APPOMATTOX COUNTY SPECIAL EVENT APPLICATION

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

County Administrator
153A Morton Lane (physical address)
PO 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 click on government tab and county code section 41 - AMUSEMENT - Festivals or Outdoor Entertainment or contact the Appomattox County Administration Office at 434-352-2637.

All plans for the 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 applications will be returned to applicants via first-class mail.
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EVENT NAME                    Clover Hill Village Wine Festival
START DATE                    10-19-19
END DATE                      10-19-19
PROPOSED
RAIN DATE                     10/20/19
FIRST TIME EVENT              No
RE-OCcurring EVENT            Yes
***If re-occurring, in what year did the event commence? 2010

Event Category
Community Festival           X
Concert
Parade
Run/Walk
Other (please specify)

Alcohol Served               Yes (ABC license in progress, will provide when issued - contact is Tom Adams at primary contact information below)

***If alcohol is being served, please attach the name and all contact information for the ABC License holder (phone, cell, address and email). Also, please attach a copy of the issued ABC License.

Event Organizer(s)           Appomattox County Historical Society
Street Address                P.O. Box 253
County/Locality              Appomattox
State                          VA
Zip                            24522

Primary Contact              Tom Adams
Address                       448 Adams Mill Lane, Appomattox, VA 24522
Email                         CHV.WineFest@gmail.com
Home Phone                    N/A
Cell Phone                    (434) 352-1544
Business Phone                N/A
Fax number                    N/A

Admission Fee                Yes
Day of the Event             $25
In Advance                   $15
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. Please attach additional pages if needed.

Non-profit organization fundraiser. Approx. 10 local wineries, 2 distilleries, 30 craft vendors, 5 food vendors. Live music with 3 bands. Event time is 11:00 – 6:00 p.m. See attached site map.
Event Cancellation

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

In the event of extreme weather, Event may be postponed until the next day, no cancellation. Notice will be given on Event Facebook page for advance ticket holders and interested attendees. Vendors will be notified via email or phone call. County Officials will be notified as well. There will be no changes to the Event site set-up due to any postponement.

Event Venue or Site(s)

Please attach a fax/parcel location map and a signed letter of consent from the property owner.

Site Address 5747 River Ridge Road (Clover Hill Village facility)

Zoning Classifications

Anticipated Attendance 800 estimated

Average Attendance at past events 400

Alternate site address(es) None

Music/Sound Start time 11:00 am/pm

End time 6:00 am/pm

Will you be supplying? Check all that apply.

- [X] Dumpsters Quantity 1
- [X] Portable Restrooms Quantity 9 (plus 2 fixed on site)
- [X] Trash cans/Recycle bins Quantity 14
- Banners/Decoration Quantity Type
- [X] Fencing/Barricades Quantity Type (see note)
- Special Lighting Quantity Type

Note: Fencing to include caution tape & no parking signs on roadway. Snow fencing around venue perimeter. All parking is on venue property.
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Will Shuttle Services be provided?  ¥ / NO

Shuttle Service Coordinator

Name________________________  Contact #____________________

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

None.

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

None.

Will special shuttling plans be provided for disabled citizens?  ¥ / NO

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

Handicap parking will be provided and reserved adjacent to the event spectator entrance.

Will live entertainment be scheduled?  YES / N

Please describe any scheduled performances.

Live band and recorded music alternating during the hours of 11:00 a.m. to 6:00 p.m.
Will you be supplying? Check all that apply.

___ Booths/Exhibits

X Tents/Canopies 600 (20x30) (sq. ft.)

___ Vehicles/Trailers

___ Animals

X VIP Area Describe (possibly) May provide a private port-a-john and 10x20' tented area with amenities

X Amplified Sound Describe Band to provide for stage area.

___ Rides/Inflatables Describe (Kind/Quantity)

X Stage/Bleachers Describe Farm Equipment Trailer(s) to be used for bands as stage(s)

___ Fireworks/Pyrotechnics Describe

Please list name and contact information for any fireworks contractor(s).

None

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

None
Describe any unique grounds preparation or traffic control needs.

None

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
____ Others (please list) N/A – none will be affected

Will any food services be catered on-site? YES / N

# Non-profit food vendors 0
# For-profit food vendors 5 (health dept. permit holders)
# Vendors needing electricity 0 (plus band)
# Vendors needing water hookups 0
# Vendors using open fire/gas 4 (propane grill for food)
# Non-profit vendors selling wares 2 # for profit 35

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

Non-profits – memberships and merchandise. No special needs.

For profits – Approx. 10 local wineries, 2 distilleries, 2 breweries, 5 food vendors, 33 arts & crafts vendors typical of Railroad Festival. No special needs.

***Contact your local Health Department (434) 352-2313
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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, judgments, costs, causes of action, damages, expenses and shall pay all attorney’s fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the County, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned’s event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned’s employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned’s control. The County, its employees, officers and agents shall not have to give the undersigned any specific types of notices of such claims.

Affidavit of Applicant
I certify that the information contained in this Special Event 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 Aileen T. Ferguson, County Administrator, 153A Morton Lane or PO BOX 863, Appomattox, VA 24522.

Tom Adams, President
Appomattox County Historical Society
Event Coordinator/Responsible Event Representative
(Print Name) 8/1/2019
(Date)

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.

Tom Adams for Appomattox County Historical Society 8/1/2019
(Property Owner (Print Name)  Date)

Signature