

**FAUQUIER COUNTY PARKS & RECREATION DEPARTMENT**  
**PART 2 • PERMIT APPLICATIONS**  
**SPECIAL EVENT PERMIT**



Rental# \_\_\_\_\_

**SPECIAL EVENT PERMIT**

(Complete if event expects 75 or more in attendance during any one day. Must be submitted at least 20 days in advance. Refer to County Ordinance Section 16.3 for standards, requirements, etc.)

Organization/Group/Team/Name \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Contact Person/Coach \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Facility \_\_\_\_\_ Day(s) \_\_\_\_\_ Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Attendance expected \_\_\_\_\_ Maximum that may attend \_\_\_\_\_

Describe event & all activities in detail \_\_\_\_\_

Extra security, cleaning, etc. applicant will provide \_\_\_\_\_

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. If, after receipt of the specific conditions that pertain to this permit, and compliance is not possible, I understand that the processing fee for this permit is non-refundable.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

<b>FACILITY USE ONLY</b>		
Fee Accepted: _____	By _____	Date _____
Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>	By Director _____	Date _____
<b>EVENT PERMIT RULES AND REGULATIONS</b>		
Failure to comply with any portion of this permit shall be grounds for termination of the event at any time prior to or during the event.		
The Department reserves the right to establish reasonable time, date, and/or place conditions for each permit. Additional conditions as indicated:		
<input type="checkbox"/> 1. Applicant shall provide, prior to issuance of permit, a Certificate of Insurance validating insurance in force meeting the following minimums: If applicable: <input type="checkbox"/> Comprehensive General Liability: Bodily injury liability insurance shall have limits of \$500,000 per occurrence. Property damage liability insurance shall have limits of \$100,000 per occurrence. <input type="checkbox"/> Professional liability: \$1,000,000 errors and omissions per occurrence. <input type="checkbox"/> Automobile liability: Bodily injury and property damage insurance shall have limits of \$500,000 combined single limits.		
<input type="checkbox"/> 2. Applicant shall provide security personnel, source to be approved by the Department if other than the County Sheriff Department, prior to events. Security shall be present from _____ (date/time)		
<input type="checkbox"/> 3. Applicant shall provide adult chaperones at the ratio of one per every # _____ of participants (children).		
<input type="checkbox"/> 4. Applicant shall provide \$ _____ deposit for supplemental cleaning that may be needed. Any unused portion will be returned, but applicant shall also be responsible for any additional cleanup needed beyond this amount.		
<input type="checkbox"/> 5. Applicant shall provide _____ portable toilet(s). The unit shall be installed at least one hour prior to event beginning and be removed within 24 hours of event's termination.		
<input type="checkbox"/> 6. Other _____		
<input type="checkbox"/> 7. Other _____		
<input type="checkbox"/> 8. Other _____		

**FAUQUIER COUNTY PARKS & RECREATION DEPARTMENT  
PART 2 • PERMIT APPLICATION  
VENDOR PERMIT**



Rental # \_\_\_\_\_

**VENDOR PERMIT**

(Complete if fees will be charged, items or services offered for sale, any business will be conducted, or any solicitation will occur at the facility  
- see rate sheet, page F-4, for additional fees related to fund raising events.)

Organization/Group/Team/Name \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Contact Person/Coach \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Facility \_\_\_\_\_ Day(s) \_\_\_\_\_ Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Vendor Name \_\_\_\_\_

Describe all products/services to be offered for sale/ advertised for sale \_\_\_\_\_

Extra security, cleaning, etc. applicant will provide \_\_\_\_\_

Describe how sales are to be advertised, displayed, and amount of space needed \_\_\_\_\_

Proceeds from sales to benefit (Describe allocation to charity) \_\_\_\_\_

Is this a for-profit organization? Yes  No  Is this a nonprofit organization? Yes  No  A 501(c)3 Organization? Yes  No

Note: Potable water and electricity are not available at most outdoor sites. Please check before submitting. Only one vendor/organization per agreement.

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. If, after receipt of the specific conditions that pertain to this permit, and compliance is not possible, I understand that the processing fee for this permit is non-refundable.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

FACILITY USE ONLY	Fee Accepted: _____	By _____	Date _____
Approval Yes <input type="checkbox"/> No <input type="checkbox"/>		By Director _____	Date _____
<b>EVENT PERMIT RULES AND REGULATIONS</b>			
The Department reserves the right to establish reasonable time, date, and/or place conditions for each permit. Additional conditions as indicated:			
<input type="checkbox"/> 1. Applicant shall provide, prior to issuance of permit, a Certificate of Insurance validating insurance in force meeting the following minimums: If applicable:			
<input type="checkbox"/> Comprehensive General Liability: Bodily injury liability insurance shall have limits of \$500,000 per occurrence. Property damage liability insurance shall have limits of \$100,000 per occurrence.			
<input type="checkbox"/> Professional liability: \$1,000,000 errors and omissions per occurrence.			
<input type="checkbox"/> Automotive liability: Bodily injury and property damage insurance shall have limits of \$500,000 combined single limits.			
<input type="checkbox"/> 2. The vendor shall hold harmless the County and representatives thereof from all suits, actions, or claims of any kind brought on account of any injuries or damages sustained by any person or property in consequence of any neglect in safeguarding employees, or from any claims or amounts arising or recovered under any law, bylaw, ordinance, regulations or decree.			
<input type="checkbox"/> 3. The Parks and Recreation Department will identify vending area(s) for sales.			
<input type="checkbox"/> 4. Vendors are responsible for their own equipment and setup unless otherwise arranged with the Department.			
<input type="checkbox"/> 5. Only one vendor/organization is allowed per agreement.			
<input type="checkbox"/> 6. Glass containers for food/beverage sales are not allowed.			
<input type="checkbox"/> 7. Food vendors must apply for a temporary food permit through the Fauquier County Health Department. Such permits shall be obtained at least one (1) week prior to the event.			
<input type="checkbox"/> 8. Vendors are asked to provide trash bags or additional trash receptacles in their vending area to insure adequate space for trash disposal. Vendors are responsible for removing their trash from the site upon completion of sales. Vendors are strongly encouraged to provide recycling opportunities and to minimize the amount of un-recyclable trash.			
<input type="checkbox"/> 9. Parking is not allowed in most event areas. Parks and Recreation staff will direct unloading immediately after which vendors will be directed to designated parking areas.			
<input type="checkbox"/> 10. Vendors shall apply, if applicable, to the County and/or The Town, as appropriate, for a Business License. License shall be obtained at least one (1) week in advance of the sales. It is the vendor's responsibility to determine applicability.			
<input type="checkbox"/> 11. Vendors shall collect and pay, as appropriate, Virginia Sales Tax to the Commonwealth of Virginia plus any local meals taxes that may be incurred in the locality of the sales.			
<input type="checkbox"/> 12. Vendors shall apply and conform to all county and state laws.			
<input type="checkbox"/> 13. Additional fee of \$_____/_____% shall be applied to _____. These fees are due to the department within 48 hours after the event.			
<input type="checkbox"/> 14. All required permits must be displayed to the public during the event.			
<input type="checkbox"/> 15. Other _____			

**FAUQUIER COUNTY PARKS & RECREATION DEPARTMENT  
PART 2 • PERMIT APPLICATION  
SPECIAL SCHEDULE PERMIT**



Rental# \_\_\_\_\_

**SPECIAL SCHEDULE PERMIT**

(Complete if event is scheduled for days and/or times outside of normal operating times  
as adopted by Parks & Recreation Board - see rate sheet for hours.)

Organization/Group/Team/Name \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Contact Person/Coach \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Facility \_\_\_\_\_ Day(s) \_\_\_\_\_ Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Attendance expected \_\_\_\_\_ Maximum that may attend \_\_\_\_\_

Describe event & all activities in detail \_\_\_\_\_

Extra security, cleaning, etc. applicant will provide \_\_\_\_\_

Date of event \_\_\_\_\_ Time of event \_\_\_\_\_

Reason event cannot be held during adopted schedule \_\_\_\_\_

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. If, after receipt of the specific conditions that pertain to this permit, and compliance is not possible, I understand that the processing fee for this permit is non-refundable.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

FACILITY USE ONLY Fee Accepted: \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_  
Approval Yes  No  By Director \_\_\_\_\_ Date \_\_\_\_\_

**SPECIAL SCHEDULE PERMIT RULES AND REGULATIONS**

Failure to comply with any portion of this permit shall be grounds for termination of the event at any time prior to or during the event.

The Department reserves the right to establish reasonable time, date, and/or place conditions for each permit.

Additional conditions as indicated:

- 1. Applicant shall provide, prior to issuance of permit, a Certificate of Insurance validating insurance in force meeting the following minimum. If applicable:
  - Comprehensive General Liability: Bodily injury liability insurance shall have limits of \$500,000 per occurrence. Property damage liability insurance shall have limits of \$100,000 per occurrence.
  - Professional liability: \$1,000,000 errors and omissions per occurrence.
  - Automobile liability: Bodily injury and property damage insurance shall have limits of \$500,000 combined single limits.
- 2. Applicant shall provide safety personnel as follows: \_\_\_\_\_
- 3. Applicant shall require participants to conform to the following safety measures: \_\_\_\_\_
- 4. Applicant shall provide # \_\_\_\_\_ portable toilet units to be placed no more than # \_\_\_\_\_ hours before the event and shall be removed no later than # \_\_\_\_\_ hours after the event.
- 5. Applicant shall apply to, and receive approval from the Fauquier County Zoning Office for necessary approvals in order for this permit to be valid.
- 6. If these measures are not implemented, any costs that the department incurs as a result shall be borne by the permit applicant.
- 7. Other \_\_\_\_\_



### FAUQUIER COUNTY CODE (Special Event Permits)

#### Sec. 16-3. Permits for assemblies, festivals or other special events.

Whenever any person desires to utilize a park for any event, assembly, festival, entertainment, rally or similar activity, at which in excess of seventy-five (75) persons are expected, a permit shall first be obtained from the director.

- (a) *Application procedure.* Application for a permit shall be in a form set forth by the director not less than twenty (20) days before the date on which any such event or activity is proposed to be conducted. The director shall approve or deny said permit application in writing within five (5) working days of application.
- (b) *Standards for issuance of permit.* The director shall determine the following in issuing or denying a permit for use of a park:
  - (1) The proposed activity or use of the park or recreation place will not unreasonably interfere with or detract from the general enjoyment of the park; and
  - (2) The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation; and
  - (3) The facilities desired have not been reserved for any other use which would conflict with the use in question on or about the day and time described in the application; and
  - (4) The conduct of such activity will not substantially interrupt the safe and orderly movement of traffic; and
  - (5) The conduct of such activity will not require the diversion of so great a number of law enforcement officers of the county to properly police such activity and the areas contiguous thereto, as to prevent normal police protection to the county; and
  - (6) The conduct of such activity is not reasonably likely to cause injury to persons or property, incite violence, crime or disorderly conduct; and
  - (7) Such activity is not to be held for the purpose of advertising any product, goods or event, or is not designed to be held for private profit.
- (c) *Fees, bonds and security requirements*
  - (1) *Permit Fee.* The board of parks and recreation may from time to time set a fee for issuance of said permit. Said fee shall reasonably be related to the cost of administering said permit application process. Said fee may be set or amended by duly adopted resolution of the board of parks and recreation.
  - (2) *Bonding and insurance.* In the event that a special event presents unusual risks, the director, at his discretion, may require that the applicant post an indemnity bond, or purchase liability insurance to protect the county and parks users from any liability, or loss of any kind or character and to protect county property from damage. In the event that such bond or insurance is deemed necessary, a copy of the policy shall be furnished for approval by the director.
  - (3) *Additional security.* The director may, at his discretion, require that the applicant employ and pay for additional security personnel in order to protect the public and county property from any injury or damage. Said security personnel shall be employed from a list of qualified security personnel maintained by the director. Where such additional personnel are required, said applicant shall provide the director with the names and addresses of those additional security personnel to be employed prior to the occurrence of the assembly, festival or other special event.
- (d) *Appeal procedure.* Any applicant aggrieved by the decision of the director may within five (5) days from the date of written notification of the denial of the application for said permit, appeal the decision of the director to the board of parks and recreation. The board shall approve or deny the permit application within five (5) days of said appeal. The board shall give written notice to said applicant of its decision.
- (e) *Revocation of permit.* Any violation by the holders of a permit or his agents or employees of any term or condition thereof shall constitute grounds for revocation by the director or by his authorized representative, whose action herein shall be final. In case of revocation of any permit, all monies paid for or on account thereof shall, at the option of the director, be forfeited to and retained by the department of parks and recreation; and the holder of such permit, together with his agents and employees who violated such terms and conditions, shall be jointly and severally liable to the department for all damages and loss suffered by it in excess of money so forfeited and retained; but neither such forfeiture and retention by the department of the whole or part of such monies nor the recovery or collection thereby of such damages, or both, shall in any manner relieve such person or persons from liability to punishment for any violation of any provision of this chapter.