



SPECIAL EVENT PERMIT APPLICATION

Department of Community Development and Code Compliance
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OFFICE USE ONLY
APPLICATION #:
PERMIT #:

THANK YOU FOR YOUR INTEREST IN HOSTING A SPECIAL EVENT IN THE COUNTY OF PRINCE GEORGE. SPECIAL EVENTS INCLUDE **OUTDOOR GATHERINGS OR ENTERTAINMENT OPEN TO THE PUBLIC** (OR THROUGH DONATIONS OR TICKET SALES) SUCH AS OUTDOOR DANCES, CONCERTS, FESTIVALS, FAIRS, CARNIVALS, CIRCUSES, EXHIBITIONS, RACES, EVENTS, RIDES, SHOWS, FUNDRAISERS, PARADES, FIREWORKS DISPLAYS, BLOCK PARTIES, RALLIES, ETC. EVENTS THAT TAKE PLACE UNDER THE JURISDICTION OF THE COUNTY OF PRINCE GEORGE REQUIRE A **"SPECIAL EVENTS PERMIT"**. THIS APPLICATION IS YOUR FIRST STEP IN THE PROCESS OF OBTAINING YOUR PERMIT. **APPLICATIONS ARE DUE NO LATER THAN 30 DAYS PRIOR TO THE PLANNED EVENT.** A FEE OF **\$25.00** PER EVENT IS DUE AT APPLICATION. ADDITIONAL FEES MAY BE REQUIRED FOR THE COST OF COUNTY SERVICES NEEDED FOR THE EVENT.

OWNER	PROPERTY OWNER'S NAME:	OWNER'S PHONE #:
	PROPERTY OWNER'S MAILING ADDRESS (IF DIFFERENT FROM EVENT ADDRESS):	

APPLICANT	APPLICANT NAME (INDIVIDUAL, COMPANY OR ORGANIZATION):	APPLICANT PHONE #:
	APPLICANT MAILING ADDRESS: (STREET NUMBER, NAME)	
	(CITY, STATE, ZIP)	APPLICANT EMAIL:
	DO YOU REPRESENT A NON-PROFIT ORGANIZATION WITH 501(C)(3) STATUS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, ATTACH A COPY OF THE 501(C)(3) CERTIFICATE OR PROVIDE IDENTIFICATION #: _____		

EVENT INFORMATION	EVENT NAME:	EXPECTED TOTAL NUMBER OF EVENT ATTENDEES:		
	PROPOSED EVENT ADDRESS:	PARCEL ID:		
	BUILDING/FACILITY NAME AND TENANT NAME (IF APPLICABLE):			
	PRIMARY EVENT COORDINATOR NAME:	COORDINATOR EMAIL:	COORDINATOR CELL #:	
	THE EVENT WILL OCCUR ON:	DATE:	BEGIN TIME:	END TIME:
	DETAILED DESCRIPTION OF EVENT (USE ADDITIONAL SHEETS IF NECESSARY)			

A SPECIAL EVENT PERMIT CAN BE ISSUED FOR A ONE TIME EVENT OR CAN BE REQUESTED FOR UP TO THREE YEARS FOR AN ANNUAL EVENT. PLEASE INDICATE HOW MANY YEARS YOU WOULD LIKE TO REQUEST:	1 YR	2 YR	3 YR
IF A PERMIT IS APPROVED FOR MULTIPLE YESARS, THE APPLICANT IS RESPONSIBLE FOR CONTACTING THE COMMUNITY DEVELOPMENT OFFICE AT LEAST 30 DAYS PRIOR TO THE EACH YEAR'S EVENT TO CONFIRM THE EVENT DETAILS AND REQUEST THE PERMIT			
THE APPLICATION FEE FOR A SPECIAL EVENT IS \$25.00 PER YEAR/PERMIT. IF YOU ARE REQUESTING PERMITS FOR TWO YEARS, THE FEE WILL BE \$50.00. IF YOU ARE REQUESTING PERMITS FOR THREE YEARS, THE FEE WILL BE \$75.00.			

ATTACHMENTS	<u>PLEASE ATTACH COPIES OF ITEMS LISTED BELOW WHEN APPLICATION IS SUBMITTED. IF YOUR EVENT WILL NOT REQUIRE ANY OF THESE ITEMS, PLEASE ATTACH A BRIEF EXPLANATION FOR DEPARTMENTAL REVIEW:</u>	
	<input type="checkbox"/>	A list that includes the name, address and phone number of each promoter of the event, each financial sponsor of the event and every person or group who will perform at the event.
	<input type="checkbox"/>	If applicable, a copy of the ticket or badge of admission to event, together with total number of tickets to be offered for sale and applicant's best estimate of persons expected to attend the event.
	<input type="checkbox"/>	A plan for adequate sanitation facilities and a plan for disposal of garbage, trash and sewage generated by the persons who will attend the event. Such plan shall include provisions for removal from the special area for garbage and trash at the end of the event and shall include the contact information of the persons responsible for the work.
	<input type="checkbox"/>	A plan for providing food, water and lodging, where applicable, for persons who will attend the event.
	<input type="checkbox"/>	A plan for medical facilities to be available for persons who will attend the event.
	<input type="checkbox"/>	A plan for fire protection for the event.
	<input type="checkbox"/>	A plan for adequate parking facilities, crowd control and traffic control in and adjacent to the event area. The chief of police shall review such plan and shall be the sole judge of its adequacy.
	<input type="checkbox"/>	A plan for adequate security to prevent personal injury to event attendees and damage to property. Such plan shall specify the amounts and types of insurance and who will obtain insurance to insure against injury or damage. If the event will be held on public property, each insurance policy shall name the County or School as coinsured and certificates of insurance shall be delivered to the County Administrator at least 14 days prior to the event. NOTE: If you would like to request Prince George County Police officers for security and/or traffic control assistance, please contact the Prince George Police Department at (804) 733-2773. If you will be requesting PG Police for security and/or traffic control, please indicate on the security/traffic control plan that you have contacted or will be contacting the Police Department to arrange for these services.
	<input type="checkbox"/>	If any outdoor lights or lighting will be used, a plan for the location of such lights, and the location and types of equipment intended to shield the lights to prevent unreasonable impact beyond the property on which event will be located.
	<input type="checkbox"/>	A plan to insure that the event will comply with County noise ordinance and to insure that the special event will not constitute a nuisance to adjacent property owners.

APPLICANT AFFIDAVIT	By my signature below, the applicant and property owners authorize the county and its lawful agents, employees, designees or law enforcement officers to enter the property upon which the event will be held at any time prior to or during the event for the purpose for determining compliance with the provisions of this article or any state and local statutes, ordinances and regulations. I also acknowledge that if a permit is issued it shall be valid only at the location listed on the application, and for the specific date(s) and time(s) for which it is issued; and If approved to proceed, I acknowledge that a copy of this application and all its attachments will be available on-site during the date and times noted on this application, and constitute approval to proceed with the activity applied for. I attest the information provided is complete and accurate.	
	SIGNATURE OF APPLICANT:	DATE:

OWNER	I am the owner of the property where the special event will take place and by signing below, I certify that I give permission for the company listed on this application to apply for a permit as described in the application.	
	SIGNATURE OF PROPERTY OWNER:	DATE: