

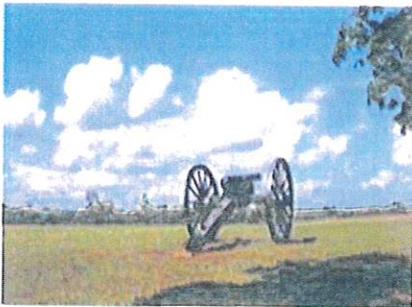


*Pd. 6-10-2020  
Cash  
\$25.00*

# APPOMATTOX COUNTY

Special Entertainment/Event

Permit Application





#### QUESTIONS?

Visit

[www.appomattoxcountyva.gov](http://www.appomattoxcountyva.gov)

Or contact the following county offices for specific details or for assistance:

Administration  
434-352-2637

Sheriff's Office  
434-352-2666

Public Safety  
434-352-3950

Zoning/Building  
Official/Fire Marshall  
434-352-8183

Health Department  
434-352-2313

School Administration  
434-352-8251

Recreation Department  
434-352-5996

Commissioner of  
the Revenue  
434-352-7450

Citizens or groups wishing to conduct a special event in Appomattox County must complete and submit the following application with a fee of \$25.00/day to:

County Administrator  
153A Morton Lane (Physical Address)  
P. O. Box 863 (Mailing Address)  
Appomattox, VA 24522

Checks for the application fee may be made payable to:  
Treasurer of Appomattox County

Special event applications must be submitted at least thirty (30) days before the date of such festival or outdoor entertainment and at least twenty-one (21) days prior to the regular board meeting to be considered for approval. In the event that application is denied the fee will be refunded.

For further details on special event planning and local codes/ordinances for entertainments, please visit: [www.appomattoxcountyva.gov](http://www.appomattoxcountyva.gov), click on government tab and County Code Section 41 - AMUSEMENT - Festivals or Outdoor Entertainment or contact the Appomattox County Administration Office @ 434-352-2637.

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

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



What type of gatherings require a special event permit?

MUSICAL OR ENTERTAINMENT FESTIVAL - Any Gathering of fifty (50) or more people, publicly advertised by newspaper, radio, television or handbills, for the purpose of listening to or participating in entertainment which consist of primarily of musical entertainment conducted for compensation in open spaces.

OUTDOOR ENTERTAINMENT - Any gathering of the general public which is publicly advertised by newspaper, radio, television, handbills, or signs for which an admission fee is charged.

All outdoor entertainment are subject to the rules and regulations and duration established by the Board for each individual event.

No person shall stage, promote, conduct any musical festival or outdoor entertainment in the County without a special entertainment permit.

EVENT NAME: A Lavender Celebration  
Start Date: 6/20, 6/27 End Date: 6/20, 6/27  
Proposed Rain Date: \_\_\_\_\_  
First Time Event:  YES  NO  
Re-occurring Event:  YES  NO  
\*If re-occurring, in what year did the event commence? \_\_\_\_\_

EVENT CATEGORY:  
 Community Festival  
 Concert  
 Parade  
 Run/Walk  
 Other (Please specify) \_\_\_\_\_

Alcohol Served:  YES  NO  
\*If alcohol is being served, please attach the name and all contact information for the <sup>remote</sup> ABC License holder (phone, cell, address and email). Also attach a copy of the issued ABC License. Hunting Creek Vineyard, 2000 Addie Williams Trail, Clover VA 434-434-9219 Sandy McPherson 24534

EVENT ORGANIZER(S): Bonnie & Ken Swanson  
Street Address: 7169 Old Evergreen Rd  
County: APX State: VA Zip: 24502

PRIMARY CONTACT: Same  
Address: \_\_\_\_\_  
Email: bswanson7169@gmail.com  
Home Telephone #: \_\_\_\_\_ Cell #: 434-664-9561  
Business Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

ADMISSION FEE: 20- DAY OF THE EVENT: 6/20, 6/27  
IN ADVANCE: 20- SENIOR/ JR. FEE: \_\_\_\_\_

PURPOSE AND DESCRIPTION OF THE EVENT:  
Please include a detailed description of the event/attractions, a site map, and schedule of activities. Attach additional pages if needed.

6/20 Audacity Brass Band to perform. People bring their own food. Water, coffee, & lemonade will be available. Hunting Creek Vineyards, to serve wine (remote license). Lavender available for cutting.

6/27 Firecracker Jam with same activities  
3 (on back)



The completed applications are to be submitted to the county administrator along with

- \* Ticket/badge for admission
- \* Promoters and backers; performers
- \* Location-names and addresses of the property owners in which the event will be held
- \* Sanitation facilities; garbage and sewer disposal - This plan shall meet all state and local statutes, ordinances, and regulations and shall be approved by the County Health Inspector
- \* A plan for providing food, water, and lodging for the persons at the event. This shall be approved by the County Health Inspector.
- \* Medical Facilities plans
- \* Parking, crowd & Traffic Control plans
- \* Fire protection - Shall be approved by the County's representative of the VA Division of Forestry
- \* Lighting plans which shall comply with Uniform Statewide Building Code

### EVENT CANCELLATION:

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

*Rain or shine*

### EVENT VENUE OR SITE(S):

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

Site Address: 7169 Old Foreground Rd APX  
 Zoning Classifications: \_\_\_\_\_  
 Anticipated Attendance: 50 people  
 Average Attendance at Past Events: \_\_\_\_\_  
 Alternate Site Address(s) \_\_\_\_\_

Music/Sound Start Time: 5 am/pm      Music/Sound End Time: 8 am/pm

Will **you** be supplying? Check all that apply.

- |   |          |          |            |
|---|----------|----------|------------|
| <input type="checkbox"/> Dumpsters                          | Quantity | _____    |            |
| <input checked="" type="checkbox"/> Portable Restrooms      | Quantity | <u>1</u> |            |
| <input checked="" type="checkbox"/> Trash Cans/Recycle Bins | Quantity | <u>3</u> |            |
| <input type="checkbox"/> Banners/Decoration                 | Quantity | _____    | Type _____ |
| <input type="checkbox"/> Fencing/Barricades                 | Quantity | _____    | Type _____ |
| <input type="checkbox"/> Special Lighting                   | Quantity | _____    | Type _____ |



The Board of Supervisors shall have the right to revoke any permit issued under this Article upon noncompliance with any of its provisions and conditions.

\$25.00 fee/day for each day of the on which entertainment is to presented shall be payable to the Treasurer of Appomattox County.

Music prohibited certain hours – No music shall be rendered between the hours of 12:00 midnight and 8:00 am

Sound level of music – No music shall be played either by mechanical devices or live performance in such manner that the sound emanating therefrom shall be unreasonably audible beyond the property on which the festival or outdoor entertainment is located.

No persons under the age of 16 years of age shall be admitted unless accompanied by a parent or guardian.

Will shuttle services be provided?  YES  NO

**Shuttle Service Coordinator:**

Name: \_\_\_\_\_

Contact #: \_\_\_\_\_

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

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

Will special shuttling plans be provided for disabled citizens?

YES  NO

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

*Closer parking for handicap. Pull up + drop off upon request.*

Will live entertainment be scheduled?  YES  NO

Please describe any scheduled performances.

*6/20 Audacity Brass Band jazz/rock  
6/27 Firecracker Jam rock*



Bond required; waiver –  
A Bond in the amount of \$5000.00 shall be required and shall be conditioned to the removal and clearing of the premises so as to leave them in the same condition as they were found and further conditioned to the full and satisfactory execution and compliance with the terms of the permit when issued.

Exemption of fees:

The daily fees and bond provided for herein may be waived by the Board of Supervisors for established churches, chartered civic organizations or established schools, provided that all other provisions of this Article shall be fully enforceable.

Will you be supplying? Check all that apply.

- Booths/Exhibits
- Tents/Canopies
- Vehicles/Trailers
- Animals
- VIP Area

Describe

- Amplified Sound

Describe

*personal PA*

- Rides/Inflatables

Describe

- Stage/Bleachers

Describe

- Fireworks/Pyrotechnics

Describe

List name and contact information for any firework contractor(s).

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



Describe any unique grounds preparation or traffic control needs.

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

- Door to door
- Phone calls
- Flyers
- Other (Please list) email

Will any food services be catered on site?

YES  NO

How many non-profit food vendors?

How many for-profit food vendors?

How many vendors needing electricity?

How many vendors needing water hookups?

How many vendors using open fire/gas?

How many non-profit vendors selling wares?

How many for-profit vendors selling wares?

none  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**CONTACT YOUR LOCAL HEALTH DEPARTMENT (434) 352-2313**



**Liability Insurance Information:**

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

**Indemnity Applicant:**

In consideration for Appomattox 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, judgements, 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 Application:**

I certify that the information in this Special Event Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all regulations, provisions, and rules governing Special Events as set forth by Appomattox County. I certify that I understand that this application is made subject to the rules and regulations established by the Appomattox County 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 Appomattox County. I grant permission for county officials to access the property at any time to enforce permit compliance.

A signed copy of the Indemnity Agreement and Affidavit of Applicant portions of the Special Entertainment/Event Permit Application must be provided to the County before an application will be considered fully executed. Submit the Special Events Application to: County Administrator, 153A Morton Lane, P. O. Box 863, Appomattox, VA 24522.

Bonnie Swanson  
Event Coordinator/Responsible Event Representative

6/10/20  
Date

(Print Name)  
Bonnie Swanson  
Signature

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

Bonnie Swanson  
Property Owner (Print Name)

6/10/20  
Date

Bonnie Swanson  
Signature

**FOR INTERNAL PURPOSES ONLY:**  
Special Entertainment/Event Permit  
Staff Review & Approvals

**Public Safety Director:**

Approved  YES  NO Date: 6-12-20 Signature: *Bobby Wainfield*

I have attached Phase Two Guidelines for All Business Sectors and Guidelines for Social Gatherings to be used for the "Alexander Celebration" event scheduled June 20+27<sup>th</sup>. The guidelines listed are to the safety of the participants and staff with agreement of the event organizer, then the event may be held provided they can comply with the guidelines attached. No UDOT Inhibition ~~with~~ with permit.

**Building Official/Fire Marshall:**

Approved  YES  NO Date: 6/12/20 Signature: *Larry Hunter*

**Sheriff:**

Approved  YES  NO Date: 6-12-20 Signature: *R. N. R. for DD Simpson*

Maintain at CDC Regulations

**County Administrator:**

Approved  YES  NO Date: 6/12/20 Signature: *Swann M. Adams*

Complying w/ Public Safety Director, Sheriff and County Administrator comments.

**Zoning Administrator:**

Approved  YES  NO Date: 6/11/20 Signature: *John E. Rank*

Temporary Use for dates stated in application.



## SAFER AT HOME: PHASE TWO GUIDELINES FOR ALL BUSINESS SECTORS

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### PHYSICAL DISTANCING BEST PRACTICES:

- ✓ Establish policies and practices for physical distancing between co-workers and between members of the public. (See sector-specific guidelines below for more detailed information on public engagement.)
- ✓ Provide clear communication and signage for physical distancing in areas where individuals may congregate, especially at entrances, in seating areas, and in check-out lines.
- ✓ Limit the occupancy of physical spaces to ensure that adequate physical distancing may be maintained. (See sector-specific guidelines for more detailed information.)
- ✓ Encourage telework whenever possible.
- ✓ For those businesses where telework is not feasible, temporarily move or stagger workstations to ensure six feet of separation between co-workers and between members of the public.
- ✓ Limit in-person work-related gatherings, including conferences, trade shows, and trainings.
- ✓ When in-person meetings need to occur, keep meetings as short as possible, limit the number of employees in attendance, and use physical distancing practices.

## ENHANCED CLEANING AND DISINFECTION BEST PRACTICES:

- ✓ Practice routine cleaning and disinfection of high contact areas and hard surfaces, including check out stations and payment pads, store entrance push/pull pads, door knobs/handles, dining tables/chairs, light switches, handrails, restrooms, floors, and equipment. Follow [CDC Reopening Guidance for Cleaning and Disinfection](#) and use an [EPA-approved disinfectant](#) to clean. For high contact areas, routinely disinfect surfaces at least every 2 hours. Certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.
- ✓ To the extent tools or equipment must be shared, provide access to and instruct workers to use an [EPA-approved disinfectant](#) to clean items before and after use.
- ✓ Provide a place for employees and customers to wash hands with soap and water, or provide alcohol-based hand sanitizers containing at least 60% alcohol. (See sector-specific guidelines for more detailed information.)
- ✓ When developing staff schedules, implement additional short breaks to increase the frequency with which staff can wash hands with soap and water. Alternatively, consider providing alcohol-based hand sanitizers with at least 60% alcohol so that workers can frequently sanitize their hands.
- ✓ Provide best hygiene practices to employees on a regular basis, including washing hands often with soap and water for at least 20 seconds and practicing respiratory etiquette protocols. A CDC training video is available here: <https://www.cdc.gov/handwashing/videos.html>.

## ENHANCED WORKPLACE SAFETY BEST PRACTICES:

- ✓ Prior to a shift and on days employees are scheduled to work, employers should screen employees prior to starting work. Employees should also self-monitor their symptoms by self-taking of temperature to check for fever and utilizing the questions provided in the [VDH Interim Guidance for COVID -19 Daily Screening of Employees](#) before reporting to work. For employers with established occupational health programs, employers can consider measuring temperature and assessing symptoms of employees prior to starting work/before each shift. CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater, feels warm to the touch, or gives a history of feeling feverish.

- ✓ Implement practices such as those described in [VDH Interim Guidance for COVID - 19 Daily Screening of Employees](#) for examples of a screening questionnaire. A sample symptom monitoring log is available in this Interim Guidance.
- ✓ Instruct employees who are sick to stay at home and not report to work. If an employee becomes ill or presents signs of illness, follow [CDC What to Do if You Are Sick guidance](#). Employers should post signage in the common languages of the employees telling employees not to come to work when sick.
- ✓ Develop or adopt flexible sick leave policies to ensure that sick employees do not report to work. Policies should allow employees to stay home if they are sick with COVID-19, if they need to self-quarantine due to exposure, and if they need to care for a sick family member. Employers should recommend that employees follow [CDC guidance on If You Are Sick or Caring For Someone](#).
- ✓ Some employees are at [higher risk for severe illness](#) from COVID-19. These vulnerable employees include individuals over age 65 and those with underlying medical conditions. Vulnerable employees should be encouraged to self-identify and employers should take particular care to reduce their risk of exposure, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations.
  1. Consider offering vulnerable employees duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier), if agreed to by the employee.
  2. Protect employees at [higher risk for severe illness](#) by supporting and encouraging options to telework.
  3. If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected.
  4. Other information on civil rights protections for workers related to COVID-19 is available [here](#).
- ✓ Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.

- ✓ Implement staggered shifts for both work periods and break periods. Consider cohort scheduling where groups of employees only work with employees in their group.
- ✓ Limit the number of employees in break rooms and stagger breaks to discourage gatherings.
- ✓ Use messaging boards or digital messaging for pre-shift meeting information.
- ✓ If the building has not been occupied for the last 7 days, there are additional public health considerations that should be considered, such as taking measures to ensure the [safety of your building water system](#). However, it is not necessary to clean ventilation systems other than routine maintenance as part of reducing the risk of coronavirus transmission.
- ✓ Establish a relationship with your local health department and know who to contact for questions.

For healthcare facilities, additional guidance is provided on [CDC's Guidelines for Environmental Infection Control in Health-Care Facilities](#).

#### RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

[What Grocery Store and Food Retail Workers Need to Know about COVID-19](#)

[CDC Re-Opening America Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[CDC What You Need to Know About Handwashing VIDEO](#)

## SAFER AT HOME: PHASE TWO

### GUIDELINES FOR SOCIAL GATHERINGS

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#### BEST PRACTICES:

In addition to the best practices in the “Guidelines for All Business Sectors” document, social gatherings should consider the following best practices:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high-risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ Social gatherings should be limited to 50% occupancy of the event space, if applicable, or 50 participants, whichever is less.
- ✓ Limit the occupancy of spaces to ensure that six feet of physical distance can be maintained between all organizers, staff, volunteers, and attendees who are not members of the same household.
- ✓ Reconfigure seating areas to allow six feet of physical distance between individuals by eliminating or closing select tables or seating areas, or by spreading them out to allow for adequate spacing.
- ✓ Ensure exits are configured to reduce the occurrence of bottlenecks at the conclusion of the event.
- ✓ Practice routine cleaning and disinfection of high contact areas and hard surfaces, including check out stations and payment pads, store entrance push and pull pads, door knobs and handles, dining tables and chairs, light switches, handrails, restrooms, guest lockers, floors, and equipment. Follow [CDC Reopening Guidance for Cleaning and Disinfection](#) and use an [EPA-approved disinfectant](#) to clean. For high contact areas (e.g., in both public and staff areas), routinely disinfect surfaces at least every 2 hours. Certain surfaces and objects in public spaces, such as point of sale keypads, should be cleaned and disinfected before each use.

- ✓ Social gatherings should not include close contact between gathering organizers, staff, and attendees not from the same household. Discontinue activities such as face-painting, temporary tattoo application, or audience participation with performers.
- ✓ Events that cannot restrict access to the general public should not take place.
- ✓ Where applicable, organizers must create a participant flow plan of modified queue lines to and within the mass gathering. Determine areas likely to become bottlenecks or pinch points and adjust participant flow accordingly.
- ✓ Where applicable, install visible markers for queue lines that separate people by six feet of physical distance. Provide physical guides to seating areas including floor decals, colored tape, or signs to indicate where attendees should not sit, stand, or congregate. Sample markers are available in the VDH Business Toolkit.
- ✓ Do not include side events as part of the gathering. These are events associated with but located outside of the formal gathering location, such as souvenir vending stations, gaming areas, petting zoos, and designated food truck areas.
- ✓ Designate a coordinator who will be responsible for identifying COVID-19 related issues and their impact on the gathering, including coordinating health preparedness for the event and emergency response planning.
- ✓ Develop an emergency and medical response plan for COVID-19. This plan should include information about how attendees should interface with the local healthcare system (who to speak with or call if they feel sick) and procedures for isolating sick attendees and reporting illnesses to event organizers. The response plan must also include a plan for organizers to notify the local health department and all participants if any exposure to COVID-19 occurs at the event.
- ✓ Develop a mitigation plan for COVID-19, to include how all requirements listed here will be met, and how guidelines and requirements will be enforced at the gathering.
- ✓ Consider limiting the duration of the gathering, especially for indoor gatherings and gatherings involving activities that would increase respiration (e.g., cheering, singing).
- ✓ Consider delaying gatherings where the target demographic is persons in high risk populations.

- ✓ Use technology solutions where possible to reduce person-to-person interaction, including contactless payment and ticket scanning.
- ✓ Install physical barriers, such as sneeze guards and partitions, at staffed kiosks.
- ✓ All bathrooms, hand-washing stations, and portable toilets should be placed in a convenient location for use by attendees but away from congregate areas and arranged in a configuration that maintains at least six feet of physical distance.
- ✓ Provide a place for staff and attendees to wash hands with soap and water, or provide alcohol-based hand sanitizers containing at least 60% alcohol.
- ✓ Where applicable, provide best hygiene practices to employees on a regular basis, including washing hands often with soap and water for at least 20 seconds and practicing respiratory etiquette protocols. A CDC training video is available here: <https://www.cdc.gov/handwashing/videos.html>.
- ✓ Close off areas used by a sick person and do not use them until after cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- ✓ Attendees should leave as quickly as possible following the event in order to limit contact and exposure to themselves and other attendees.
- ✓ Establish relationships with key community partners and stakeholders, such as the local health department, community leaders, hospitals, and law enforcement. Collaborate and coordinate with them on broader planning efforts for the gathering.
- ✓ Identify actions to take if the event needs to be postponed or cancelled.
- ✓ Private events may be held at venues provided they can comply with these guidelines.