

Charles City County
 Department of Planning/Economic Development
 P.O. Box 66
 Charles City, VA 23030
 (804) 652-4707



ENTERTAINMENT PERMIT APPLICATION

All applications must be submitted to the *Department of Planning/Economic Development* 30 days prior to an event. Cost per event is \$150. Turkey shoots (\$150 per year).

Application Number: <input style="width: 100%;" type="text"/>	Approved/Disapproved: Date
General Permit <input type="checkbox"/>	Special Permit <input type="checkbox"/>

APPLICANT AND ORGANIZATION INFORMATION

Applicant's Name:		
Are you 18 years of age or older? <input type="checkbox"/>	Are you representing yourself? <input type="checkbox"/>	
Are you representing an organization? <input type="checkbox"/>	Is it a non-profit organization with 501(c) (3) status? <input type="checkbox"/>	
Organization's Name:		
Mailing Address:		
City: State: Zip:		
Day Phone:	Evening Phone	
Fax Number:	On-Site Cellular:	
Pager:	E-mail:	
Event Name:		
The event is... Private (by invitation only) <input type="checkbox"/>	Open to the General Public <input type="checkbox"/>	
Event Date(s) :	Start Time:	End Time
LOCATION (address or Tax map number)		
Private Property <input type="checkbox"/>	Commercial <input type="checkbox"/>	Public /Semi-public Property <input type="checkbox"/>

Total anticipated attendees (including spectators and participants):	0 – 49 <input type="checkbox"/>	50-2000 <input type="checkbox"/>	2000+ <input type="checkbox"/>
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Alcohol <input type="checkbox"/>	Food Vending / Sampling <input type="checkbox"/>	Live Music / Band /DJ <input type="checkbox"/>
Sporting event <input type="checkbox"/>	Exhibits <input type="checkbox"/>	Tents <input type="checkbox"/>
Use of any motorized equipment or vehicles (Mud bogs, boat races, Car racing, Motorcycles, etc.) <input type="checkbox"/>		Discharging of firearms <input type="checkbox"/>
Public Address System <input type="checkbox"/>		
Vendors (non-food / beverage) <input type="checkbox"/>		Animals (Dogs, Cats, Horses) <input type="checkbox"/>
Mechanical Rides / Devices <input type="checkbox"/>	Parking <input type="checkbox"/>	Banners / Signs <input type="checkbox"/>

PARKING AND TRANSPORTATION

Where will the event attendees / Participants Park? (Check those that apply.)

Personal Vehicles On-Street <input type="checkbox"/>	Public Parking <input type="checkbox"/>	School Grounds <input type="checkbox"/>
Shuttle / Satellite Parking <input type="checkbox"/>	Church Grounds <input type="checkbox"/>	Reserved <input type="checkbox"/>
Other: Please explain:		

SANITATION AND WASTE

Please note number of trash receptacles needed 1-4 <input type="checkbox"/> 5 – 10 <input type="checkbox"/> 10 – 20 <input type="checkbox"/>
Have you contracted with a portable restroom company? Yes <input type="checkbox"/> No <input type="checkbox"/> Number of units __

OTHER AGENCY PERMITS - Please contact the listed agencies below to gain approval. This application cannot be deemed approved until each agency has signed.

<p>Health Department (food concessions, food sampling, etc.) <input type="checkbox"/></p> <p>Health Official Signature: _____ Approval Date: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>
<p>Charles City Building Department for temporary structures and rides. <input type="checkbox"/></p> <p>Building Official Signature: _____ Approval Date: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>
<p>Charles City Sheriff's Department <input type="checkbox"/></p> <p>Law Enforcement Agency Signature: _____ Approval Date: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>

Check with the below agencies only if applicable

Fire Department <input type="checkbox"/>	ABC Board (alcoholic beverages) <input type="checkbox"/>
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INSURANCE - A copy of a current insurance policy should be attached with the application

Policy number:	
Insurance Company:	Agent:

PERMIT PROCESSING: The information requested by the form will be used to determine your eligibility for the permit requested. Any misrepresentation in this application or deviation from the final permit conditions may result in immediate revocation of the permit and the halting of the event. Any events held without a permit will result in possible loss of privilege to host events in the future.

FAILURE TO OBTAIN THIS PERMIT IN THE TIMEFRAME WILL RESULT IN A POSSIBLE DENIAL OF THIS APPLICATION. (30 days before an event)

HOLD HARMLESS CLAUSE: Permittee (applicant /organization) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save Charles City County, its officers, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees.

Applicant's Name (Printed Neatly) _____

Applicant's Signature _____ Date _____