



Special Park Use Application

Please be advised that your event should not be advertised until *final approval* has been granted. Applications for events may be submitted to the Parks & Recreation Department up to 12 months in advance, applications received within 30 days of the event may not be considered. Any special event held in an open space, held within a public or private road right-of-way (such as a parade or road race), musical or entertainment festival, not held in a "Permanent Installation," open to the public or an outdoor gathering with 200 or more attendees will need to apply for Special Event Permit with PermitLink <https://jamescitycountyva.gov/permitlink>. **Application fee of \$25 (non-refundable), site plan and applicable deposit must accompany application before date can be reserved.**

A. Applicant Information

Organization Name: _____

Contact Name: _____
First Name *Last Name*

Applicant Address: _____
No. *Street Name* *City* *State* *Zip*

Phone: _____ (home) _____ (work) _____ (cell)

Fax: _____ Email: _____

Event Organizers: Please list names, addresses, and telephone numbers of all principals involved in any way in the proposed special event. Include all professional event organizers, promoters, commercial sponsors, charitable organizations, etc.

1. _____
2. _____
3. _____

B. Event Information

Date(s) of Event: _____ Date Application Submitted: _____

Event Name: _____ Type of Event: _____

Is this an annual event? Yes No Estimated Number of Attendees: _____

Event Location - please list all County locations, roadways, and private facilities being used:

Reservation Time(s): *From:* _____ *To:* _____ Event Time(s): *From:* _____ *To:* _____

Additional Event Date(s): (*rain, set-up, break down dates*) _____

C. Nature of Event

Site location approval is based on the appropriateness of the venue for the planned activity. Please provide a description of the activities you plan for the event (attach site plan/maps): _____

1. **Have you visited the site to ensure that it is adequate for your needs?** Yes No
(i.e. water, electricity availability, restrooms, etc.)
2. **Will you have a band, disc jockey and/or PA or speaker system being used?** Yes No
3. **Will large trucks/trailers/buses need to have access to the area?** Yes No
Specify: _____
4. **Will you have amusement rides (mechanical, non-mechanical or inflatable)?** Yes No
Amusement Device Permit may be required by Building Safety and Permits at 757-253-6858. A Certificate of Insurance of not less than \$1 million and an endorsement page naming James City County as an additional insured is required, include a copy with this application. Specify what type and location on site map.
5. **Stage, Bleachers, Platforms?** Yes No If yes, a building permit may be required from Building Safety and Permits at 757-253-6858. Specify what type and location on site map.
6. **Tents or Canopies being used?** Yes No If yes, and it is larger than 900 square feet, then call Building Safety and Permits at 757-253-6858. Specify size and location on site map.
7. **Electricity or Generator needed?** Yes No Coordinate with Building Safety and Permits at 757-253-6858. Specify where needed on site map and for what purpose.
8. **Will alcohol be sold or served?** Yes No If yes, a Certificate of Insurance of not less than \$1 million and an endorsement page naming James City County as an additional insured is required.
9. It is the event organizer's responsibility to ensure that trash is placed in public receptacles and in a manner that prevents it from being carried by the elements. Where public receptacles are not provided trash shall be carried away from the area by the event organizer and properly disposed of elsewhere.

Medical Emergency Plan – Groups need to provide a medical emergency plan 30 days before the event. The plan should name those responsible for injuries to participants as well as who will work with on-site staff to plan for medical emergencies. This can include medical staff provided by event organizer or contracted James City County EMS staff.

D. Foods, Goods, and Services:

1. Alcoholic beverages are only permitted on Jamestown Beach Event Park (JBEP), Freedom Park (FRP) and Chickahominy Riverfront Park (CRP). An approved ABC Permit must be submitted to James City County Parks & Recreation before the event if alcohol will be sold or served.
2. If anything is to be sold or served, a Concession Permit Application <https://jamescitycountyva.gov/DocumentCenter/View/8445> is required for each vendor.
3. If there will be food sold and/or served to the public, please contact the Williamsburg Health Department, 5300 Palmer Lane Williamsburg, VA 23188; Phone: 757-253-4813 or Fax: 757-253-4285.

Food?	Sold <input type="checkbox"/>	Served <input type="checkbox"/>
Alcohol? (only at JBEP, FRP, and CRP)	Sold <input type="checkbox"/>	Served <input type="checkbox"/>
Goods and or Services?	Sold <input type="checkbox"/>	Provided <input type="checkbox"/>

E. Fees:

<i>Location</i>	<i>No. of Areas To Rent</i>	<i>Individual, Private Organization or For-Profit Organization Per Area</i>	<i>Local Civic Association, Non-Profit Organization Per Area</i>	<i>Refundable Deposit</i>
Jamestown Beach Event Park	4	\$250	\$190	\$500
Freedom Park	2	\$250	\$190	\$500
Chickahominy Riverfront Park	3	\$250	\$190	\$500
Upper County Park	1	\$250	\$190	\$500
James City County Marina Meadow	1	\$250	\$190	\$500
Trails	8	\$125	\$95	\$250

Additional fees may be required and will be dependent upon size and scope of the event. Advance setup and additional take-down day fees are \$100 per day. All equipment or site items need to be removed and park or field returned to original condition after the event or will result in a daily charge taken from the deposit. Portable toilets, dumpsters, traffic control and any other services or staffing required for the event will be the responsibility of the organizing body and must be coordinated through Parks & Recreation.

Park Rules and Policies

1. Consumption or possession of alcoholic beverages, open or previously opened or other controlled substances is prohibited. No one under the influence of a controlled substance is allowed on James City County property.
2. Smoking, including the use of E-cigarettes, is not permitted within 25 feet of athletic fields, sport courts, playgrounds, bleachers, pools, rinks or any other designated facility.
3. Posting, distributing, circulating or displaying advertisement to include banners and signs or other promotional material requires approval from Parks & Recreation.
4. Selling or renting any goods, articles, privileges, commodities or services whatsoever or soliciting for any purpose in any recreational facility is not allowed unless permission is obtained from Parks & Recreation.
5. All groups are required to pick up their own trash and place in appropriate trash or recycling containers.
6. Vehicles must be parked in designated parking areas only. Vehicles cannot remain in the park overnight. No vehicles, including golf carts and utility vehicles, are permitted inside the multiuse field area.
7. Parents must supervise children at all times to ensure proper use of space and equipment.
8. Animals, except Service Animals as defined under the Americans with Disabilities Act, are not permitted within 50 feet of athletic fields, sport courts, playgrounds, or any other designated facilities and must be kept outside of all field fencing.
9. Single free-standing canopies, tents and other types of portable shade structures up to 16' x 16' are permitted only in designated areas outside of all field fencing. Tents are not permitted on any athletic fields in James City County.
11. Rental of facility space does not entitle participants to free use of other program areas.
12. Facility space must be used by the listed organizers for the purpose stated on this form. Subletting or transferring any reserved areas is prohibited.
13. Renter agrees to pay for all damages to property and for any other charges that may be incurred as a direct result of their use.
14. Equipment or material drop-off times must be coordinated in advance; no vehicles are allowed in restricted areas.
16. Gambling and other forms of games of chance are prohibited.
17. The use of tape or other adhesive products, staples, tacks or nails on doors, walls, windows, ceilings, fences and turf is not permitted.
18. Groups interested in bringing additional equipment will need approval from Parks & Recreation.
19. James City County reserves the right to stop/prohibit use of facilities at any time if any of the above rules are violated.
20. All staff, volunteers, spectators and must comply with the James City County Code of Conduct.
21. Organizers are prohibited from making any changes/modifications to park equipment and property without permission.

James City County Code of Conduct

- Show respect to all participants, staff and officials
- Refrain from causing harm (bodily or verbal) to others
- Refrain from using foul, vulgar, or threatening language
- Show respect to all equipment, supplies and facilities

By signing below, I agree to abide by these Park Rules and Policies and all James City County rules and ordinances and will ensure that all staff, volunteers, spectators and participants will abide by these rules and ordinances as well.

Applicant Signature: _____

Date: _____

F. Administrative Items:

1. A security deposit is due when booking reservation along with a \$25 application fee.
2. All other fees are due 30 days in advance of the event.
3. If all fees are not paid on time, the reservation will be cancelled, and the deposit will be forfeited.
4. Reduction in space will not be granted within 30 days of the event.
5. In order to receive a cancellation and/or space reduction refund, a request in writing must be received 30 days before the event starting date.
6. All refunds will be assessed a 10% administrative fee.
7. Full refunds will be issued if cancellation is due to park issues.

Checklist of item needed 30 days in advance of event:

Schedule pre-event meeting.

Applicant Name: _____ Representing: _____
Organization Name

I have read and understand the policies and procedures governing the use of James City County parks and facilities and understand that the refund of my deposit paid is contingent upon my adherence to these policies and procedures, as determined by the County in its sole discretion. By signing this application I agree, both individually and on behalf of my above-listed organization (if any), to indemnify and hold the County, its agents, volunteers and employees harmless from and against any and all costs, expenses, liabilities, losses, damages, injunctions, suits, fines, penalties, claims, demands or injury to person or property arising out of, by reason of, or in account of any breach, violation or nonperformance of any covenant, condition, provision or agreement in this Agreement and claims of every kind of nature, arising out of the use of the James City County Parks and Facilities.

Applicant Signature: _____ Date: _____