



**County of Powhatan,
Virginia**

**Application:
Temporary Event Permit**

For Office Use Only

Case Number

Submittal Date

Powhatan County, Virginia
Department of Community Development
3834 Old Buckingham Road: Suite F
Powhatan, VA 23139

A *temporary event permit* must be approved by Powhatan County prior to any person hosting a one-time or occasional public gathering [County Code: Sec. 6-33]. A *temporary event permit application* must be submitted to the Department of Community Development at least 30 days prior to the scheduled event.

The following documents must be submitted with the application:

- Application Fee (\$50.00)
- Proof of Insurance
- Event Site Plan

The location of the following features should be identified on the event site plan:

- Boundary of Event Site
- Restroom Facilities/Toilets
- Amusement Rides
- Site Entrances
- Food Service/Vendors
- Security
- Parking Areas/Traffic Circulation
- Water Fountains
- Open Burning Areas
- Grandstands/Bleachers
- First Aid Tents and/or Ambulances
- Outdoor Lighting
- Stages
- Fire Protection Equipment
- Camping/Overnight Accommodations
- Tents
- Emergency/Severe Weather Shelters

Once the application is submitted and deemed complete, it will be reviewed by local and state agencies. Any comments received from reviewing agencies will be compiled by the Department of Community Development and transmitted to the applicant.

Event Information	
Event Name	
Event Location	
Event Date(s)	
Event Hours	
Expected Crowd Size	

Applicant Information	
Name of Applicant	
Mailing Address	
Phone Number	
Email Address	

<p>Applicant Signature</p> <p>By signing below, the applicant:</p> <ul style="list-style-type: none"> • Attests that all information provided within this application is, to the best of his/her knowledge, accurate; • Agrees to comply with the provisions associated with this permit; and • Agrees to provide (at least 14 days prior to this event) evidence that adequate liability and casualty insurance has been secured for this event. 	
Applicant Signature	
Date	

<p>Property Owner Signature</p> <p>(Complete if the event will be held on property that is not owned by the applicant or Powhatan County)</p> <p>By signing below, the owner of the property on which the event will be conducted authorizes the Sheriff, the Fire Marshal, the Building Official, and their designees to enter onto the property upon which the event will be held at any time prior to or during the event for the purposes of determining compliance with the provisions of this permit and/or any other local, state, or federal law.</p>	
Name of Property Owner	
Property Owner Signature	
Date	

Use of Public Facilities	
Question PF.1 Will the event be held on property owned by Powhatan County?	Yes
	No
Question PF.2 Will the event be held at Powhatan Rescue Squad?	Yes
	No
Tips <ul style="list-style-type: none"> • If the event will be held on property owned by Powhatan County, an <i>Application for Use of County Facilities</i> must be submitted to Powhatan County: Department of Public Works. Call (804) 598-5781 for more information. • If the event will be held at Powhatan Rescue Squad, a <i>Facilities Request</i> must be submitted to Powhatan Rescue Squad at least 60 days prior to the event. Call (804) 598-2911 or visit www.powhatanrescuesquad.com for more information. 	
Food	
Question FD.1 Will food be available at this event?	Yes
	No
Question FD.2 If yes to Question FD.1, what vendor(s) will be providing food?	
Tips <ul style="list-style-type: none"> • If food is served, permits may be required from the Virginia Department of Health (VDH). Food vendors may need an annual VDH permit. Call (804) 598-5680 for more information. If permits are required to serve food, they must be obtained prior to the event. • Food preparation under tents or within mobile concession stands must adhere to appropriate fire safety procedures. • On the site plan, note the location of all food vendors and food service areas. 	
Alcoholic Beverages	
Question AB.1 Will alcoholic beverages be supplied, sold, or allowed at this event?	Yes
	No
Tip <ul style="list-style-type: none"> • If alcohol is available at this event, a Alcoholic Beverage Control (ABC) license/permit may be required. Call (804) 213-4624 (local ABC Office) for more information requiring permit requirements. If permits are required to serve or sell alcohol, they must be obtained prior to the event. 	

Security	
Question SC.1 Will security be provided for this event?	Yes
	No
Question SC.2 Will law enforcement officers be hired to provide security?	Yes
	No
Question SC.2 If yes to Question SC.1 or SC.2, what organization will provide security? Provide the organization's name, along with a contact name and phone number.	Organization/Company
	Contact (Name)
	Phone Number
Tip <ul style="list-style-type: none"> On the site plan, note the location(s) where security will be stationed. 	

First Aid and Emergency Management	
Question FA.1 Will a first aid station be provided and manned with qualified professionals or volunteers?	Yes
	No
Question FA.2 Will an ambulance be standing by?	Yes
	No
Question FA.3 If yes to Question FA.2, what organization will provide ambulance coverage? Provide the organization's name, along with a contact name and phone number.	Organization/Company
	Contact (Name)
	Phone Number
Tip <ul style="list-style-type: none"> On the site plan, note the location(s) of first aid tents/stations and ambulances. On the site plan, note the location of emergency/severe weather shelters. Provide a weather alert radio or another system to ensure that event organizers can receive notice of severe weather that may impact the event. Organizers must be able to communicate with participants the location of shelters in case of severe weather. 	

Parking and Traffic	
Question PK.1 Will on-site event parking be provided?	Yes (Number of Spaces: _____)
	No
Question PK.2 Will off-site event parking be provided?	Yes (Number of Spaces: _____)
	No
Question PK.3 If off-site parking is provided, how will attendees travel from off-site parking locations to the event site?	
Question PK.4 How many parking attendants will be provided?	
Question PK.5 Describe how traffic entering and exiting the event (including on- and off-site parking areas) will be controlled. Identify any traffic control measures that will be used, such as signage, cones/bollards, traffic control professionals/volunteers, etc.	
Question PK.6 What organization/company (if applicable) will be responsible for managing traffic entering/exiting the site?	Organization/Company
	Contact (Name)
	Phone Number
Tips <ul style="list-style-type: none"> • On the site plan, note the location of any site entrances and parking locations. • Ensure there is adequate egress/ingress within event and parking areas for fire and emergency vehicles. • If a public roadway will be closed to accommodate this event, a Land Use Permit from the Virginia Department of Transportation (VDOT) may be required. Call the VDOT: Chesterfield Residency at (804) 674-2800 for more information. 	

Lodging	
Question LG.1 Will overnight lodging be available at this event?	Yes
	No
Question LG.2 If yes to Question LG.1, what type of lodging will be available?	
Tip <ul style="list-style-type: none"> On the site plan, note the location of any overnight accommodations that will be provided. 	

Sanitation	
Question ST.1 How many existing/permanent toilets are available on-site?	
Question ST.2 How many portable toilets will be provided?	
Question ST.3 How many handicap-accessible toilets will be provided?	
Question ST.4 How many trash receptacles will be provided?	
Question ST.5 What organization/company will be responsible for removing trash from the event site?	Organization/Company
	Contact (Name)
	Phone Number
Tip <ul style="list-style-type: none"> On the site plan, note the location(s) of restroom facilities/toilets. 	

Music and Entertainment	
Question MU.1 Will music (live or recorded) be played at this event?	Yes
	No
Question MU.2 Will an amplified sound system be used at this event?	Yes
	No
Tips <ul style="list-style-type: none"> • On the site plan, note the location of any stages. • If an amplified sound system will be used, an electrical permit from the Powhatan County: Department of Building Inspections may be required. Call (804) 598-5622 for more information. If a permit is required, it must be obtained prior to the event. • If a temporary stage will be constructed, a building permit from the Powhatan County: Department of Building Inspections may be required. Call (804) 598-5622 for more information. If a permit is required, it must be obtained prior to the event. • All events must adhere to requirements set forth in the Powhatan County Noise Ordinance [County Code: Sec. 42-32]. Generally, amplified sound systems and live music may only occur outside between 7:00 AM and 11:00 PM. 	

Fire Protection	
Question FP.1 Will the event feature outside fires?	Yes
	No
Question FP.2 Will the event feature fireworks?	Yes
	No
Question FP.3 What fire protection equipment will be provided at the event?	
Tips <ul style="list-style-type: none"> • On the site plan, note the location of parking/staging areas for fire protection equipment. • If there will be outside fires/open burning, a burn permit from the Powhatan County Fire Marshal may be required. Call (804) 598-5646 for more information. If a permit is required, an application should be submitted to Powhatan County at least 30 days prior to the event. • If there will be fireworks, a fireworks display permit from the Powhatan County Fire Marshal may be required. Call (804) 598-5646 for more information. If a permit is required, an application should be submitted to Powhatan County at least 30 days prior to the event. • If sawdust, straw, wood shavings, or similar materials are used on the ground, these areas must be kept damp and fire extinguishers should be kept in a nearby, accessible location. 	

Building Code Requirements	
Question BC.1 Will any buildings, ticket booths, steps, stairs, ramps, decks, stages, etc. be constructed for the event?	Yes
	No
Question BC.2 Will tents larger than 900 square feet (30 ft. x 30 ft.) be set up for this event?	Yes
	No
Question BC.3 Will any temporary grandstands or bleachers be installed for this event?	Yes
	No
Question BC.4 Will any amusement devices (amusement rides, inflatable rides/ devices, climbing walls, etc.) be provided at this event?	Yes
	No
Question BC.5 Will any temporary electric installations be used to provide electricity to lighting, appliances, sound amplification equipment, etc.?	Yes
	No
Question BC.6 If yes to any of the questions in this section (Building Code Requirements), describe the tents, amusement devices, stages, structures, and/or temporary electric installations that will be installed for this event.	
Tips <ul style="list-style-type: none"> • On the site plan, note the location of any stages, grandstands, tents, amusement devices, and/or other structures that will be used for this event. • If a tent larger than 900 square feet will be used, a tent permit from the Powhatan County: Department of Building Inspections may be required. Call (804) 598-5622 for more information. If a permit is required, it must be obtained prior to the event. • If temporary stages, buildings, ramps, decks, grandstands, bleachers, or other structures will be installed, a building permit from the Powhatan County: Department of Building Inspections may be required. Call (804) 598-5622 for more information. If a permit is required, it must be obtained prior to the event. • If amusement devices will be provided, an amusement device permit from the Powhatan County: Department of Building Inspections may be required. Call (804) 598-5622 for more information. If a permit is required, it must be obtained prior to the event. 	

Approval/Review

(Completed by Powhatan County)

Agency	Comments/Approval	Date
Building Inspections		
Planning/Zoning		
Environmental		
Fire		
Rescue Squad		
Emergency Management		
Sheriff		
Public Works		
Health Department		
Final Approval		