



James City County
Division of Parks and Recreation
5320 Palmer Lane, Suite 2B
Williamsburg, VA 23188



APPLICATION for a SPECIAL EVENT on County Property

Please be advised that your event should not be advertised until *final approval* has been granted.

Applications for Special Events should be turned in to the Parks and Recreation Department *no later than 30 days* prior to the event. (Please note that incomplete applications and applications received with less than 30 days notice may not be considered).

A. Applicant Information

Organization Name: _____

Contact Name: _____

First Name

Last Name

Applicant Address: _____

No.

Street Name

City

State

Zip

Phone: _____ (home) _____ (work) _____ (cell)

Fax: _____ E-mail: _____

Event Organizers: Please list names, addresses and telephone numbers of all principals involved in any way in the proposed special event. Include all professional event organizers, promoters, commercial sponsors, charitable organizations, etc.

1) _____

2) _____

3) _____

B. Event Information

Date(s) of Event: _____ Date Application Submitted: _____

Event Name: _____ Type of Event: _____

Is this an annual event? Yes No Estimated Number of Attendees: _____

Event Location, Example: park, fields, (For athletic fields, list specific fields and times for each field.)

Event Date(s): From: _____ To: _____ Event Time(s): From: _____ To: _____

Additional Event Date(s): (*rain, set-up, break down dates*) _____

C. Nature of Special Event

Please provide a description of the activities you plan for the event: (Attach an additional sheet if more space is required). Site location approval is based on the appropriateness of the venue for the planned activity.

1. **Have you visited the site** to ensure that it is adequate for your needs? Yes No
(i.e. water, electricity availability, restrooms, etc.)?
2. **Will you have a band, disc jockey, and/or PA or speaker system being used?** Yes No
3. **Will large trucks/Trailers/Buses need to have access to the area?** Yes No
Specify: _____
4. **Does Police department need to be in attendance for security and traffic and crowd control? Extra fee is required (cost determined by police department).** Yes No
Specify: _____
5. **Will you have amusement rides (mechanical, non-mechanical or inflatable)?** Yes No
Amusement Device Permit may be required by Code Compliance Office at 253-6858. Certificate of Insurance required from vendor, include a copy with this application. Specify what type and location on site map.
6. **Stage, Bleachers, Platforms?** Yes No If yes, a building permit may be required from Code Compliance Office at 253-6858. Specify what type and location on site map.
7. **Tents or Canopies being used?** Yes No If yes, and it is over 900 square feet then call Code Compliance Office at 253-6858. Specify size and location on site map.
8. **Electricity or Generator needed?** Yes No Coordinate with Code Compliance at 253-6858. Specify where needed on site map and for what purpose.

D. Foods, Goods, and Services: Certificate of insurance satisfactory to Risk Management may be required.

1. Alcoholic Beverages are only permitted on the Jamestown Beach Park. Attach an approved ABC Permit to this application if alcohol will be sold or served at this event.
2. If anything is to be sold or served, Concession permit application is required for each vendor. Fees are listed on permit application.
3. If there will be food sold and/or served to the public, please contact the James City County Health Department at 253-4740; copy of health permit is required before event filed with Parks and Recreation.

Food?	Sold <input type="checkbox"/>	Served <input type="checkbox"/>
Alcohol? (only at Jamestown Beach Park)	Sold <input type="checkbox"/>	Served <input type="checkbox"/>
Goods and or Services?	Sold <input type="checkbox"/>	Provided <input type="checkbox"/>

E. Fees: (For tournaments normal rates apply.)

Participation Level	Individual, Private Organization or For-Profit Organization		Civic Association, Co-Sponsored or Non-Profit Organization	
	Deposit	Daily Fee	Deposit	Daily Fee
Attendance: 1-100	\$125	\$250	\$75	\$125
101- 200	\$250	\$500	\$125	\$250
201-500	\$500	\$1000	\$250	\$500
501-1,000	\$750	\$1500	\$375	\$750
1,001 and above	\$1000	\$2000	\$500	\$1000

Additional fees may be required and will be dependent on size and scope of event. Advance setup and additional take down days fees are \$100 per day. All equipment or site items need to be removed and park or field returned to original condition by 5pm on the day after the event or will result in a daily charge taken from the deposit. Portable toilets, traffic control and any other services or staffing required for the event will be the responsibility of the organizing body and must be coordinated through parks and recreation. Stadium is a county facility (not parks and recreation). Use is determined on a case-by-case basis.

Representing _____

Organization name

Applicant Name _____ Title within Organization _____

Applicant Signature _____

I have read and understand the Policies and Procedures governing the use of ***** and understand that the refund of my deposit paid is contingent upon my adherence to these policies and procedures, as determined by the County in its sole discretion. By signing this application, I agree, both individually and on behalf of my above-listed organization (if any) to indemnify and hold the County, its agents, and employees harmless from and against any and all costs, expenses, liabilities, losses, damages, injunctions, suits, fines, penalties, claims, demands, or injury to person or property arising out of, by reason of, or in account of any breach, violation, or nonperformance of any covenant, condition, provision, or agreement in this Agreement and claims of every kind of nature, arising out of the use of the [insert facility name].

For county use only:

Conditional Approval Signature:

I am the Parks and Recreation representative, and based upon the above information the department is willing to further consider this Event Application. Please review and provide your recommendations, so that we may make a final determination regarding Event approval.

Parks and Recreation Director or Designee Signature Date

If Needed:

Code Compliance Director or Designee Date

Risk Manager or Designee Date

Police Department Director or Designee Date

Development Manager or Designee Date

Notes:

