



Chesterfield County Department of Parks and Recreation  
 P.O. Box 40  
 Chesterfield, VA 23832  
 804-748-1623 804-751-4131 Fax

**SPECIAL EVENT PERMIT APPLICATION**

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

Name of Organization (if applicable): \_\_\_\_\_

Applicant date of birth (All applicants must be at least 18 years of age) \_\_\_\_\_

Not for profit  Yes  No

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**EVENT INFO – organization or event promoters are required to provide a certificate of insurance naming Chesterfield County as additional insured for \$1 million dollars in accordance with example found at <https://www.chesterfield.gov/1102/Plan-Your-Event>.**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Total number of attendees expected: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Area of Park to be used: \_\_\_\_\_

Time of Event: Start: \_\_\_\_\_ End: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Breakdown Time: \_\_\_\_\_

Please describe inclement weather plans and list rain date:  
 \_\_\_\_\_

Provide a detailed description of the nature of ALL the activities you plan to present at the event (e.g. Vendors, tents, food, activities, etc.)

**SITE MAP**

Please attach a site map and indicate any areas where you propose to erect any tents or other structures, parking, bands, vendors, porta-johns, etc.

- Maps of most county sites can be found at [www.chesterfield.gov/parks](http://www.chesterfield.gov/parks)
- Hand drawn maps are also acceptable

**VENDORS**

- **A vendor is anyone serving, selling or sampling food, beverages or merchandise. Every vendor must provide proof of proper insurance and meet the requirements of the Health Department and Fire Marshal.**
- **Food/merchandise being sold on county property requires a concession/vendor application and applicable fees.**
- **A separate Business License may be required. Contact the Commissioner of Revenue for more information.**

**Food Vendors:**

Food will be (check all that apply):  Served  Sold  Catered  Prepared Outdoors  Given Away  
 Delivered from another location

How many food vendors will be present at event? \_\_\_\_\_

What time will food vendors be setup and ready for inspection? \_\_\_\_\_

**Please list food vendor information**

Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of items to be served/sold/catered: \_\_\_\_\_  
\_\_\_\_\_

Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of items to be served/sold/catered: \_\_\_\_\_  
\_\_\_\_\_

\*\*Please use additional sheets if necessary

**Merchandise (non-food) Vendors:**

How many merchandise vendors will be present at event? \_\_\_\_\_

**Please list merchandise vendor information**

Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of items to be sold: \_\_\_\_\_  
\_\_\_\_\_

\*\*Please use additional sheets if necessary

**SECURITY**

Chesterfield County may require a police presence depending on the nature of your event. There is a cost associated with use of police officers. Call 804-717-6162 for more information.

Police  Yes  No Reason:  Security  Traffic  Crowd Control

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

EMS needed on site?  Yes  No (there may be a cost associated with county EMS assistance)

**OTHER**

Will you be using a  D.J.  PA System  Band

**PORTA-JOHNS**

Porta-johns can be rented through Parks and Recreation for an additional cost. Only the parks and recreation vendor can be used on county property.

Will you need additional restrooms?  Yes  No

- Regular Unit How many units are needed: \_\_\_\_\_
- Handicap Accessible Unit How many units are needed: \_\_\_\_\_
- Handwashing Station How many units are needed: \_\_\_\_\_
- Regular Unit with Hand Sanitizer How many units are needed: \_\_\_\_\_
- Regular Unit with Handwashing Station How many units are needed: \_\_\_\_\_

**EQUIPMENT**

- Special permits may be required from the Building Inspector. Contact Building Inspection at 804-748-1057
- Certificates of Insurance ARE required for all rides (mechanical or non-mechanical), inflatables (bounce houses), stages, bleachers and platforms.
- Bounce houses are not permitted at Rockwood and Huguenot Parks.

Will you be using any of the following? (check all that apply)

Stage  Bleachers  Platforms  Generators  Bounce House  Rides  N/A

Vendor/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PARKING**

Where will attendees park?  Facility Lots  On-Street Parking  Private Parking  Satellite Parking  
 Other  School lots (use of school property must be approved by school officials)

**SIGNS/BANNERS**

All signs and banners must adhere to Chesterfield County sign ordinance. Submit an application for a banner/limited duration sign at <https://aca-prod.accela.com/chesterfield/Default.aspx>.

Will signs/banners be placed along the roadway?  Yes  No

**TENTS**

- Tents larger than 900 square feet require a building permit and inspection.
- Contact Building Inspection at 804-748-1057.

Will you be using a tent(s)?  Yes  No

Please give an overview of your tent plan. List by number, size and usage code.

Tent Usage Codes:     **C** – cooking underneath                    **S** – sale of food, merchandise  
                                  **D** – display of info, non-sales        **GA** – general assembly (requires floor plan showing exits)

# of Tents	Size of Tent	Usage Code

Vendor/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**UNMANNED AIRCRAFT SYSTEMS (model airplanes, drones, etc.)**

- All pilots must operate within the Federal Aviation Administrations Safety and Airspace regulations and all local, state, and federal guidelines. More information can be found at: <https://www.chesterfield.gov/1102/Plan-Your-Event>
- All commercial UAS operators will be required to submit a certificate of liability insurance with coverage in the amount of \$1 million dollars. Chesterfield County and Chesterfield County Public Schools shall be named as additional insured.
- All licensing, permitting and other documentation pertinent to the flight operations should be available at the location of the flight and ready for inspection at any time.
- Unmanned aircraft systems are not permitted at Daniel Park

Recreational      Part 107 (Commercial Operator)

Type of Aircraft: \_\_\_\_\_

Make, Model, Weight: \_\_\_\_\_

FAA Registration Number: \_\_\_\_\_ Remote Pilot Certificate Number: \_\_\_\_\_

Location to be flown: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Operators Contact Name(s): \_\_\_\_\_

Purpose of operation: \_\_\_\_\_

Emergency procedures: \_\_\_\_\_

Intended use of pictures and/or videos: \_\_\_\_\_

**SPECIAL EVENT PERMIT AGREEMENT & INDEMNIFICATION**

- Applications are due AT LEAST 30 days prior to the event set-up date. Applications received less than 30 days prior to the event risk being denied approval.
- All licenses and permits shall be obtained, and fees shall be paid at least two weeks prior to the event.
- Certificate of Insurance should be supplied for all vendors (and applicant) in the amount of \$1 million and must name Chesterfield County and Chesterfield County Public Schools additional insured with respect to the general liability policy.
- Applicant agrees to comply with all laws, rules and regulations of the federal, state and county governments governing operations and conduct on County property.
- Vendors selling items on site may be required to obtain a business license. For events with five or more such vendors, the promotor may be required to obtain a “vendor event” business license to cover all vendors. Contact the Commissioner of Revenue for more information.
- The facility/area is provided in an “as is” condition. The event organizer assumes all responsibility for the security and safety of all participants and spectators of the event. Applicant accepts responsibility for any damages that might occur during the period of use.
- Chesterfield County has no responsibility for equipment and/or items of personal property at the location at any time.
- The applicant hereby applies for a Special Events Permit for the event described above and on any additional attachments. Permittee agrees to be responsible for and pay, indemnify and hold harmless, County, its officers/officials, agents, employees and volunteers against any and all loss, cost or expense, including reasonable attorneys’ fees, resulting from any claim or legal action of any nature whatsoever that may arise against the County in connection with the event or in connection with any of the rights and privileges granted by County to licensee.

**I have read and understand the Special Event Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

**OFFICE USE ONLY**

P&R Representative:	Date Received:
Insurance Rec'd: <input type="checkbox"/> Yes    Date:	Final Approval Given: <input type="checkbox"/> Yes
Risk Management: <input type="checkbox"/> Yes <input type="checkbox"/> No	Building Inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No
Police: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire/EMS: <input type="checkbox"/> Yes <input type="checkbox"/> No
Health Department: <input type="checkbox"/> Yes <input type="checkbox"/> No	Commissioner of Revenue: <input type="checkbox"/> Yes <input type="checkbox"/> No
Communications and Media: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	