event permit application-large event for Watermelon Pickers Fest, River and Roots Festival, and a single-day event for 2021, 2022, and 2023. Code of Clarke County, Chapter 57: Special Events allows 45 days for response, the 45-day deadline will be Friday, November 27, 2020.

Medium or Large Special Event. Upon receipt of a complete Medium or Large Special Event permit application,

- The County Administrator shall forward the completed application to the:
  - Clarke County Building Official,
  - Clarke County Sheriff,
  - Chief of the Fire and Rescue Company serving the location, and
  - Local offices of the Virginia Departments of Health, State Police, and

Transportation for comment and/or agency approval. The public agency shall respond with comments and/or agency approval within 45 calendar days. Failure to respond within 45 calendar days shall be deemed approval by the agency.

Please respond by Friday, November 27, 2020.

Thank you,  
Brianna R. Taylor  
Deputy Clerk to the Board of Supervisors  
Conflict of Interest Officer  
Employee Support Coordinator  
County of Clarke  
101 Chalmers Court, Suite B  
Berryville, Virginia 22611  
540-955-5175

---

**Watermelon Pickers Fest River & Roots Festival Single Day Event SEP**

 **Application Large Event 2021 2022 2023.pdf**

1 MB

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Clarke County Government  
TREASURERS OFFICE  
101 Chalmers Ct  
Berryville, VA 22611  
(540) 955-5160  
Welcome

003136-0003 Juliee C. 10/28/2020 04:50PM

MISCELLANEOUS

Description: Other  
Permits, Fees & Licenses  
(OTHFEE)  
Other Permits, Fees &  
Licenses (OTHFEE)  
2021 Item: OTHFEE  
1 @ 700.00  
Other Permits, Fees &  
Licenses (OTHFEE) 700.00

Description: Credit Card  
Fees -Counter (CRDFEE)  
Credit Card Fees -Counter  
(CRDFEE)  
2021 Item: CRDFEE  
1 @ 17.50  
Credit Card Fees  
-Counter (CRDFEE) 17.50

-----  
717.50

Subtotal 717.50  
Total 717.50

EXTERNAL CC 717.50  
Ref Number V 95256G

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Change due 0.00

Paid by: SHEPHERD'S FORD PRODUCTIONS

Thank you for your payment

CUSTOMER COPY



# Public Hearing Notice

The Board of Supervisors of Clarke County will conduct a public hearing in the Berryville Clarke County Government Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, VA, on Tuesday, December 15, 2020 at 6:30 pm to hear public comment on the following matters:

**PH 2020-05:** Revised 2020 Recreation Component Plan. The Recreation Component Plan is an implementing component plan of the Clarke County Comprehensive Plan and was originally adopted on August 18, 2015. The purpose of the Plan is to address the recreational needs of the community and describe existing resources, how they will be protected and promoted, and the steps that should be taken to insure the continued viability and enhancement of these resources for present and future generations. The revision is being conducted as a five-year review of the Plan and is limited to documenting changes to recreational resources, programs, and facilities that have been added or modified since the Plan's adoption, and incorporating resources that are not addressed in the current Plan. No changes are proposed to the Plan's Goals (Chapter II) or Strategies (Chapter III).

**PH 2020-06:** Watermelon Pickers Fest, River & Roots Festival, Single-day event Special Event Permit Application, Large Event (1000+) at 1352 Tilthammer Mill Road, Berryville (31-A-2) for years 2021, 2022, 2023. Applicant/Event Director: Shepherds Ford Production LLC/Trevor Creany.

Copies of the revised 2020 Recreation Component Plan and related documents are available to the public in the Clarke County Planning Department, and copies of the special event permit application is available to the public in the County's Administrator's Office, 101 Chalmers Court, during regular working hours.

Any person desiring to speak on the above matters should appear at the appointed time and place. Written copies of statements are requested but not required. Clarke County does not discriminate on the basis of handicapped status in admission to its programs and activities. Accommodations will be made for handicapped persons upon prior request.

Chris Boies,  
County Administrator