



RENTAL APPLICATION AND POLICIES

The Charles City County Board of Supervisors reserves the right to establish rates, terms, conditions, and usage. The Board of Supervisors further reserves the right to make any changes, alterations, and/or conditions it deems necessary at any time. Proof of county residency is required. A resident is defined as any individual, group, religious organization, organization and/or association located in Charles City County utilizing the facility for non-profit enjoyment. Non-resident is defined as any individual, group, organization and /or association, located in or outside Charles City County utilizing the facility for non-profit or for-profit (commercial) enjoyment. Any misrepresentation on this Application or deviation from the final agreed-upon method of operation described herein may result in immediate cancellation. An applicant completing the application on behalf of an organization hereby certifies that he or she is duly authorized to execute this application on behalf of the organization.

APPLICANT INFORMATION:

Applicant Name: _____ Cell Phone: _____

Applicant Address: _____ City: _____

State: _____ Zip: _____ E-mail/Alternate Number: _____

Are you a resident of Charles City County and able to provide proof of residency? Yes No

***Applicant assumes all responsibility/liability and must be present for the event in its entirety.**

ORGANIZATION/BUSINESS INFORMATION:

Organization/Business Name (if applicable): _____

Contact Person: _____ Contact Number: _____

E-mail: _____

Organization/Business Address: _____

State: _____ Zip: _____ E-mail/Alternate Number: _____

Public Events:

I understand **ALL** public events and some large private events may require (a.) Charles City County Deputy presence, (b.) the submittal of a Special Event Permit to the Department of Planning/Community Development at least thirty (30) days in advance, and (c.) public events utilizing the concession stand, caterers, or food vendors require the submittal of paperwork to the Virginia Department of Health at least ten (10) days in advance. Additionally, I understand I may be required to provide Charles City County with a certificate of inspection, and I am required to provide a certificate of general liability insurance in the amount of at least \$1,000,000 combined single limit liability coverage naming Charles City County, Virginia as an "additional insured" for all events with inflatables, bounce houses, petting zoos and dunk tanks.

Liability Waiver and Policy Acknowledgement:

In consideration hereof, I hereby, now, and forever, release, indemnify, save, defend, and hold harmless the County of Charles City, its department, officials, employees, instructors, volunteers, and representatives from and against any all claims, including claims that result from or relate to an illness caused by COVID-19 or any related virus for personal injuries, death, fees, liabilities, losses, and costs resulting from or arising out of my participation. By signing below, you agree you and all guest in attendance will adhere to all Parks and Recreation rules and regulations found in the General Information and General Reservation sections.

Permit approval process may take up to 30 days and does not commence until rental balance has been paid in full. Please plan accordingly by submitting documents and fees prior to the 30-day notice.

Please note: Rental correspondence is made via the applicant/contact person listed above.

Applicant Signature: _____ **Date:** _____



EVENT INFORMATION

Rental Date (s) Requested: _____ Facility Requested: _____

Area Requested: Athletic Court/Field Banquet Room Classroom Gym Pavilion Pool

Event Type: Athletic Event Baby Shower Birthday Party Carnival Car Show
 Class Reunion Concessions Use Community Event Family Reunion 5K/10K
 Fundraiser Graduation Party Organizational Meeting/Event Pool Party Repass
 Retirement School Event Wedding Wedding Reception Other _____

Rental Start Time: _____ am / pm Rental End Time: _____ am / pm
Day of Set-up Time: _____ am / pm Day Of Clean-up Time: _____ am / pm

Friday Set-up Requested: Yes No

*Rental Fees are inclusive of any time needed for decorating, caterers, breakdown of decorations and cleaning. Facility staff will provide the setup/breakdown of tables and chairs. Friday Setup is **ONLY** available for events scheduled on a Saturday. Friday Setup is from 10 am – 3 pm at \$25 per Friday. **Total Rental Cost: \$** _____*

Preferred Walk-Thru Day: _____ / _____ / _____ Morning Afternoon Evening

Anticipated # of Attendees: 0 – 49 50 – 100 101 – 200 201 – 399 400+

Rental Prompts:

- Will the proposed event be open to the public? Yes No
- Will the event be publicly advertised? Yes No
- Will food be served at this event? Yes No
- Will food served be provided by a licensed caterer? Yes No
- Will commercial food vendors participate in your event? Yes No
- Will drinking water be available for this event? Yes No
- Will there be a DJ, amplified sound, or live entertainment at this event? Yes No
- Will any fees be charged for this event? Yes No
- Will you co-sponsor this event with any other groups or organizations? Yes No
- Will youth primarily participate in this event? Yes No
- Will a bounce house, petting zoo, tent or dunk tank be on site? Yes No
- Will alcohol be served or encouraged for the attendee to bring to the event? Yes No
- Will a member of the Charles City County Board of Supervisors be present? Yes No
- Will you need a podium? (Social Center Events Only) Yes No
- Will you need a microphone? (Social Center Events Only) Yes No

Please provide a brief description of the proposed event and clarification to all YES responses.

Applicant Signature: _____ Date: _____

For Staff Use Only:

Deposit/Amount Paid: \$ _____ on ____ / ____ / ____ Rental Balance Due: \$ _____ by ____ / ____ / ____

Special Event Permit Paid (50+): \$ 150.00 on ____ / ____ / ____



GENERAL RESERVATION RULES:

Section 1: All Rental Reservations

1. A completed application and the full rental fee are required within thirty (30) days of the rental date. Failure to pay the remaining balance will result in event cancellation and forfeiture of the \$25 non-refundable rental fee. Payment can be made online, mailed, submitted in person at the Administration Office located at 8320 Ruthville Road, Providence Forge, VA 23140, Monday – Friday from 8 am – 4:30 pm.
2. Applications for individuals and group sponsored events must be completed by an adult twenty-one (21) years of age or older. Tours of a facility or park can be arranged by appointment.
3. Rentals are on a first-come, first-served basis and are reserved only upon payment of the \$25 non-refundable rental fee. A “hold” date is not permitted. Rental applications can be reserved up to twelve (12) months in advance. Rental reservations submitted with less than fourteen (14) days are required to pay the full rental fee at the time of reservation. Park Pavilions are first-come, first-served unless reserved.
4. A fourteen (14) day notice is required for cancellations. All cancellation requests must be submitted in writing. Full refunds are given if Charles City County closes operations countywide on the day and time of the rental. Rentals cancelled fourteen (14) days prior to the rental date will receive the rental fee minus the \$25 non-refundable fee. Rentals cancelled two (2) to fourteen (14) days in advance will receive half of the rental fee paid. Refunds are not processed for rentals cancelled with less than 24 hours’ notice. This includes cancellations for reasons including, but not limited to, weather forecasts or actual weather conditions on the day of rental. Cancellation request due to emergency situations will be reviewed on a case-by-case basis.
5. Reschedules require at least fourteen (14) days’ notice and are only permitted if the requested date is available. Reschedules must be made in writing and are permitted once per rental application.
6. Setup and cleanup activities must be completed within the reserved rental time and before leaving the premises. Time allowances for setup and cleanup time must be considered when planning and reserving rental time. Applicant must always stay on site during the rental event/activity.
7. All Social Center and Ruthville Complex rental reservations that go past the reserved rental end time will be charged \$25 per fifteen (15) minute increment. Social Center and Ruthville Gymnasium rentals must conclude by 1 am. Park rentals must conclude by dusk and primitive campsite area rentals must conclude by 8 am.
8. The Applicant is responsible for obtaining all applicable and required licenses, consents, and permits. All federal, state, and local laws must be strictly adhered to for food and beverage purchases including but not limited to alcohol.
9. Applicant shall not allow any lewd or illegal conduct on the premises. Illegal weapons and illegal drugs are strictly prohibited. Additionally, smoking (including electronic cigarettes) is prohibited inside a county building. All cigarette butts and ashes must be disposed of properly.
10. Decorations: The use of an open flame is strictly prohibited. Use of battery or wired candles are permitted. No person, including applicant, shall paste, glue, tack or otherwise post any sign, placard, banner, advertisement whatsoever, nor cause to be erected any signs whatsoever on any County property without prior approval. County property may not be removed from the premises which includes the grounds, buildings, or structures. No rice, glitter, confetti, sparklers, or similar material may be thrown or used inside or outside the facility. The use of nails, decals, tacks, or brads on walls, ceiling, pedestals, doors, windows, woodwork, or furniture is strictly prohibited. Hanging or otherwise affixing items to the ceiling tiles, walls or doorways is prohibited unless approved and supervised by County staff. The use of “Command” products is permitted.
11. Selling, Advertising and Soliciting are prohibited on County premises without prior approval of the Director of Parks and Recreation. This includes fundraising, the sale and/or advertisement of food, beverages, goods, or merchandise and charging and/or collection of any revenue on site.
12. Applicant may be required to provide the County with a certificate of inspection and a certificate of general liability insurance in the amount of at least \$1,000,000 combined single limit liability coverage naming Charles City County, Virginia as an “additional insured.” Such insurance is required for some activities at the Social Center, Ruthville Gym or within the Parks including but not limited to athletic events, public events, and events with the use of inflatables, tents, dunk tanks or petting zoo. Certificate must be provided within 30 days of the rental date.



13. The County is not responsible for items left on the premises by the applicant, applicant's vendors, or guests. If any personal property is authorized to be placed or located on or within the premises under the provision of this Rental Application, all said property shall be removed by applicant and at the Applicant's sole expense prior to the expiration of the Rental Permit. If the applicant fails to remove the property, the County may, remove such property from the premises and store it at the applicant's expense. The County shall not be liable for any costs or fees associated with the removal of property.
14. Competition with Recreation Programs: Individuals or businesses who wish to use a recreation facility for the purpose of conducting similar or like programs that are provided by the Parks and Recreation department shall be deemed as direct competition and such programs shall not be approved for facility rental.
15. The Primitive Camping Area is available for use by bicyclist using the Virginia Capital Trail and paddlers exploring the James River and Captain Smith Chesapeake National Historic Trail. Registration is required and campers may use the camping area between dusk and dawn for a maximum of one night. Campers must vacate the area by 8 am. The maximum capacity of each primitive campsite is four (4) and twenty (20) for the group campsite.
16. Refunds are processed in accordance with county and departmental policy. \$25 of the rental fee is non-refundable in the event of cancellation. A check will be issued minus the \$25 non-refundable fee to the applicant listed on the rental application. Allow four (4) to six (6) weeks for processing.
17. Returned Checks: If a check is returned to the county because of non-sufficient funds, a \$35 returned check fee will be assessed, and the rental will be cancelled unless another form of payment is made promptly.
18. Changes to Agreement Contract: Should any changes occur prior to your requested use of the facility, notify staff in writing immediately to request modifications to your rental agreement. Contract modifications are not guaranteed and may increase or reduce fee amounts. All modifications must be approved prior to the reservation date and must be in writing.

Section 2: Social Center and Ruthville Complex

1. After-Hour rentals require a three-hour minimum reservation time.
2. A Charles City County employee will be present and on-site during all rentals. Rentals must conclude by 1 am. The time indicated is inclusive of time needed for clean-up and the removal of equipment/decorations. Renters will not be permitted to enter the reserved space earlier or stay later than the time contracted. Rental reservation must not exceed establish maximum occupancies. Rental of the Social Center and Pool concurrently are not permitted with alcohol.
3. All Social Center and Ruthville Complex rentals that go past the reserved rental end time will be \$25 per fifteen (15) minute increment. Failure to vacate the building by the contracted end time may be considered trespassing and may result in the assessment of additional fees. Social Center gates will be locked at the conclusion of the reservation time to prevent loitering.
4. Social Center rentals with alcohol require a Virginia Alcoholic Beverage Control Authority (ABC) license and deputy presence. If the ABC license is denied by the ABC, the event is either cancelled or must still require deputy presence.
5. Storage of personal property, items, or equipment on grounds or in facilities before or after rental hours will not be permitted. This does not apply to city-sponsored events and activities.
6. Rental requests for a Charles City County Government agency, school, PTO require adherence to all policies and guidelines stated. In addition, entities may be responsible for covering personnel costs for events outside of normal business hours.
7. All Social Center, Ruthville Complex and public event rentals require a walk-thru meeting at least five (5) days prior to the rental reservation. Staff will answer questions review your chosen layout, rules, and any changes.

Section 3: Pavilions

1. Applicants reserving the Harrison Park Pavilion, or the Social Center Pavilion are granted use of the pavilion only. Rental reservation does not include use of the concession stand or ice machines.
2. Park restrooms are located near all Park Pavilions and are open to the public late March – early November.
3. Pavilions do not have access to electricity. Individuals needing electricity must utilize a generator.



Section 4: Grounds

1. Charles City County facility and park grounds may be considered for utilization without a rental fee when the event does not interfere or impede use by a county event and when no additional services, equipment or manpower is needed to facilitate the rental request. In cases, when this applies, a rental application, liability insurance and liability waiver must be on file.
2. Trash associated with outdoor facility rentals must be collected and disposed of in either the dumpster or trash receptacles.
3. Park grounds are public, and the county is not responsible for damages to personal property while on the grounds.
4. The Park grounds at Harrison Park always remain locked. Individuals wishing to have the chains unlocked for their rental must indicate this request at the time of rental. In addition, entities will be responsible for covering personnel costs for the entire time the gates remain unlocked. A minimum of two hours is required for personnel.

Section 5: Concession Stands

1. Concession stand use is reserved for entities and groups who have adhered to all Virginia Department of Health (VDH) rules and regulations. Renters wishing to utilize the concession stand to sell food must provide the following items to Charles City County Parks and Recreation for submission to the Virginia Department of Health as soon as possible. Individuals who have not submitted these items at least fourteen (14) days prior to use will not be allowed to utilize the concession stand. Please note: The concession stand is not available for renters wishing to only utilize the concession stand for the ice machine.
 - a. Renter must apply for a VDH Temporary Food Permit. The VDH Temporary Food Permit application must be submitted at least 14 days prior to the event. Once approved a copy must be submitted to the Parks and Recreation Department. Rescheduled events require resubmittal of all VDH paperwork.
 - b. Renter must always have at least one (1) person on site who has obtained their Certified Food Protection Manager Certification. Once obtained, a copy of the certification must be submitted to the Parks & Recreation Department. A Certified Food Protection Manager must be on site.
 - c. Contact the Parks & Recreation Department for more information, to obtain a copy of a Temporary Food Permit Application or to find places that offer the Certified Food Protection Manager Certification.

Section 6: Set-up and Clean-up

1. Outdoor picnic tables should not be moved from their designated location.
2. All trash should be picked up and disposed of in supplied trash bags/cans, no trash should be left on the floor or ground. Trash bags should be tied at the top and deposited in the designated dumpster or trash receptacle.
3. For indoor facilities and concession stands countertops, refrigerators and floors should be free from food, drinks, or other items. Wipe down tabletops, counter tops, chairs, appliances and/or picnic tables. Clean floor sweep and mop, as necessary. Spills on the facility floors should be mopped up during the event.
4. For indoor facilities and concession stands, the applicant, must accompany an employee on a pre/post walk-through to identify damages and to ensure clean-up. In the Social Center, the use of the kitchen, including all appliances, is limited to the warming of foods that have been cooked and prepared off premises and brought into the Social Center. All cleanups must be completed during the rental hours and before leaving. This includes cleaning counters, stove, microwave, cabinet warmer and trays, and the removal of refrigerated items.
5. All decorations should be removed and disposed of or taken off the premises. All equipment or property brought by the applicant, vendors or guests must be removed from the premises at the end of the specified rental time indicated. Materials and equipment borrowed from the facility must be left in the same condition as before use and stored back in their proper location.

Section 7: Reservation Lottery Process

1. **If one or more County residents** and one or more non-County residents arrive at the same time and wish to reserve the same date, the County residents will have priority over the non-County residents. **If two or more County residents** arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the participating residents. **If two or more non-County residents** arrive at the same time and wish to apply for the same date, a lottery drawing will be held to decide who is granted use of the facility for that date. This drawing will be held by the staff on-duty in the presence of the non-County residents. Only one lottery entry is allowed per event.



Charles City Public Safety Information:



1. Charles City County Sheriff's Office:

- a. Charles City County Sheriff's office conducts security for public event rental requests on County property and for private rental requests when the request made is for events serving alcohol and for events hosted for anyone under the age of (21) not serving alcohol or at the direction of the Recreation Director.
- b. When required by Charles City County to use deputy personnel from the sheriff's office, you will be **charged a fee of \$35.00** per deputy per hour for a minimum of 3 hours. Deputy hours are contracted 30 minutes prior to the event, the entire event time, and 30 minutes after the conclusion of the event. The number of deputy's contracted is based on event information and logistics.
- c. The renter **must** contact the Charles City County Sheriff's Office to coordinate security as soon as the event is scheduled and conditionally approved by the county.
- d. Charles City County's Sheriff's Office Security Personnel will patrol the grounds, maintain order inside and outside the building/facility during the function. Traffic Control and/or crowd control requires additional personnel.
- e. Charles City County Sheriff's Office has the **authority to ban any person or person's** that cause any problems at any event that they are assigned to and / or respond to if not assigned.
- f. For Social Center events with alcohol, the renter of this event will be held responsible to ensure underage guests are not consuming alcoholic beverages at this event.

2. Charles City County Fire & EMS:

- a. Charles City County Fire & EMS office will assist with determining your medical services requirements.
- b. When required by Charles City County to use Emergency Responder Personnel from the Fire & EMS Department, you will be charged a fee of \$35.00 per responder per hour for a minimum of 3 hours.

3. All Social Center Public Safety Requests:

- a. The renter will be charged an additional \$5.00 per security/responder hour for each deputy/responder if the department is notified 72 hours prior to said event that they are requesting security/responder assistance. Payment for the event must be paid at least 24 hours before said event to the sheriff's designee/responder. In the event, payment has been made in advanced the **renter** will be refunded the entire fee if the cancellation request was made, in writing, within 24 hours of the event. If cancellation is made less than 24 hour of the event the **renter** will be responsible for the three-hour minimum per officer and any remaining amounts will be refunded. **If the event is ended early by the renter for any reason no refund shall be given.**

Site Map and Public Safety Plan:

1. **Site Plan / Route Map:** Charles City County requires all entities requesting a Special Event Permit to submit a Site Plan/Route Map prior to approval of your application. Your site plan should be clear and legible and should denote where vendors, food trucks, parking, inflatables, tents, stages, disc jockeys and portable toilets will be located.
2. **Public Safety Plan:** Events with anticipated attendance or capacity over 500 require a Public Safety Plan to be completed and approved by the Fire Marshal's Office. This is done through anticipating possible problems and concerns related to your event activities, the environment and planning accordingly.

Department of Alcohol Beverage Control (ABC):

1. Anyone wishing to serve alcoholic beverages at the Social Center must obtain a valid one-day banquet license from the Virginia Department of Alcohol Beverage Control (ABC) or submit a valid Caterer's ABC license. Alcohol is prohibited at all other facilities and parks. Rental applicants who have been denied an ABC license are still required to obtain security. www.abc.virginia.gov/licenses/get-a-license/banquet-licenses
2. The applicant must read and abide by the following requirements:
 - The applicant agrees to follow all rules and regulations in the rental policy, as well as all requirements for operating under a banquet license issued through the Virginia Department of Alcoholic Beverages Control. All rental events where alcohol is being served require security by the Charles City County Sheriff's Office. The ABC license shall be posted by the permit holder before the start of the event. No alcohol may be consumed in any area other than the designated area for the event. No alcohol can be stored at the facility before the day of the event. All alcohol must be removed immediately following the event. No outside beverage cups and/or bottles will be allowed to enter the building. No inside beverage cups and/or bottles will be allowed to exit the building. Minors are not to consume alcohol in the Social Center and/or any of its adjacent facilities. Anyone under the age of twenty-one (21) caught consuming alcohol in the facility and/or its grounds will be prosecuted.

Charles City County Sheriff's Office Security Agreement:

1. Charles City County Sheriff's Office:

- a. Charles City County Sheriff's office conducts security for public event rental requests on County property and for private rental requests when the request made is for events serving alcohol and for events hosted for anyone under the age of (21) not serving alcohol or at the direction of the Recreation Director.
- b. The renter **must** contact the Charles City County Sheriff's Office to coordinate security for the event as soon as the event is scheduled and conditionally approved by the county.
- c. When required by Charles City County to use deputy personnel from the sheriff's office, you will be **charged a fee of \$35.00** per deputy per hour for a minimum of 3 hours. Deputy hours are contracted 30 minutes prior to the event, the entire event time, and 30 minutes after the conclusion of the event.
- d. Charles City County's Sheriff's Office Security Personnel will patrol the grounds, maintain order inside and outside the building/facility during the function. Traffic Control and/or crowd control requires additional personnel.
- e. Charles City County Sheriff's Office has the **authority to ban any person or person's** that cause any problems at any event that they are assigned to and / or respond to if not assigned.
- f. For Social Center events with alcohol, the renter of this event will be held responsible to ensure underage guests are not consuming alcoholic beverages at this event.

2. All Public Safety Requests:

- a. The renter will be charged an additional \$5.00 per security/responder hour for each deputy/responder if the department is notified 72 hours prior to said event that they are requesting security/responder assistance.
- b. Payment for the event must be paid at least 24 hours before said event to the sheriff's designee/responder. In the event, payment has been made in advanced the **renter** will be refunded the entire fee if the cancellation request was made, in writing, within 24 hours of the event.
- c. If cancellation is made less than 24 hour of the event the **renter** will be responsible for the three-hour minimum per officer and any remaining amounts will be refunded. **If the event is ended early by the renter for any reason no refund shall be given.**

Reason Contracted:

- Public Rental on County Property (Open to Public) Social Center Banquet Room Rental with Alcohol
 Private Rental on County Property (Open to Select Group) Other: _____

Renter Name: _____

Event Date: ___/___/___

Actual Rental Start Time: _____ am / pm

Actual Rental End Time: _____ am / pm

ABC License #: _____

Renter Signature: _____

Date: ___/___/___

Sheriff or Designee Signature: _____

Date: ___/___/___



Deputy hours are contracted 30 minutes prior to the rental start time listed, the entire event time, and 30 minutes after the conclusion of the event. The number of deputy's contracted is based off information and logistics provided.

Special Event Permit Checklist

*A 3-hour minimum is required for all contracted personnel time.

<input type="checkbox"/>	<p>Virginia Department of Health:</p> <ul style="list-style-type: none"> ➤ Contact Person: Larry Howard ➤ Questions or concerns related to Food Protection Manager Certification, Water Samples, Food Establishment & Temporary Food Permits, and Portable Restroom Requirements ➤ Any cost incurred depends on event details and is paid directly to the Virginia Department of Health. Fee must be paid in advance to continue approval process. 	<p>Phone: 804.966.9637</p> <p>E-mail: larry.howard@vdh.virginia.gov</p>
<input type="checkbox"/>	<p>Public Works: 10900 Courthouse Road, PO Box 128</p> <ul style="list-style-type: none"> ➤ Contact Person: Ricky Hicks, Director ➤ Questions or concerns related to: Public Works ➤ Rates start at \$25 per hr./worker. Any personnel cost incurred depends on event details and is paid at the time of application. Fee must be paid in advance to continue approval process. 	<p>Phone: 804.652.4733</p> <p>E-mail: rhicks@co.charles-city.va.us</p>
<input type="checkbox"/>	<p>Fire & EMS: 10900 Courthouse Road, PO Box 128</p> <ul style="list-style-type: none"> ➤ Contact Person: James Johnson, Fire Chief ➤ Questions or concerns related to: Public Safety Plans, Food Truck & Tent Inspections, Medical Assistance, Site Maps, and First Responders ➤ *Rates start at \$35 per hr./responder. Any personnel cost incurred depends on event details and is paid at the time of application. Fee must be paid in advance to continue approval process. 	<p>Phone: 804.652.4511</p> <p>E-mail: jvjohnson@co.charles-city.va.us</p>
<input type="checkbox"/>	<p>Charles City County Sheriff Office: 10780 Courthouse Road, PO Box 87</p> <ul style="list-style-type: none"> ➤ Contact person: L.T. Comer, Major ➤ Questions or concerns related to Public Safety Plans, Security Requirements, Parking/Traffic Control and Site Maps ➤ *Rates start at \$35 per hr./deputy. Any personnel cost incurred depends on event details and is paid directly at the Sherriff Department. Fee must be paid in advance to continue approval process. 	<p>Phone. 804.829.9265</p> <p>E-mail: lcomer@ccolaw.us</p>
<input type="checkbox"/>	<p>Community Development: 10900 Courthouse Road, PO Box 66</p> <ul style="list-style-type: none"> ➤ Contact Person: Peggy Sullivan ➤ Questions or concerns related to Charles City County Entertainment Ordinance 19-1, Special Event Applications, and Non-Parks & Recreation Related Events. Submitted when a private or public event is held with 50+ attendees. ➤ Special Event Permit: \$150 per event is paid at the time of application. Fee must be paid in advance to continue approval process. 	<p>Phone. 804.652.4707</p> <p>E-mail: psullivan@co.charles-city.va.us</p>
<input type="checkbox"/>	<p>Parks and Recreation: 8320 Ruthville Road, Providence Forge, VA</p> <ul style="list-style-type: none"> ➤ Contact Person: Marla Bradby, Clerk ➤ Questions or concerns related to Rental Applications, Walk-thru meeting requests, Event Insurance, Rental Fees, and Inter-Departmental Coordination ➤ Rates start at \$25 per hr./worker. Any personnel cost incurred depends on event details and is paid at the time of application. Fee must be paid in advance to continue approval process. ➤ See rental fee schedule for cost per facility, locality, and area. 	<p>Phone: 804.652.1601</p> <p>E-mail: mwbradby@co.charles-city.va.us</p>
<input type="checkbox"/>	<p>Special Event Insurance Information: Cost depends on details. A certificate of general liability insurance in the amount of at least \$1,000,000 combined single limit liability coverage naming Charles City County, Virginia as an “additional insured.” To assist with obtaining insurance, here are a list of companies that have indicated they provide event insurance. The list below is not a recommendation for use.</p> <ul style="list-style-type: none"> ➤ Associated Insurance: 804.747.6205; Virginia Corporation Commission: 804.282.6723; Search: “One Day Event Insurance” for additional Information; Contact your Property & Casualty Insurance company for assistance. ➤ Paid directly to Company and documentation submitted to Parks & Recreation 	
<input type="checkbox"/>	<p>Virginia Department of Alcohol Beverage Control (ABC) License or Caterer’s ABC License</p> <p>Anyone wishing to serve alcoholic beverages at the Social Center must obtain a valid one-day banquet license from the Virginia Department of Alcohol Beverage Control (ABC) or submit a valid Caterer’s ABC license. Alcohol is prohibited at all other facilities and parks. Rental applicants who have been denied an ABC license are still required to obtain security.</p> <ul style="list-style-type: none"> ➤ www.abc.virginia.gov/licenses/get-a-license/banquet-licenses ➤ Paid directly to ABC and documentation submitted to Parks & Recreation 	

Special Event Permit Information

Food Vendor 1:

Name: _____ Phone: _____

E-mail: _____

Address: _____

For Temporary Food Permit Applicants Only:

Food Protection Manager Name: _____ Phone: _____

For Caterers Only: Business License # _____

For Mobile Food Vendors Only:

- Submittal of a picture of the VDH Yellow Permit Sticker
- Submittal of a copy of your VDH Food Establishment Permit

For Pop Up Tent/Temporary Food Vendors Only:

- Submittal of a copy of your Certified Food Protection Manager Certification
- Submittal of a copy of your VDH Food Establishment Permit

Will drinking water be available for this event? Yes No

If yes, is the source of drinking water public or private? Public Private Bottled Water

Submittal of a water sample to VDH if private drinking water.

Food Vendor 2:

Name: _____ Phone: _____

E-mail: _____

Address: _____

For Temporary Food Permit Applicants Only:

Food Protection Manager Name: _____ Phone: _____

For Caterers Only: Business License # _____

For Mobile Food Vendors Only:

- Submittal of a picture of the VDH Yellow Permit Sticker
- Submittal of a copy of your VDH Food Establishment Permit

For Pop Up Tent/Temporary Food Vendors Only:

- Submittal of a copy of your Certified Food Protection Manager Certification
- Submittal of a copy of your VDH Food Establishment Permit

Will drinking water be available for this event? Yes No

If yes, is the source of drinking water public or private? Public Private Bottled Water

Submittal of a water sample to VDH if private drinking water.

Submit required items to: Marla Bradby, mwbradby@co.charles-city.va.us or fax to 804.829.5400.

Special Event Permit Information

Portable Restrooms:

One (1) toilet must be provided for every person anticipated over 101 attendees during peak time in addition to any onsite bathrooms. Ten percent (10%) of the portable toilets must be ADA accessible.

Company Name: _____

Contact Name: _____ Phone: _____

E-mail: _____

Address: _____

Are handwashing stations provided? Yes No Are sanitizing stations provide? Yes No

Submittal of a signed contract, or facsimile copy thereof, specifying the date(s), number of units, the service frequency and the removal date for the units.

Sanitation:

Indicate the contact information for entity responsible for removing/disposal of trash from the event site.

Contact Name: _____ Phone: _____

E-mail: _____

Address: _____

Number of Trash Receptacles requested: _____

Rental Company:

Company Name: _____

Contact Name: _____ Phone: _____

E-mail: _____

Address: _____

Are any tents larger than 900 sq. ft. (30x30) in area? Yes No

For Tents over 900 sq. ft., stages, carnival rides, bounce houses, inflatables, dunk tanks other special apparatus:

Submittal of a certificate of inspection from the rental company

Submittal of a certificate of insurance naming "Charles City County" as additionally insured.

Submit required items to: Marla Bradby, mwbradby@co.charles-city.va.us or fax to 804.829.5400.

Special Event Permit Site Plan

Event Name: _____ **Date:** _____

Renter Name: _____ **Location:** _____

Site plans should be clear and legible. They should also denote where vendors, food trucks, parking, inflatables, tents, stages, disc jockeys and portable toilets will be located. A site plan is required for events with 50+ anticipated number of attendees. Please note: the unlocking of gates must be submitted in rental request. In addition, the contracting of staff is required for gates to be unlocked. Submit required items to: Marla Bradby, mwbradby@co.charles-city.va.us or fax to 804.829.5400.



SPECIAL EVENT APPROVAL SHEET

Special Event Permits may take up to 30 days to process. Please plan accordingly.
Approval process does not begin until rental balance has been paid in full.

Health Department Approval: Denied Follow-up Needed Fee Paid ___/___/___

Comments:

Signature: _____

Approval Date: _____

Fire/Emergency Medical Services Approval: Denied Follow-up Needed Fee Paid ___/___/___

Comments:

Chief or Designee Signature: _____

Approval Date: _____

Public Works Approval: Denied Follow-up Needed Fee Paid \$ _____ on ___/___/___

Comments:

Director or Designee Signature: _____

Approval Date: _____

Sheriff Department Approval: Denied Follow-up Needed Fee Paid \$ _____ on ___/___/___

Comments:

Sherriff or Designee Signature: _____

Approval Date: _____

Recreation & Parks Approval: Denied Follow-up Needed Fee Paid \$ _____ on ___/___/___

Comments:

Director or Designee Signature: _____

Approval Date: _____

Community Development Approval: Denied Follow-up Needed Fee Paid ___/___/___

Comments:

Director or Designee Signature: _____

Approval Date: _____

County Administrator Office Approval: Denied Follow-up Needed

Comments:

County Administrator Signature: _____

Approval Date: _____