



Special Park Use Application

Please be advised that your event should not be advertised until *final approval* has been granted. Applications for Events may be submitted to the Parks and Recreation Department up to 12 months in advance, but *no later than 30 days before* the event. Any special event held in an open space, held within a public or private road right-of-way (such as a parade or road race), musical or entertainment festival, not held in a “Permanent Installation,” open to the public or an outdoor gathering with 200 or more attendees will need to complete a [James City County Special Event Permit](#). **Application fee of \$25 (non-refundable), site plan and applicable deposit must accompany application before date can be reserved.**

A. Applicant Information

Organization Name: _____

Contact Name: _____
First Name *Last Name*

Applicant Address: _____
No. *Street Name* *City* *State* *Zip*

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

Fax: _____ Email: _____

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 - please list all County locations, roadways, and private facilities being used:

Reservation Time(s): *From:* _____ *To:* _____ Event Time(s): *From:* _____ *To:* _____

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

C. Nature of Event

Site location approval is based on the appropriateness of the venue for the planned activity. Please provide a description of the activities you plan for the event (attach site plan/maps): _____

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. **Will you have amusement rides (mechanical, non-mechanical or inflatable)?** Yes No
Amusement Device Permit may be required by Building Safety and Permits at 757-253-6858. A Certificate of Insurance of not less than \$1 million and an endorsement page naming James City County as an additional insured is required, include a copy with this application. Specify what type and location on site map.
5. **Stage, Bleachers, Platforms?** Yes No If yes, a building permit may be required from Building Safety and Permits at 757-253-6858. Specify what type and location on site map.
6. **Tents or Canopies being used?** Yes No If yes, and it is larger than 900 square feet, then call Building Safety and Permits at 757-253-6858. Specify size and location on site map.
7. **Electricity or Generator needed?** Yes No Coordinate with Building Safety and Permits at 757-253-6858. Specify where needed on site map and for what purpose.
8. **Will alcohol be sold or served?** Yes No If yes, a Certificate of Insurance of not less than \$1 million and an endorsement page naming James City County as an additional insured is required.

Medical Emergency Plan – Groups need to provide a medical emergency plan 30 days before the event. The plan should name those responsible for injuries to participants as well as who will work with on-site staff to plan for medical emergencies. This can include medical staff provided by event organizer or contracted James City County EMS staff.

D. Foods, Goods, and Services:

1. Alcoholic Beverages are only permitted on Jamestown Beach Event Park (JBEP), Freedom Park (FRP), and Chickahominy Riverfront Park (CRP). An approved ABC Permit must be submitted to James City County Parks & Recreation before the event if alcohol will be sold or served.
 2. If anything is to be sold or served, a Concession Permit Application is required for each vendor. Fees are listed on the **Concession Operations Fee Schedule**.
 3. If there will be food sold and/or served to the public, please contact the Williamsburg Health Department, 4095 Ironbound Road, Williamsburg, VA 23188; Phone: 757-253-4813 or Fax: 757-253-4285. Operation hours: Mon.-Fri., 8 a.m.-5 p.m.
- | | | | |
|---------------------------------------|-------------------------------|-----------------------------------|--|
| Food? | Sold <input type="checkbox"/> | Served <input type="checkbox"/> | |
| Alcohol? (only at JBEP, FRP, and CRP) | Sold <input type="checkbox"/> | Served <input type="checkbox"/> | |
| Goods and or Services? | Sold <input type="checkbox"/> | Provided <input type="checkbox"/> | |

E. Fees:

<i>Location</i>	<i>No. of Areas To Rent</i>	<i>Individual, Private Organization or For-Profit Organization Per Area</i>	<i>Local Civic Association, Non-Profit Organization Per Area</i>	<i>Refundable Deposit</i>
Jamestown Beach Event Park	4	\$250	\$190	\$250
Chickahominy Riverfront Park	3	\$250	\$190	\$250
Upper County Park	1	\$250	\$190	\$250
Freedom Park	1	\$250	\$190	\$250
Trails	8	\$125	\$95	\$125
Fishing Tournaments (30 boats or more)		Normal Ramp/Facility Fees	Normal Ramp/Facility Fees	\$250
Application Fee (non-refundable)		\$25	\$25	

Additional fees may be required and will be dependent upon size and scope of the event. Advance setup and additional take-down day fees are \$100 per day. All equipment or site items need to be removed and park or field returned to original condition after the event, or will result in a daily charge taken from the deposit. Portable toilets, grass cutting, dumpsters, 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 & Recreation.

F. Administrative Items:

1. A security deposit is due when booking reservation along with a \$25 application fee.
2. All other fees are due 30 days in advance of the event.
3. If all fees are not paid on time, the reservation will be cancelled and the deposit will be forfeited.
4. Reduction in space will not be granted within 30 days of the event.
5. In order to receive a cancellation and/or space reduction refund, a request in writing must be received 30 days before the event starting date.
6. All refunds will be assessed a 10% administrative fee.
7. Full refunds will be issued if cancellation is due to park issues.

Checklist of item needed 30 days in advance of event:

Schedule pre-event meeting.

Representing: _____
Organization Name

Applicant Name: _____ Title within Organization: _____

Applicant Signature: _____

I have read and understand the Policies and Procedures governing the use of James City County Parks and Facilities 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, volunteers 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 James City County Parks and Facilities.

For County Use Only

Conditional Approval Signature:

I am the James City County Parks & 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.

JCC Parks and Recreation Director or Designee

Signature

Date