



# 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:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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 ABC License holder (phone, cell, address and email). Also attach a copy of the issued ABC License.*

**EVENT ORGANIZER(S):** \_\_\_\_\_

Street Address: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PRIMARY CONTACT:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Business Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**ADMISSION FEE:** \_\_\_\_\_

**DAY OF THE EVENT:** \_\_\_\_\_

**IN ADVANCE:** \_\_\_\_\_

**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.



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.

**EVENT VENUE OR SITE(S):**

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

Site Address: \_\_\_\_\_  
 Zoning Classifications: \_\_\_\_\_  
 Anticipated Attendance: \_\_\_\_\_  
 Average Attendance at Past Events: \_\_\_\_\_  
 Alternate Site Address(s) \_\_\_\_\_

Music/Sound Start Time: \_\_\_\_\_ am/pm      Music/Sound End Time: \_\_\_\_\_ am/pm

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

- |  |                |            |
|--|----------------|------------|
| <input type="checkbox"/> Dumpsters               | Quantity _____ |            |
| <input type="checkbox"/> Portable Restrooms      | Quantity _____ |            |
| <input type="checkbox"/> Trash Cans/Recycle Bins | Quantity _____ |            |
| <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.

Will live entertainment be scheduled?  YES  NO

Please describe any scheduled performances.



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

- 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) \_\_\_\_\_

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? \_\_\_\_\_

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.

\_\_\_\_\_  
Event Coordinator/Responsible Event Representative  
(Print Name)

\_\_\_\_\_  
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.

\_\_\_\_\_  
Property Owner (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

**Public Safety Director:**

Approved  YES  NO    Date:                      Signature:

**Building Official/Fire Marshall:**

Approved  YES  NO    Date:                      Signature:

**Sheriff:**

Approved  YES  NO    Date:                      Signature:

**County Administrator:**

Approved  YES  NO    Date:                      Signature:

**Zoning Administrator:**

Approved  YES  NO    Date:                      Signature: