



# Stafford County, Virginia

## Special Event Informational Packet

Updated February 2025



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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. This package contains information to help you through the application process.

### 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 Application** to confirm venue availability before submitting the Special Event Application.

**Step 2:** Once venue availability is confirmed complete all applicable sections of the Special Events Application. Special Events Applications must be submitted **at least 90 days prior to the event date** to allow applicants to apply for and obtain all required permits. Careful completion of the 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.

*\*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).*

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

**Step 4:** 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. For the safety of those attending your event, all required permits must be obtained. (see page 4 for required permit checklist).

If you have questions beyond the application or this packet regarding your special event, please email [specialevents@staffordcountyva.gov](mailto:specialevents@staffordcountyva.gov).



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### Permit List

Stafford County Sheriff's Office (540) 658-4450

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

Stafford County Parks, Recreation and Community Facilities (540) 658-5019

- Facility Use Application  
[https://staffordcountyva.gov/government/departments\\_p-z/parks\\_and\\_recreation/facilities\\_\\_rentals/online\\_facility\\_use\\_application.php](https://staffordcountyva.gov/government/departments_p-z/parks_and_recreation/facilities__rentals/online_facility_use_application.php)

Stafford County Development Services (540) 658-8650

- Stage/Amusement Device Permit  
<https://cdn.staffordcountyva.gov/Public%20Works/Building/Commercial%20Building/Amusement%20Device%20Application.pdf>

Stafford County Fire Marshal's Office (540) 658-8648

- Food Trucks/Food Vendors
- Tents, Canopies and Membrane Structures
- Fireworks, Explosives, Propane  
[https://staffordcountyva.gov/government/departments\\_f-o/fire\\_and\\_rescue/office\\_of\\_the\\_fire\\_marshal/fire\\_prevention\\_code\\_permits.php](https://staffordcountyva.gov/government/departments_f-o/fire_and_rescue/office_of_the_fire_marshal/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 (540) 288-9018

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

Virginia Department of Transportation (540) 899-4288

- VDOT Permit Portal – use for all land use permits  
<https://www.virginiadot.org/business/bu-landUsePermits.asp>
- Bike Race: LUP-BR  
<https://www.vdot.virginia.gov/media/vdotvirginiagov/doing-business/technical-guidance-and-support/land-use-and-development/land-use-permits/LUP-BR.pdf>
- Special Event: LUP-SE  
<https://www.vdot.virginia.gov/media/vdotvirginiagov/doing-business/technical-guidance-and-support/land-use-and-development/land-use-permits/LUP-SE.pdf>
- Special Event Guide:  
<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/land-use-and-development/land-use-permits/>



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### Legend 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