



APPLICATION FOR SPECIAL EVENT PERMIT

The undersigned hereby applies for a **SPECIAL EVENT PERMIT** for a

_____ to be held on _____
_____ (day)
_____ at _____ A.M./P.M. at the
(date) (time)
location described as _____

(Street Address)

Section 1: Application: Contents and Fee. Pursuant to Section 1.b. of the Amelia County Special Event Ordinance enacted August 17, 2011, the Applicant does hereby attach and make part of this Application the following information and plans of operation. An application for any permit required by this Ordinance shall be made to the County Administrator or his/her designee, accompanied by a nonrefundable processing fee as provided in Section 3. The application shall be submitted not less than thirty (30) days nor more than six (6) months prior to the date of the proposed activity. An application for a major event held for two (2) or more consecutive days shall be filed not less than sixty (60) days nor more than six (6) months before the first day of the proposed activity. The application shall contain the following information:

1. Description of the proposed activity: _____

2. Date, time and location/route of proposed activity and the anticipated number of participants and spectators: _____

3. Provisions for sanitation facilities, crowd, noise and traffic control, parking and loudspeaker placement: _____

4. Food and beverages to be sold or distributed: _____

5. The designation of an individual or individuals who shall be responsible for ensuring compliance with the provisions of this section and the conditions of the permit: _____

6. Proposed equipment, vehicles, staging, bleachers, shelters and electricity requirements: _____

7. If revenue is anticipated to be generated by the activity, the individuals or entity that will benefit therefrom: _____

8. Such additional information or assurances as the County Administrator may require: _____

Section 2: Permits requiring governing body approval.

Notwithstanding any provision to the contrary, any permit required by this Ordinance for an event that is known to involve a gathering of over 500 people (or if the county administrator, or his/her designee, has reason to believe that 500 or more people are likely to be present at the event) shall require approval by the Amelia County Board of Supervisors in order to be issued. Upon receipt of an application for such permit, the County Administrator, or his/her designee, shall transmit the application to the Board of Supervisors for its consideration at its next regularly scheduled meeting. Approval or denial decisions of the Board of Supervisors on permits considered under this section are final.

Section 3: Permit processing fee.

A nonrefundable processing fee, as follows, shall be submitted with the completed application for a special event.

- a. Festival, art show or water event held for two or more consecutive days . . . **\$ 50.00**

- b. Parade, procession, march, footrace, bicycle race, other event requiring closure of major thoroughfare;
Continuing sport tournament (season permit) . . . **\$100.00**
Outdoor musical entertainment (season permit) . . . **\$100.00**

- c. Race, march or procession requiring closure or traffic and pedestrian control of boardwalk, sidewalk or residential street . . . \$ 50.00
- Outdoor (tent) circus . . . \$ 50.00
- Large carnival (six (6) or more amusement rides . . . \$ 50.00
- Motorized vehicle contest or exhibition . . . \$ 50.00
- Commercial motion picture or television production . . . \$ 50.00
- Musical or entertainment event on public property (one (1) day) . . . \$ 50.00

- d. Small carnival, bazaar, block party . . . \$ 25.00
- Outdoor musical event or activity on private property . . . \$ 25.00

- e. No fee shall be required to process a permit for a scheduled public gathering not requiring street closure, held for noncommercial purposes, in exercise of the right of expressive activity.

Section 4: Penalties for violations

Any person convicted of violating any provision of this Ordinance shall be guilty of a Class 1 misdemeanor, punishable by a fine of up to \$2,500.00 or confinement in jail up to one year, either or both.

This Application made this _____ day of _____, 20____.

Applicant: _____
 (Print Name)

Mailing Address: _____

Telephone: _____

Signature: _____



RIGHT OF ENTRY

I/We _____
Applicant or Property Owner (Circle One)

hereby grant the Board of Supervisors, its lawful agents, or duly constituted law enforcement officers to go upon the property at any time for the purposes of determining compliance with the provisions of the **ORDINANCE FOR SPECIAL EVENTS IN AMELIA COUNTY, VIRGINIA.**

The Board of Supervisors shall have the right to revoke any permit issued under the Ordinance upon noncompliance with any of its provisions and conditions, as understood by the Applicant of the Application.

Date

Signature

Print Name

Address



SPECIAL EVENT PERMIT

The Board of Supervisors of Amelia County, Virginia, pursuant to a majority vote taken on _____, does hereby issue _____ a Special Event Permit for a _____ to be held on _____ at _____ o'clock at the location described as _____.

This Permit is good only for the dates and times specified above, and is subject to all provisions of the Amelia County Special Event Ordinance enacted August 17, 2011, and the statements and plans filed in the application for this Special Event Permit.

Failure to abide by the said Ordinance and the statements and plans submitted as a part of the application, or should there be discovered any misstatement or misrepresentation of any fact shown in the application, then this Permit shall be void.

Dated at Amelia Courthouse, Virginia, this _____ day of _____, 20____.

BOARD OF SUPERVISORS OF AMELIA COUNTY, VIRGINIA

BY: _____
County Administrator

cc: Amelia County Sheriff
Amelia County Volunteer Fire Department
Amelia County Health Department
Amelia County Forestry Department
Amelia County Emergency Squad



SPECIAL EVENT PERMIT

The County Administrator of Amelia County, Virginia, pursuant to the requirements conveyed in Amelia County Special Event Ordinance dated on _____, does hereby issue _____ a Special Event Permit for a _____ to be held on _____ at _____ o'clock at the location described as _____.

This Permit is good only for the dates and times specified above, and is subject to all provisions of the Amelia County Special Event Ordinance enacted August 17, 2011, and the statements and plans filed in the application for this Special Event Permit.

Failure to abide by the said Ordinance and the statements and plans submitted as a part of the application, or should there be discovered any misstatement or misrepresentation of any fact shown in the application, then this Permit shall be void.

Dated at Amelia Courthouse, Virginia, this _____ day of _____, 20__.

BOARD OF SUPERVISORS OF AMELIA COUNTY, VIRGINIA

BY: _____
County Administrator

cc: Amelia County Sheriff
Amelia County Volunteer Fire Department
Amelia County Health Department
Amelia County Forestry Department
Amelia County Emergency Squad