



Fluvanna County Parks and Recreation Department

P.O. Box 70, Palmyra, VA 22963

Special Event Application Checklist

Thank you for choosing Fluvanna County as a venue for your upcoming event. Completion of the Special Event Application is the first step in the planning process to secure the necessary approvals for your event. Our team of professionals is dedicated to assisting you through every step of the process.

A Special Event Application is required for any gathering that has any of the following elements:

- Alcohol
- Inflatables
- Use of amplified sound
- Walk/Run Route
- Tents
- Stages
- Specific location reservations
- Any advertising or sponsorship activities
- Family Reunion, Community Event, Tournament
- Selling or distributing of food, goods, or merchandise (incl. exercise classes, boot camps)

Fees for Admission/Non-Admission Based Events

Event Participants	1-50	51-250	251-500	501-2,500	2,501-5,000	5,000+
Daily Fee*	\$100	\$200	\$300	\$500	\$750	\$1,250
Deposit	\$100	\$100	\$150	\$250	\$375	\$625

* 50% discount for 501(c) Organizations

1. Applications and supplemental documents should be submitted to Fluvanna County Parks and Recreation. **The deposit must be submitted with the application to reserve the date(s) of your event.**
2. Information that's specific to your event may be added to the application up to 15 days prior to the event.
3. You may submit the Special Event Application as **early as twelve (12) months prior and no later than ninety (90) days in advance of your event date.**
4. **Incomplete, illegible, and/or unsigned applications will NOT be processed.**
5. Delays in providing required documents impact the County's ability to review and approve the application in a timely manner.
6. The following documents may be provided at any time throughout the application process, but must be received by P&R a minimum of **30 days prior to your the event**:
 - Certificate of insurance (*Listing Fluvanna County as "Additional Insured"*)
 - Any additional permits and licenses required (*e.g., ABC License, Health permit, etc.*)
7. For questions or assistance in completing your Special Event Application, please contact P&R at (434) 589-2016.

Fluvanna County Special Event Application

Section A – APPLICANT INFORMATION					
<i>Please notify the Parks Department if any information below changes.</i>					
APPLICANT NAME (Last, First MI)	18 YRS OF AGE OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO		COUNTY RESIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
TYPE OF APPLICATION <input type="checkbox"/> Individual <input type="checkbox"/> Non-Profit Org. <input type="checkbox"/> For Profit Org.			LIABILITY INSURANCE?* <input type="checkbox"/> YES <input type="checkbox"/> NO		
BUSINESS / ORGANIZATION / GROUP NAME		EVENT ON-SITE MANAGER NAME AND PHONE NUMBER			
MAILING ADDRESS		CITY	STATE	ZIP	
PHONE	CELL	FAX	EMAIL		
<p>*Applicants must submit a copy of their Certificate of General Liability Insurance in the amount of \$1,000,000 naming Fluvanna County as “additional insured” and the certificate holder for the date(s) of your event to include set up and tear down dates. Applicants must also have Fluvanna County listed on the applicants General Liability policy of insurance, including coverage for property damage while park property is occupied by the permittee.</p>					
Section B – EVENT INFORMATION					
EVENT NAME	EVENT DESCRIPTION		OPEN TO GENERAL PUBLIC? <input type="checkbox"/> YES <input type="checkbox"/> NO		
ANTICIPATED PARTICIPANTS <input type="checkbox"/> 1 – 50 <input type="checkbox"/> 51– 250 <input type="checkbox"/> 151- 500 <input type="checkbox"/> 501 – 2,500 <input type="checkbox"/> 2,501 – 5,000 <input type="checkbox"/> 5,000+					
EVENT TYPE <i>(check all that apply)</i>					
<input type="checkbox"/> Parade/Run/Walk/Bike event		<input type="checkbox"/> Festival	<input type="checkbox"/> Private Party	<input type="checkbox"/> Trail Ride	<input type="checkbox"/> Tournament
<input type="checkbox"/> Community Event		<input type="checkbox"/> Carnival	<input type="checkbox"/> Sporting Event	<input type="checkbox"/> Concert	<input type="checkbox"/> Family Reunion
EVENT LOCATION REQUESTED <i>(check all that apply)</i>					
Pleasant Grove Park:		<input type="checkbox"/> House Grounds	<input type="checkbox"/> Pole Barn	<input type="checkbox"/> Athletic Fields	<input type="checkbox"/> Stage
Carysbrook Sport Park:		<input type="checkbox"/> Gymnasium (w/tarp)	<input type="checkbox"/> Gymnasium (w/o tarp)	<input type="checkbox"/> Athletic Fields	
Heritage Trail Pavilions:		<input type="checkbox"/> Large (40 people)	<input type="checkbox"/> Small (25 people)		
Community Center:		<input type="checkbox"/> Stage Room (125)	<input type="checkbox"/> Rooms		
Civil War Park:		<input type="checkbox"/> Grounds			
EVENT DATE(s)	SET-UP TIME	START TIME	END TIME	BREAKDOWN TIME	

Section E – MEDICAL

Please include the event’s medical communication plan, contact number, first aid station location, and types of resources that will be at the event, description of how resources will be managed and deployed, as well as hours of set-up and dismantle of medical aid stations, as applicable.

Section F – STRUCTURES, TENTS, BLEACHERS, AND STAGES

Any structure, tent, bleacher or stage that will be inspected prior to the event may require additional forms and permit requests.

TENTS (Codes: **C** - Cooking underneath; **S** - Sales of food, merchandise, etc.; **D** – Info, registration, non-sales displays)

Code	No. of Tents:	Sizes (Sq Ft)

BLEACHERS, STAGE(S), OR SCAFFOLDING

Size	Supplier

MECHANICAL RIDES OR OTHER AMUSEMENT DEVICES (e.g., moon bounce)

Section G – RESTROOMS AND WASTE DISPOSAL

Portable Restroom pick-up date and time must be within 2 days of event conclusion.

# TRASH RECEPTACLES?	# PORTABLE RESTROOMS?	# HANDICAPPED PORTABLE RESTROOMS?	
PORTABLE RESTROOM PROVIDER NAME	PHONE NUMBER	DELIVERY DATE	PICK-UP DATE

Section H – PARKING AND TRANSPORTATION

Special parking permits and signage may be required.

HOW WILL PEOPLE GET TO/FROM YOUR EVENT? <input type="checkbox"/> Personal Vehicles <input type="checkbox"/> Shuttle/ Satellite Parking <input type="checkbox"/> Other; Explain: _____	WHERE WILL THE EVENT ATTENDEES/PARTICIPANTS PARK? <input type="checkbox"/> On-Street / Public Parking <input type="checkbox"/> Reserved Parking <input type="checkbox"/> Satellite Parking Location: _____	<input type="checkbox"/> School Grounds <input type="checkbox"/> Church Grounds
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SPECIAL PARKING NEEDS (for RV’s, trailer, support vehicles)

Vehicle Description	Location (Provide on-site map)	Purpose

Will your event require additional traffic/parking control at the entrance or anywhere on the grounds? YES NO

Section I – MAP AND LOGISTICS

All site and route maps are subject to the approval of Parks & Recreation Dept.

SITE MAP (required for all applicants)

Attach a site map clearly indicating the layout of the event. The site map should indicate the relative location of the following: (1) all sources of amplified sound, (2) tents and canopies with sizes; (3) stages, (4) promotional vehicles, (5) inflatables, (6) portable toilets, (6) dumpsters, (7) fencing, barricades, and other structures, (8) proposed driving paths for all equipment and supply vehicles, (9) location of vehicles you wish to retain on county property pre, during, and post event date, (10) locations of alcohol, food and merchandise service/sale, (11) Start/Finish of a walk, run, race event, (12) medical facilities or shelters, and (13) proposed trail or street closures.

ROUTE MAP (for runs, walks, bike rides, horse trail rides)

All events that will be a run, walk, or other activity in which participants will be following a course will be required to attach a route map and a written document of the proposed route of the event. For a more detailed route map, please use a free website such as, mapmyrun.com, Bing maps or Google maps.

Section J – OTHER PERMITS

In addition to a Special Event Application, other County, State, and private agencies may require a permit relative to your event. Please indicate below using the following codes if you have applied or will be applying for a permit from each listed agency.

HA – Have Applied **WA** - Will Apply **N/A** - Does Not Apply to this Event

CODE	DEPT/ AGENCY	ISSUE
	Planning/Zoning Dept:	Noise ordinance
	Health Dept:	Food concessions/ food sampling
	Fire Dept:	Fireworks, pyrotechnics, emergency plan
	Virginia ABC Dept:	Alcoholic beverages
	Building Insp. Dept:	Equipment inspections: tents (900+ sqft), bleachers, amusement rides, generators (30+ amps)
	Sheriff's Dept:	Request for street, road, and/or parking lot closures

Section K – HOLD HARMLESS CLAUSE

The responsible party / renter agrees to hold harmless the Department of Parks and Recreation, Fluvanna County, its officials and employees from and against any and all claims, suits, actions, damages and/or causes of action during the term of this agreement, for any personal injury, loss of life, property and/or damage to property sustained in or about the said premises, and from and against all cost, expenses and liability incurred in and about any such claims the investigation thereof or the defense of any action process brought thereon, and from and against any orders and/or judgments that may be entered therein including court costs and attorneys' fees, arising out of or resulting, directly or indirectly, from the Service Provider's (or Service Provider's subcontractor's) performance or breach of the contract. The responsible party / renter also agrees that by signing below they will pay for any damages incurred while using the park. Also, by signing below, this certifies that the rules for use have been read and understood.

APPLICANT SIGNATURE	APPLICANT TITLE	DATE
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PARKS & RECREATION USE ONLY

CATEGORY	YES	NO	N/A	NOTES
Rental Deposit (\$_____)				Check # -
Rental Fee (\$_____)				Check # -
Application Received				
Application Signed / Dated				
Photo ID Checked				
Event Narrative and Timeline				
IRS 501(c) Status Documents				
ABC License				
Site Map				
Route Map				
Traffic Control / Barricade Plan				
Ins. Certificate of Liability				
On Site Required				
Security Required				
Parking and Shuttle Plan				
Communications Plan				
Park Admin Approval				
Deposit Returned				Date: