



SPECIAL EVENT APPLICATION

TOWN OF COLONIAL BEACH

Please review the Town of Colonial Beach Special Events Policy and Fee Schedule to ensure the information is completed correctly. Once all documentation has been received, the application will be reviewed by the Town Manager and the Director of Public Works and the applicant will be contacted about the status of the event. Event organizers may be requested to meet with town representatives and others to review event plans, layout and logistics.

Submit completed application and supporting documents to:
MAGGIE LANE, 315 DOUGLAS AVE. COLONIAL BEACH VA 22443

EVENT TITLE: _____

Contact Information _____

Organization/Applicant Name: _____

Daytime Phone: _____

E-mail Address: _____

Mailing Address: _____

Event Summary _____

Date of Event: _____ Location: _____

Event Hours: _____

Name of Event: _____

Description of Event: _____

Anticipated Attendance ---- Participants: _____ Spectators: _____

Will the event affect the flow of traffic on the public streets of Colonial Beach? YES ___ NO ___

Will food or merchandise be sold? YES ___ NO ___ All vendors must have a current business license

Please contact Tina Saunders at 804-224-7183 for details. The collection and payment of applicable taxes will be the responsibility of the individual vendor.

Will alcohol be served: YES ___ NO ___ **if YES, attach copy of ABC license.**



Will security be present: YES____NO____ **if YES, complete and attach section 2.**

Applicant's Initials _____



Request Resources (check all that apply) _____

- Street Closings** – Complete & attach Section 1
- Public Works Support at Event** -- Check this box if you are requesting street closings
- Police Support at Event** -- complete & attach section 2
- Town Hill, Town Stage & Boardwalk**
- Castlewood Park** --- if the event involves the use of the park, the applicant must obtain advance approval from the Town's Managers office before submitting an application. 804-224-7181
- Refuse & Garbage Removal** – Questions can be directed to Public Works at 804-224-7260
- Permit for Tents/Structures/Carnival Rides** -- Questions relating to structures and permitting should be directed to the Planning and Zoning Department at 804-224-7181.
- EMS (Rescue Squad) Support** --- For additional information or questions, contact Wesley Melson at 804-224-7750
- Fire Department Support** --- For additional information or questions, contact David Robey at 804-224-7255.
- Fireworks Permit** --- Any type of fireworks display requires a permit issued by the Fire Marshal. Contact Travis Worthington at 804-229-3106
- Water and/or Electricity** --- for water supply/service please contact Public Works at 804-224-7260

Required Documents (the following documents must be attached to application) _____

- Certificate of Insurance** --- Provide evidence of liability insurance of a minimum of \$ 1,000,000. The addendum must include the following exact wording: “THE TOWN OF COLONIAL BEACH, 315 DOUGLAS AVE. COLONIAL BEACH VA 22443 ---- is hereby named as additional insured”. The insurance company must have a minimum financial rating from a company licensed to do business in Virginia rated “A” or better.

If your organization has employees, you must also provide evidence of Workers Compensation insurance with statutory limits that meet state requirements.



If alcohol will be served, the Town requires a liquor liability endorsement be added to the insured's policy. This endorsement can be added to the certificate of insurance along with the other insurance requirements.

Applicant's Initials _____



The Certificate of Insurance and endorsement must be obtained and sent to the Town of Colonial Beach **before** your special event application will be approved by the Town.

- Diagram of event, including location of activities**

- ABC License** – if alcohol will be served, events must obtain a VA ABC license. Contact the VA department of Alcoholic Beverage Control, 10304 Spotsylvania Ave. Suite 101 Fredericksburg, VA. 22480 Attn: Valarie Hayden 504-322-5440

Section 1. Street Closings

Attach a map with requested street closings.

In addition to the map, list in detail what street closures are requested for the event (include time frames of requested street closing):

Will your event involve the use of a parking and/or shuttle plan? YES NO
If yes, please describe below:

For the Town to approve a road closure, the following must be considered: resident/business impact, detour Routes, signage and notification, set up of barricade and directional signage, and traffic control and safety. For parades or other activity on Route 205 and/or Colonial Avenue, please contact VDOT at 804-333-7941 to request an Activity Permit Application.



Applicant's Initials _____



Section 2. Police Support at Event

Describe request for police support:

Traffic Control Attendants:

- Persons under the age of 18 are not allowed to assist with traffic control.
- All traffic control attendants must be properly equipped with identification, a reflective vest and communication equipment

Additional Security:

Have you hired a licensed professional security company to help manage your event? YES NO

Security Organization: _____

of Security Team Members _____

Main Contact: _____

Cell Phone # _____

Please describe plan for crowd management and safety:



The Town of Colonial Beach, Town Manager, Public Works, and the Police Department will work with Event organizers to find what meets their specific security needs. The Town of Colonial Beach Police Department has the authority to decline approval for issues that directly affect public safety.

Applicant's Initials _____



Section 3. Town Hill, Town Stage, Boardwalk

Area requested for event Town Hill Town Stage Boardwalk

Please review Town of Colonial Beach Special Event Support Policy and Fee Schedule

CERTIFICATION AND ACKNOWLEDGEMENT OF APPLICANT

The undersigned certifies that he or she has read the Town of Colonial Beach Special Event Support Policy and further certifies that the information furnished in this application is true and correct to the best of their knowledge and information.

The undersigned acknowledges that use of Town resources to host an event in the Town of Colonial Beach is contingent upon approval of this application by Town Staff.

Signature of Applicant: _____

Date: _____



For Office Use Only:

Date received: _____

Comments:



Applicant's Initials _____



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Applicant's Initials _____

