



Stafford County, Virginia

Special Event Informational Package & Application

Updated October 2022



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WHAT DEFINES A SPECIAL EVENT?

A Special Event is any event that meets one or more of the following criteria:

- Any event that is a parade, carnival, festival, block party (not for private or residential use), running, walking or bicycling event.
- Any event to be held at a County facility with a projected attendance of 1,000 or more.
- Any event that will require the use of County resources for security, crowd control, traffic control, fire or EMS.
- Any event that requires the closure of any street or public right of way to vehicular or pedestrian traffic.
- Any event requiring interagency coordination that may change or restrict the normal levels of public service provided in Stafford County

*Please note, some events such as private, residential block parties or park rentals, may not require the Special Event process; however, the event may still require a permit. Please refer to the Permit Section for details.

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT APPLICATION

Step 1: If you are planning to use a County Facility for your event, please submit a Facility Use Agreement (see link on page 7) to confirm venue availability before submitting the Special Event Application.

Step 2: Once venue availability is confirmed complete all applicable sections of this Special Events Application. Special Events Applications must be submitted to specialevents@staffordcountyva.gov at least **90 days prior to the event date** to allow applicants to apply for and obtain all required permits. Careful completion of this application will assist in reducing any delays in the approval process. It is important that you follow the instructions and provide clear and accurate information. It is the responsibility of the applicant to apply for all necessary permits and submit all documents as directed. Please contact the Stafford County Office of Emergency Management at 540-658-7200 or the applicable permit office with any questions.

Applicants must complete the following required sections for **ALL** events:

- General Event Information
- Security Plan
- Site Plan

**If your event requires road closure, you MUST provide a clear route map and written description of the route and copy of your road use permit submitted to the Virginia Department of Transportation (VDOT) – see link on page 7.*

Step 3: Applicants should complete any additional sections as they pertain to their individual event.

Step 4: Submit completed application and any required supporting documentation to specialevents@staffordcountyva.gov

Step 5: Upon submission, your application will be sent to all the departments involved in providing services or permits. Do NOT assume that all aspects of your event will be approved; you may be asked to make changes to your plan based on the availability of services and scheduling of other events. Your event application will be denied if required permits are not obtained (see page 4 for required permit checklist). You will be notified once your event has been approved.



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SPECIAL EVENT APPLICATION

General Event Information

Name of Event: _____ First time event? Yes No

Exact Street Address of Event _____

County Facility Utilized _____

Date(s) of Event _____ Hours of Event _____ to _____

Step-off Time (for athletic events only) _____

Type of Event: _____

Estimated Attendance _____ Last Year's Attendance _____ Estimated Attendance Per Day _____

Name of Sponsoring Organization _____

Contact Person from Sponsoring Organization _____

Sponsoring Organization's Complete Address _____

Phone Number: _____ Website: _____

Name of Organizer/Coordinator _____ Email Address _____

Complete Address _____

Phone Number _____ Cell _____ Fax _____

Name of Emergency Contact _____ Email Address _____

Complete Address _____

Phone Number _____ Cell _____ Fax _____



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Event Description

Is this facility normally used for events? Yes No Is this facility normally used for large events? Yes No

This site is: Permanent Temporary Indoors Outdoors

Structure Descriptions

Facilities Description and Present Infrastructure Checklist

Water Toilets Showers Food Preparation Waste Removal



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Required Permit Checklist

- Will you require assistance from Public Safety? Yes No Law Enforcement
 Fire Department
 Emergency Medical Services
If yes, you will be contacted by a representative from the appropriate agency.
- Will there be any use of fireworks or explosives? Yes No *If yes, you must contact the Stafford County Fire and Rescue Department Office of the Fire Marshal for a permit*
- Are you serving food at your event? Yes No *If yes, provide a list of vendors.
If yes, you must also contact the Virginia Department of Health for a Temporary Food License Application.*
- Are you serving beer and wine at your event? Yes No *If yes, provide a list of vendors.
If yes, you must also contact the Virginia Department of Alcohol Beverage Control for a Banquet License*
- Are you erecting a tent/structure over 900 sq. ft.? Yes No *If yes, how many tents/structures? _____
If yes, you must also contact the Stafford County Fire and Rescue Department Office of the Fire Marshal for a permit.*
- Are you erecting amusement devices or a stage over 30" above grade? Yes No *If yes, how many structures/devices? _____
If yes, you must also contact the Stafford County Building Department for a permit.*
- Are you closing the street for your event? Yes No *If yes, how many streets? _____
If yes you must also contact the Virginia Department of Transportation for a Land Use Permit.*
- Will the street closure be on a FRED bus route? Yes No *If yes, include a map/plan for the routing of buses.*
- Have you determined how area residents and businesses will be notified of street closures and/or parking restrictions? Yes No *If yes, include a description of your community outreach plan.*
- Has the event already been publicized? Yes No *If yes, include a copy of flyer/ mailing or description of efforts.*
- Will you be using a loudspeaker? Yes No *If yes, you must contact the Stafford County Sheriff's Office.*



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Safety / Security / Crowd Management

The Organizer is responsible for providing a safe and secure event. This includes the event venue, event parking areas, and adjacent areas affected by the event.

Will you be utilizing a private security company? Yes No *If yes, you must contact the Stafford County Sheriff's Office.*

Will you have a designated individual monitoring the weather for adverse conditions? Yes No *If yes, who is that individual?*

Provide a crowd communication plan that addresses communicating direction to the crowd during emergency situations. It should include a plan for all hazards including weather-related emergencies and cancellations. (Attach to document if additional space is required)

In accordance with Section 403.12.3 of the Virginia Statewide Fire Prevention Code, trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one (1) crowd manager to every 250 persons. Each crowd manager shall complete a course and submit their certificate with this application. [A link for this training can be located on the Permit List page.](#)

Provide a crowd management plan that addresses emergencies specific to your event, it shall include a plan for the location, assignment and staffing of crowd managers.



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Site Plan / Route Map:

The event site plan/route map should depict the physical layout of the event. It should be drawn legibly to visually address the elements of your event. Please utilize the legend below when developing a site plan or route map. (Attach site plan to document if additional space is required)

Common Elements to Identify on the Site Plan / Route Map

- Location of food vendors (FV)
- Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) with number of serving stations at each location
- Location of toilets (T)
- Location of hand washing sinks (HWS)
- Location of retail merchants (RM)
- Location of garbage receptacles (G) and recycling receptacles (R)
- Show walk, run and bike routes if athletic event
- Location and number of Road Closure Barricades (III)
- Location of fire lane (FL)
- Location of fire extinguishers (FE)
- Location of First Aid (+)
- Public entrances and exits (↑, ↓)
- Location of sound stages and amplified sound
- Location of residential streets surrounding event
- Location of Parking (P)
- Location of "FREE ADMISSION - DONATIONS ACCEPTED" sign

Comments or Special Instructions:



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Permit List

Stafford County Sheriff's Office

- Loud Speaker/Sound Permit:
<https://www.staffordsheriff.com/content/resources/Soundpermitapplication.cfm>

Stafford County Parks, Recreation and Community Facilities

- Facility Use Application
https://staffordcountyva.gov/government/departments_p-z/parks_and_recreation/facilities_rentals/online_facility_use_application.php

Stafford County Development Services

- Stage/Amusement Device Permit
https://staffordcountyva.gov/government/departments_p-z/public_works/community_development/building/commercial_building/codes_standards/forms_and_checklists.php#outer-515

Stafford County Fire Marshal's Office

- Special Amusement Occupancies
- Tents, Canopies and Membrane Structures
- Fireworks, Explosives, Propane
https://staffordcountyva.gov/government/departments_f-o/fire_and_rescue/office_of_the_fire_marshall/fire_prevention_code_permits.php

National Association of State Fire Marshals

- Crowd Management Training
<https://www.firemarshals.org/Crowd-Manager-Training>

Virginia Department of Alcohol Beverage Control

- Banquet or Banquet Special Event License
<https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>

Virginia Department of Health

- Temporary Food Permit
<http://www.vdh.virginia.gov/rappahannock/services/food-services/>

Virginia Department of Transportation

- VDOT Permit Portal – use for all land use permits
<https://www.virginiadot.org/business/bu-landUsePermits.asp>
- Bike Race: LUP-BR
https://www.virginiadot.org/business/resources/land_use_regs/newPermitPackages/LUP-BR.pdf
- Special Event: LUP-SE
https://www.virginiadot.org/business/resources/land_use_regs/newPermitPackages/LUP-SE.pdf



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Terms and Conditions

The Organizer shall be responsible for obtaining all necessary permits and will work directly with each Agency to obtain and fulfill the permit requirements prior to the event.

The Organizer shall submit all of the required permits prior to the event.

The Organizer shall obtain and fulfill any insurance requirements.

The Organizer shall inform the Stafford County Office of Emergency Management of any changes to this application at least 20 days prior to the date of the event.

The undersigned certifies that they shall abide by all Stafford County policies and procedures and the requirements for users at County facilities. The undersigned shall be held liable for any and all damages to County-owned property and for the prompt and proper settlement of claims for such damages, and agrees to pay applicable fees. Unless agreed upon in writing, the undersigned shall be responsible for clean-up and care of equipment and facilities used, including school facilities. Failure to do so will result in forfeiture of deposit, paying a penalty and denial of future use.

By checking this box, I agree that the information in this application is true and correct to the best of my knowledge. I also agree to the terms and conditions listed above.

Signature of Organizer

Date

Printed Name of Organizer