



COUNTY OF SPOTSYLVANIA

Community Development Division
9019 Old Battlefield Blvd. 3rd Floor
Spotsylvania, VA 22553
Phone (540)507-7222 Fax (540) 507-7281

SPECIAL ENTERTAINMENT EVENT PERMIT GUIDE

Outdoor musical and/or entertainment festivals are required to have a Special Entertainment Event Permit approved by the Board of Supervisors. The term "musical or entertainment festival" or "festival" means any gathering or groups of individuals for the purpose of listening to or participating in entertainment which consists primarily of musical renditions conducted in open spaces not within an enclosed structure. A staff review of the application is completed and forwarded to the Board of Supervisors for approval. Other special events outside the "musical or entertainment festival" or "festival" definition noted above are required to have a Temporary Use Permit for the special event which is a separate application.

The attached documents must be completed in order to apply for a Special Entertainment Permit. The forms included are:

- Special Entertainment Event Permit Application
- Special Entertainment Event Required Documents Checklist
- Electronic Transaction Authorization Form -Applicable only for those paying by credit card.

Applications must be submitted no later than 21 days prior to the event. Please note, Special Entertainment Event Permits must be approved by the Board of Supervisors following a technical review from all applicable County agencies including Zoning, Building, Health Department, Fire Marshal and Sheriff's Office. **Prior to application submission, applicants are strongly encouraged to contact all agencies involved in the review to ensure all issues are addressed.** Preliminary discussions will ensure a more efficient review once the application is submitted.

The filing fee is based on the number of participants:

- Special Event Permit with <1,000 estimated participants = \$368.75
- Special Event Permit with >1,000 estimated participants = \$520.00
- Permit Processing Fee on either application = \$62.50

Payments processed by credit card incur a convenience fee of 2.7% on the balance owed for the permit. **Additional fees may be due** at the time the permit is issued depending on the type of event permit requested, and the services required for the event. Please be prepared to pay by check, credit card, or money order if you apply for the permit at our office.

PLEASE NOTE: Separate permits may be required. It is the responsibility of the property owner to ensure all required permits are obtained prior to the event.

- Please contact the Virginia Department of Transportation (VDOT) Land Use Permit Section at 540-899-4525.
- If tents, stages or amusement rides are part of the event separate Building Permits may be required and separate fees will apply.

Please contact Kimberly Pomatto at kpomatto@spotsylvania.va.us or 540-507-7429 for questions related the application process.



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App/Permit # Assigned:

Special Entertainment Permit

Section I: Required Documents Checklist

- Provide a copy of the ticket or badge of admission to the festival, containing the date and time of the festival, together with a statement by the applicant of the total number of tickets to be offered for sale and the best reasonable estimate by the applicant of the number of persons expected to be in attendance. Is the event in cooperation with an organization?
- Provide a statement of the name and address of the promoters of the festival and the financial backing of the festival. Are you a professional/experienced planner?
- Provide a list of the names of all persons or groups who will perform at the festival.
- Provide a plan and narrative for adequate sanitation facilities and garbage, trash and sewage disposal for persons at the festival. This plan shall meet the requirements of all state and local statutes, ordinances and regulations.
- Provide a plan and narrative for providing food, water and lodging for the persons at the festival. This plan shall meet the requirements of all state and local statutes, ordinances and regulations
- Provide a plan and narrative for adequate medical facilities for persons at the festival.
- Provide a plan and narrative for adequate parking facilities and traffic control in and around the festival area.
- Provide a plan and narrative for adequate fire protection. This plan shall meet the requirements of all state and local statutes, ordinances and regulations
- Provide a plan and narrative identifying any outdoor lights or lighting to be utilized. The plan must identify the location of such lights and shielding devices or other equipment to prevent unreasonable glow beyond the property on which the festival is located, approved by the supplier of electrical power
- Provide a statement shall be included that no music shall be played, either by mechanical device or live performance, in such a manner that the sound emanating therefrom shall be unreasonably audible beyond the property on which the festival is located.

Section II: Supplemental Information

- Yes No Are you a professional/experienced planner? _____
- Yes No Is the event in cooperation with an organization? (ex. Town, Parks & Recreation, Mall) _____
- Yes No Will food be served? _____
- Yes No Will there be any portable stages? _____
- Yes No Will there be any amusement rides, bounce houses, inflatables, etc.? _____
- Yes No Will tents be erected larger than 900 sq. ft.? _____
- Yes No Will water be provided? _____

Yes No Will any streets need to be closed? _____

Yes No Will vehicular traffic be entering or exiting onto public road/roadways? _____

Yes No Will traffic be blocked or rerouted? _____

Yes No Will there be any use of fireworks, lasers, black powder or other pyrotechnics? _____

Yes No Will there be alcoholic beverages? _____

Yes No Will there be onsite camping? _____

Yes No Are animals involved in any aspect of your event? _____

Yes No Will any sales activities be conducted? _____

Yes No Do you have any Emergency Medical Services or police/Sheriff Services reserved or on standby?
If yes, please provide detailed plan and narrative as noted in Section I.

Yes No Is there a plan for trash disposal?
If yes, please provide detailed plan and narrative as noted in Section I, including:
1) Number of trash cans
2) Number of dumpsters
3) Collection frequency
4) Contact information for trash collector

Yes No Is there a plan for collecting recyclables?
If yes, please provide detailed plan and narrative as noted in Section I, including:
1) What will be collected for recycling
2) Number of recycling bins
3) Number of dumpsters
4) Collection frequency
5) Contact information for recycling collector



**County of Spotsylvania
SPECIAL ENTERTAINMENT EVENT
PERMIT APPLICATION**

App/Permit # Assigned:

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Phone (540)507-7222 Fax (540) 507-7281

Applicant

Name: _____ Address: _____

Phone #: _____ Fax #: _____ Email Address: _____

Property Owner

Name: _____ Address: _____

Phone #: _____ Fax #: _____ Email Address: _____

Property Information

Property Address : _____

Tax Map ID : _____ Voting District: _____

Special Entertainment Event Information

Name of Event: _____ Type of Event (ex. Circus, parade, fair): _____

Date of Event: _____ Time of Event: _____ Rain Date (if applicable): _____

Brief Description of the Event: _____

Anticipated # of Participants: Total _____ Total Per Day _____

Please note the following:

1. A complete application and response to all checklist items must be provided in order to process the Special Entertainment Permit Application for review. Submission of an application without all required information will be deemed incomplete and not reviewed until all required information is provided for a complete review packet.
2. The Special Entertainment Permit must be APPROVED AND ALL FEES PAID before the event is held on the designated site area.
3. Accepted Forms of Payment: Please be advised that the only forms of payment currently accepted by the Code Compliance Department are Check, Money order, *Debit, and *Credit. *If **Debit/Credit** is used there will be a 2.70% convenience fee added to the total amount due.

Property Owner Signature (Required)*

Date

Print Name

**I have read this Application, understand its intent and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to Spotsylvania County Officials and other authorized government agents on official business to enter the property to process this application and determine compliance with all applicable County Code requirements and/or other federal, state and local regulations.*

FOR OFFICE USE ONLY

Zoning _____ Disapproved _____ Approval Date _____

Remarks:

Fees _____

Authorized Signature



County of Spotsylvania Special Events Review Committee

Department	Contact	Phone	Email	
Building	Chief Building Official	David Ansell	540-507-7222	dansell@spotsylvania.va.us
Chesapeake Bay	Environmental Engineer	Richard Street	540-507-7426	rstreet@spotsylvania.va.us
FREM - Fire	Fire Marshal	Phil Sullivan	540-507-7908	psullivan@spotsylvania.va.us
Virginia Dept. of Health	Environmental Health Manager	Brent McCord	540-322-5933	Brent.McCord@vdh.virginia.gov
Zoning	Zoning Administrator (Acting)	Kimberly Pomatto	540-507-7429	kpomatto@spotsylvania.va.us
Economic Development	Tourism Manager	Deborah Aylor	540-507-7205	DAylor@Spotsylvania.va.us
Sheriff's Office	Sheriff	Roger Harris		RLHarris@Spotsylvania.va.us
County Administration	Director of Community Engagement	Michelle McGinnis	540-507-7005	MMcGinnis@spotsylvania.va.us
VDOT	Land Use Permit Section	Permit Tech	540-899-4525	
FREM - Emergency Mgmt.	Division Chief	Matt Embrey	540-507-7904	MEmbrey@spotsylvania.va.us