



SPECIAL EVENT APPLICATION

TOWN OF COLONIAL BEACH

Thank you for choosing the Town of Colonial Beach as a venue for your upcoming event.

A Special Event Application is required for any gathering that has any of the following elements: Stages or large tents, inflatables, open public space reserved, use of amplified sound above town ordinance, walk/run route, vender sales, or affects vehicular traffic. Completion of the Special Event Application will guide you to the steps necessary for approval of your event.

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

Special Event Classification, Fee & Application Schedule				
Classification	A	B	C	D
Event Size*	Large (>3,500)	Medium (<3,500)	Small (<1,000)	<100 people/Private
Daily Fee**	\$1,250	\$450	\$250	\$100
Deposit (subtracted from daily fee)	\$425	\$150	\$75	\$50
Bond Amount	\$1,000	\$1,000	\$500	N/A
Application & Deposit Due	120 days prior	90 days prior	60 days prior	30 days prior

* Event Sizes Classifications include certain services, see page 5 if you're not sure what event size to choose.

**50% discount for 501(c) Organizations

- Information that is specific to your event that will affect services may be added to the application up to 14 days prior to the event.
- Additional Certifications or Permits (i.e ABC License, Health Permits, VDOT, ect.) are due 30 days prior to event date.
- Deposit must be paid at time of application submission.
- A Bond is required for A, B, & C events. Provided there is no claim to harm, damages, or incidence to the town, the bond will be refunded within 60 days post event.
- Delays in providing required documents and permit fees impact the ability to review and approve the application in a timely manner.
- Event organizers may be requested to meet with town representatives and others to review event plans, layout and logistics.

EVENT INFORMATION

EVENT NAME: _____

Event Summary: Provide a detailed description of the overall event and intention

Date/s of Event: _____ Rain Date: _____



Applicant's Initials _____

ADMINISTRATIVE USE ONLY	
Application Submitted:	Deposit Paid:
Full Permit Fee Paid:	Bond:
Classification: _____	

EVENT INFORMATION *continued*

Type of Event: *Check all that apply*

- | | | | |
|---------------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Parade | <input type="checkbox"/> Carnival | <input type="checkbox"/> Charity event | <input type="checkbox"/> Community/cultural event |
| <input type="checkbox"/> Run/walk | <input type="checkbox"/> Concert | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Water activity |
| <input type="checkbox"/> Church event | <input type="checkbox"/> Bike race | <input type="checkbox"/> Festival | <input type="checkbox"/> Other: _____ |

Location: *Check all that apply*

<input type="checkbox"/> Boardwalk	<input type="checkbox"/> Castlewood Park	<input type="checkbox"/> "The Point"	<input type="checkbox"/> Town Center
<input type="checkbox"/> Beachfront	<input type="checkbox"/> Torrey Smith Park Pavilion	<input type="checkbox"/> Town Hill on Washington ave.	<input type="checkbox"/> Town Hill Boardwalk Side
<input type="checkbox"/> Other: _____			

If the event involves the use of a park, the applicant must obtain advance approval from the Towns Manager's office before applying. 804-224-7181

Event Hours:

Event Date/s:	Set-Up Time	Start Time	End Time	Breakdown Time

Special Event Description: *What key elements and highlights are unique to your event*

Anticipated Attendance: **Participants:** _____ **Spectators:** _____

Event Admission/Entry: *Check all that apply*

<input type="checkbox"/> Free	<input type="checkbox"/> Private Event	<input type="checkbox"/> Participation Fee	<input type="checkbox"/> Ticketed
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APPLICANT INFORMATION

Organization/Applicant Name: _____

On-Site Point/s of Contact: _____

Phone: _____ **Alternate Phone:** _____

E-mail Address: _____

Mailing Address: _____

Liability Insurance Company: _____

Class A, B, & C Events must provide 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 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. 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.

VENDORS

Will there be vendors? _____ If YES, What types? Check all that apply

<input type="checkbox"/> Food*	<input type="checkbox"/> Beverage	<input type="checkbox"/> Merchandise	<input type="checkbox"/> Homemade	<input type="checkbox"/> Other
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**Event Applicants are required to submit all food vendors' Health Department permits prior to operation.*

Event Applicant will be responsible for remitting a Transient Commerce Fee after the event. The fee will be 10% of the amount charged for a vendor spot.

Will alcohol be served: YES _____ NO _____

if YES, Event Applicants must submit a copy of ABC Permit for event approval. Contact the VA department of Alcoholic Beverage Control, 10304 Spotsylvania Ave. Suite 101 Fredericksburg, VA. 22480 (540)-322-5440

Food/ Beverages will be: check all that apply

- Given away (free)
- Sold
- Sampled
- Other: _____

Alcohol Served by:

Alcohol Distributor Name(s) & Phone Number:

TRAFFIC & PARKING

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

All events that impede traffic or request road closures require approval by Town Police Department. List in detail what street closures are requested (include time frames of requested street closing): *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.*

Event Applicants must attach a map with requested street closure locations. In addition to the map, a closing of any portion of Rt. 205 or Colonial Avenue requires a VDOT LUP-Special Event Permit (please contact VDOT at 804-333-7941) and closings on any other town roads require a Public Works DOT Division Permit. **Both permits are in addition to this application.**

All class "A" events also require a Parking Plan identifying event parking locations and any special equipment parking needs (RV's, heavy equipment, trailers, etc..) along with the Traffic Routes. Parking areas should be identified and prioritized for event traffic flow. **Parking Plan must be confirmed 30 days prior to event.**

Note Special Parking Needs: _____

Will your event involve the use of a parking shuttle? YES NO

If YES, please provide shuttle service contact information:

SECURITY & SAFETY

The Event Applicant is responsible for the actions and conduct of any and all persons and organizations associated with the permitted event. **The Event Applicant is also responsible for any cost of supervising, securing, cleaning, and restoring the venue upon conclusion of the event incurred from activity or damages that were caused by the event.** Please provide a detailed security plan for your event if: (1) Alcohol is being served, (2) materials are left overnight, and/or (3) live entertainment is provided. This should describe the number of security personnel per shift throughout each day of the event.

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 Number _____

Please describe plan for security, crowd management, and safety:

The Town of Colonial Beach Police Department has the authority to decline approval for issues that directly affect public safety. Denial of a permit may be appealed to Town Council. The town reserves the right to require security at any special event if deemed necessary. For additional police support contact the Colonial Beach Police Department at 804-224-7612.

Class "A" Events must also describe medical and emergency response procedures that include an event emergency contact, first aid location, and the types of resources that will be at the event and how they will be deployed.

EMS (Rescue Squad) Support - For additional information or questions, contact the EMS at 804-224-7750

Fire Department Support - For additional information or questions, contact the Fire Department at 804-224-7255.

Fireworks Permit - Any type of fireworks display requires a permit issued by the Fire Marshal. Contact the State Fire Marshal at 804-840-3523

EQUIPMENT INSPECTIONS

Any structure, tent, bleacher, or stage that will be inspected may require additional forms or permit requests. List Tents bigger than 10x10, Electrical Equipment, Inflatables, or Temporary Structures that will require inspections, *if you're not sure contact Building and Zoning at 804-224-7506 for more information and to schedule inspections*

Equipment List:	Size:	Supplier:

PUBLIC WORKS

Public Works is an important part of coordination before and after the event date.

What of the following public utility requests apply to your event? Check all that apply

<input type="checkbox"/> Water Service	<input type="checkbox"/> Electric Service
<input type="checkbox"/> Signage (road closed,	<input type="checkbox"/> Town Hill Use
<input type="checkbox"/> Dumpster	<input type="checkbox"/> Portable/Public Toilets*
<input type="checkbox"/> Town Stage Use	<input type="checkbox"/> Boardwalk Use
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Other: _____

* If event needs more toilets than accessible at location the event organizer must rent more from a third party, typical standard is 1 per every 150 expected attendees, 10% of which should be handicap accessible

Class "D" Events include:

- Inspection of event area prior
- Basic grounds keeping
- Remove your event trash
- Event space reserved for minimum of one-hour

Class "C" Events include the above and:

- Trash collection from existing containers on-site (all trash must be inside trash receptacles)
- Electricity usage from a requested town outlet up to 1500 KWH p/day

Class "B" Events include the above C & D amenities and:

- Public Toilets as provided by Public Works (additional toilets must be rented separately)
- Electricity usage from all requested town outlets at event location up to 2500 KWH p/day
- Water connection from 1 requested town spigot at event location up to 50 gals p/day
- Public Works DOT Division Permit Fee 50% Discount (VDOT Activity Permit not included)
- Road closure signage posting according to Traffic Plan

Class "A" Events include the above from B, C, & D and:

- 1 Box of trashcan liners p/day
- Caution Tape at areas identified in Security and Safety Plan
- Special Electrical: 1 additional temporary electrical connection and 1 30 amp 220 plug
- Water Connections from all requested town spigots at event location up to 100 gals p/day usage
- 1 20 yard roll-off dumpster delivered & refusal daily during event
- 1 Inspection of event equipment/stage (if inspection is failed subsequent inspections are not included)
- Public Works DOT Division Permit Fee Waived (VDOT Activity Permit not included)
- A Designated Police Officer Coordinator for traffic control and security plan

Services beyond those included in your event classification may be requested and will be invoiced additionally. Please coordinate with Public Works, Call 804-224-7260 to schedule services for events.

MAP & EVENT SCHEDULE

Attach Diagram of Event and Schedule of Activities (All Events):

Must include the extents of the event area, location of activities, layout of tents and other structures, may also include other notes for town department coordination and/or route map.

PERMIT REQUIREMENTS: *check all that apply*

Certifications or Permits (i.e ABC License, Health Permits, VDOT, ect.) that are required are due a minimum 30 days prior to your event. Any fees incurred by required permits from county, state, and other agencies, not issued by the Town of Colonial Beach or its Departments, are not included.

A Complete Special Event Application includes the following applicable approvals/documents:

- Proof of Liability Insurance
- Certification and Acknowledgement of Applicant Signed
- Traffic Plan Approval by Town Police
 - w/ Additional Parking Plan*
 - VDOT LUP-Special Event Permit* (\$100)
 - Public Works DOT Division Permit* (\$100)
- Inspection Certificate for Tents, Electrical, and Temporary Structures
- Fire Marshal Approval (Fireworks/Pyrotechnics) *
- ABC Event Permit (All ABC Regulations are in addition to the Special Event Permit)
- Any Additional Public Utility Requests Approval by Public Works
- Security & Safety Plan Approved by Town Police
 - Medical Response Procedure*
- Health Department Certificates for all vendors cooking food on-site
- Site Plan and Event Schedule
- 501(c) Status Document

**if applicable (Typically Class "A" Events)*

CERTIFICATION AND ACKNOWLEDGEMENT OF APPLICANT

The undersigned Special Event Applicant (“Applicant”) certifies that he or she has read the Town of Colonial Beach Special Event Application and further certifies that the information furnished in this application is true and correct to the best of their knowledge and information.

The Applicant acknowledges that it is the Applicant’s responsibility to contact all department heads and make sure changes that need to be made to the application are coordinated prior to the event as outlined in this application.

Furthermore, The Event Applicant (“Applicant”) agrees to indemnify, defend, hold harmless the Town of Colonial Beach and its officers, officials, agents, and employees (hereinafter referred to as “Indemnitee”) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including reasonable court costs, attorneys’ fees, and costs of claim processing, investigation and litigation (hereinafter referred to as “Claims”) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused in whole or part, by any acts or omissions of Applicant or any of its owners, officers, directors, agents, employees or subcontractors. The indemnity includes any claim arising out of the use of Town of Colonial Beach property in connection with _____ **[name of event]** including (without limitation) claims involving bodily injury of any person (including death) or property damage. The indemnity also includes any claim or amount arising out of federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Applicant from and against all claims. It is agreed that Applicant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of permission to hold event, the Applicant agrees to waive all rights of subrogation against the Town, its officers, officials, agents and employees for losses arising out of or resulting from the event.

The Applicant acknowledges that use of Town resources to host an event in the Town of Colonial Beach is contingent upon approval of the Special Event Application by Town Staff.

Signature of Applicant: _____

Name of Event: _____

Date: _____

MAYOR
Robin Schick

TOWN COUNCIL
Mike Cabrey- Vice Mayor
Tom Moncure
Caryn Self Sullivan
Kenneth Allison
Vicki Roberson
Powell Duggan



TOWN OF COLONIAL BEACH
315 Douglas Ave.
Colonial Beach, Virginia 22443
(804) 224-7181 FAX (804) 224-7185

TOWN MANAGER
India Adams-Jacobs

DEPUTY TOWN MANAGER
Rob Murphy

CHIEF FINANCIAL OFFICER
Lisa Okes

TOWN CLERK
Heather Oliver

TOWN ATTORNEY
Vivian Seay Giles

Signature of Approval for Special Event

ADMINISTRATIVE USE ONLY

Department signatures signify all additional permit & paperwork per requests have been reviewed

Event Coordinator: x _____

Additional Comments - _____

Planning/Zoning: x _____

Additional Comments - _____

Chief of Police: x _____

Additional Comments - _____

Director Public Works: x _____

Additional Comments - _____

Town Manager: x _____

Additional Comments - _____

For Office Use Only:

Event Fees:

Daily Rate Per Classification	X	# of Days	=	Application	+	Additional Inspections Required	+	Additional Public Works Requests	+	Bond Required
	X		=		+		+		+	

Total application fee due 30 days prior to event.

Comments:

