



SPECIAL EVENT APPLICATION

TOWN OF COLONIAL BEACH

A Special Event Application is needed for events with:

- Large tents (over 10'x10') or portable stages
- Inflatables
- Reserved public space
- Walks/runs with 15+ people
- Vendor sales
- Impact on traffic

Instructions: Works Best with Adobe Reader. Save the file to your computer. Open then edit with Adobe Reader.

Anticipated Attendance for this event: Participants _____ Spectators _____

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	\$2,000	\$1,500	\$750	N/A
Application & Deposit Due	120 days prior	90 days prior	60 days prior	30 days prior

- **25% discount for organizations with IRS 501(c) confirmation document for festival days.
- **50% discount for organizations with IRS 501(c) confirmation document for preparatory and breakdown days.
- **25% discount for all other organizations for preparatory and breakdown days.

- Additional Certifications or Permits such as an ABC license, a VDOT land use application for a parade, proof of liability insurance (required for A, B, & C events), and confirmation of 501(c) status to prove eligibility for discount may be required. There will be a fee for late documentation.
- A minimum amount (the deposit) must be paid at the time of your application's submission. As your organization pays other fees within the scheduled time, the deposit will go toward the daily fee(s)
- A Bond is required for A, B, & C events. Provided there are no claims to damages or unexpected harm to the town, the bond will be refunded within 60 days after the event. 10% of bond will be retained if event grows significantly beyond applied for class.
- Event organizers must make arrangements to meet with the Town's Department of Public Works to discuss expectations, layout, and logistics at least two weeks prior to the event.

ADMINISTRATIVE USE ONLY - SPECIFIC AMOUNTS SHOULD BE NOTED	
1. Application Submission Date:	7. Bond Amount:
2. Event Classification (A, B, C, D):	8. A la Carte Menu Items - Combined Total:
3. Multiply Requested Event Days by appropriate Daily Fee:	9. Add up all Vendor Space Amounts Charged by Organizer:
4. Multiply Requested Non-Event Days by appropriate Daily Fee:	10. Vendor Tax (multiply 9. by 10%):
5. Daily Fee Amount Total (add 3. & 4.):	11. Add 5., 7., 8., & 10.:
6. Deposit - Amount Paid:	12. Total Not Including Transient Commerce Fee (subtract 6. from 11.):

Applicant's Initials _____ 1

EVENT INFORMATION

EVENT NAME: _____

Event Summary: *Please provide a detailed description of the event for marketing and communications materials. Please be specific:*

Requested Date/s of Event: _____ **Rain Date:** _____

Dates *must* be confirmed with the Town’s Special Event Coordinator before publicizing the event.

Location:

Check all that apply. For each additional location you rent for a single event, add \$100 to the daily base fee.

<i>Town Hill (Washington Ave. side)</i>	<i>Town Hill (Boardwalk side)</i>	<i>Boardwalk (Town Hill to Pier)</i>
<i>Washington Ave. Park</i>	<i>Torrey Smith Park</i>	<i>Other:</i>

Event Hours: If you require preparation/set up time starting before 5 PM on the day prior to the event or you need breakdown/clean up time that goes beyond 10 PM on the final event day, you can expect a 25% discount on the regular daily fee unless your organization is an IRS 501(c) organization in which case there is a 50% discounted daily fee for additional preparation and clean up days depending on availability of Town space.

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

APPLICANT INFORMATION

Organization/Applicant Name: _____

On-Site Point/s of Contact: _____

Name of Phone/Email Contact (if different from on-site contact): _____

Phone: _____ **Alternate Phone:** _____

E-mail Address: _____

Mailing Address: _____

Liability Insurance Company: _____

Class A, B, & C Events must provide liability insurance at a minimum coverage 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? Yes No If YES, What types? *Check all that apply.*

Food*	Beverage	Merchandise	Other
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*Event Organizers must require food vendors' Health Department permits be prominently displayed during the event. The event organizer will be responsible for remitting a Transient Commerce fee after the event. The fee is 10% of the amount charged by the organizer for a vendor spot. Number of vendor spots sold and prices for spots must be made available to the Town at least two weeks before the event. Virginia Department of Health inspectors may be on site during the event. 10% Transient Commerce fees must be paid to the Town within 30 days after the event.

Will alcohol be served: ** Yes No

** If "YES", Event Organizers/Applicants must submit a copy of the ABC Permit. Contact the VA department of Alcoholic Beverage Control, 10304 Spotsylvania Ave. Suite 101 Fredericksburg, VA. 22480 (540)-322-5440.

Food/ Beverages will be:

Given away/Sampled (free) Sold

Alcohol Served by (Please, identify servers by first & last names):

Alcohol Distributor Name(s) & Phone Number(s):

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 at least six (6) weeks before the event. List in detail what street closures are requested (include time frames/dates of requested street closure): 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). This permit is in addition to this application.

All class "A" events also require an approved Parking Plan identifying event parking locations and special equipment parking needs (RV's, heavy vehicles, trailers, etc.) along with suggested traffic routes. Parking areas should be identified and prioritized for event traffic flow. Parking Plan must be approved 30 days prior to event.

Will your event involve the use of a parking shuttle? Yes No
If YES, please provide shuttle service contact information:

SECURITY & SAFETY

The Event Organizer is responsible for the actions and conduct of any and all persons and organizations associated with the permitted event. The Event Organizer 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 as a result of the event.

Please attach a detailed written 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 required per shift throughout each day of the event.

Within the written security plan 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.

One staff police officer will be made available free of charge for 'A' and 'B' events. Add one paid officer at \$50 per hour, paid to the Town of Colonial Beach for each of the following reasons for 'A', 'B' and 'C' events: Event acquires an ABC License, a Parade is part of the event, the event includes live concerts, there are over 80 event vendors, vendors leave items unsecured overnight.

If, rather than pay the cost of additional police required for your event, you choose to use a security company or use qualified volunteers, they must have a Department of Criminal Justice Service (DCJS) license - unarmed.

Have you hired a licensed professional security company with DCJS certification or have DCJS certified volunteers to help manage your event? YES NO

Security Organization: _____

of Security Team Members _____ Main Contact: _____

Cell Phone Number _____ Email: _____

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.

EQUIPMENT INSPECTIONS

Any structure larger than 10' X 10' requires a Westmoreland County-sanctioned inspection. List any structures bigger than 10' X 10' (including tents, bleachers, inflatables, or other temporary structures).

Temporary Structures & Inflatables:	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*

Water Service (<50 gallons per day) \$25 flat fee	Dumpster - \$30 B, C, & D events
Water Service (>50 gallons - additional charge)	Electric Service \$25 flat fee (not including 30amp and 50amp outlets)
Public Safety (see Security & Safety - page 4)	Electric Service for 30amp and 50amp outlets, \$25 per outlet for duration of festival
Traffic Cones - included. Cones requested late (day of event) billed at \$25/day per cone. Number of cones requested:	Town Stage Use - included

* 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 to event
- Basic grounds keeping
- Trash removal after event

Class "C" Events include the above D amenities, plus:

- Meeting with Police Chief to discuss security and public safety
- Trash collection from existing containers on-site (all trash must be inside trash receptacles)
- Public Toilets and supplies as provided by Public Works (additional toilets must be rented separately)

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

- One Designated Police Officer Coordinator for traffic control and security plan

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

- 1 Box of trashcan liners p/day
- Caution Tape at areas identified in Security and Safety Plan
- 1 20 yard roll-off dumpster delivered & refuse management daily during event

Special Event Additional Rules

- The Town provides restroom facilities on site. Additional temporary facilities may be added at your discretion. Additional facilities are required for “A” level events. This must be arranged and paid for by the event organizers.
- Placement of signs advertising your event must comply with Town ordinances. Signs may not be posted more than fourteen (14) days in advance of the event. Signs must be removed no later than the day after the event ends.
- Vendors that overstay the event will subject the event to the post-event breakdown/clean up charge for every day of over-stay.

MAP & EVENT SCHEDULE

Attach Schedule of Activities (All Events), **Diagram of Event** (A, B, & C events), **Safety and Security Plan** (A & B events), and **Parking Plan** (A events): *Event diagram must include the extent of the event area, vendor locations, locations of activities, layout of tents, inflatables, and other structures.*

PARADES & STREET CLOSURES

For any parade, walk, run, or event that impacts traffic or requires street closures or barricades, organizers must:

- Provide a detailed map of the event route and affected streets. Parades must follow routes designated by the police.
- Submit a Land Use Permit (LUP) application to the Virginia Department of Transportation (VDOT) if the route includes a state-owned road.
- Complete the “Traffic and Parking” section on page 3 of this application to indicate whether the event will affect traffic flow on Colonial Beach’s public streets.
- Schedule a meeting with local police to discuss traffic management and safety measures.
- Clearly communicate candy distribution rules to parade participants. Throwing candy from moving vehicles is hazardous to children and police strongly discourage it. However, walking parade participants may hand out candy.

PERMIT REQUIREMENTS: check all that apply

*Certifications or Permits (such as an ABC License, Virginia Department of Transportation (VDOT) Land Use Permit (LUP) for parade, 501(c) Status Document for discounts) that are required are due a minimum of 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:***

ALL EVENTS

Signed Application

(if applicable) VDOT LUP-Special Event Permit for parades, runs, and street closures (VDOT LUP is in addition to the Special Event Permit and must be obtained through the Virginia Department of Transportation.)

(if applicable) Inspection Certificates for Temporary Structures: Inspection Certificates must be acquired through Westmoreland County and are the responsibility of the event organizer. Certificates must be visible on inspected structures during the course of the event. Certificates will not be issued until immediately before the event.

(if applicable) Fireworks & Pyrotechnics: Contact the Colonial Beach Volunteer Fire Department, Colonial Beach Police Department, and the Maryland State Fire Marshal's Office (410) 653-8980 or (800) 525-3124 to secure the required permits for fireworks and pyrotechnics.

(if applicable) ABC license: If alcoholic beverages are expected to be served, contact the Alcoholic Beverage Control Authority online at: <https://www.abc.virginia.gov/licenses/banquet-licenses>

(if applicable) Health Department Certificates must be visible to attendees for vendors cooking food on-site.

(if applicable) 501(c) Status Document must be included with the application for an organization to be eligible for the 25% discount on event days and the 50% discount on preparation and clean-up days.

ADDITIONAL FOR CLASS A, B, or C EVENTS

Vendor locations, names, and amount paid for securing vendor spots

Proof of Liability Insurance (See the bottom of page 2.)

Site Plan and Event Schedule

Security & Safety Plan **(Must be approved and signed by Colonial Beach Police.)**

CLASS A EVENTS ONLY

Traffic Plan w/Overflow Parking Plan **(Must be approved and signed by Colonial Beach Police.)**

Submit completed application and supporting documents to the Special Event Coordinator:
Sally Adams <sadams@colonialbeachva.net> 315 DOUGLAS AVE. COLONIAL BEACH VA 22443
Thank you for choosing the Town of Colonial Beach as a venue for your upcoming event.

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/Organizer in consideration of the right to hold the event described in this application, acknowledges that it is the Applicant/Organizer’s responsibility to contact all relevant authorities to coordinate prior to the event as outlined in this application.

Furthermore, The Event Applicant/Organizer agrees to indemnify, defend, hold harmless the Town of Colonial Beach and its officers, officials, agents, and employees 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 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/Organizer or any of its agents, officers, directors, employees or subcontractors. The indemnity includes any claim arising out of the use of Town of Colonial Beach property in connection with the event named in this application. The indemnity also includes any claim or amount arising out of federal, state or local law, statute, ordinance, rule, regulation or court decree. Together, all of the claims referred above are hereafter referred to as “Claims”. 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 the Applicant/Organizer from and against all claims. It is agreed that Applicant/Organizer 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/Organizer agrees to waive all rights of subrogation related to the claims 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
Kenneth Allison
David Williams
Richard Wood
Lisa Grandstaff
Maggie Lane
Tom Larson



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

TOWN MANAGER
Natasha Tucker

CHIEF FINANCIAL OFFICER
Lisa Okes

TOWN CLERK
Heather Oliver

TOWN ATTORNEY
Powell Duggan

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:

Daily Rate	X	# of Days	=	Application Fee	+	Additional Police	+	Additional Public Works Fees	+	Non-Event Days Fees	+	Bond	=	Event Total
	X		=		+		+		+		+		=	

Total application fee due 30 days prior to event.

Comments:

Resources:

The contact information for the following organizations is for your information only

Virginia Department of Transportation (VDOT) - Anything requiring road closure or impeding traffic on State roads requires a VDOT Land Use Permit. Contact the VDOT Land Use office at 804-333-7941.

Colonial Beach Police Department - To discuss Security and Public Safety for your event, you must contact the Colonial Beach Police Department at 804-224-7612.

Colonial Beach Public Works Department - If special services beyond those included in your event classification are requested and the Town is able to fulfill the request, it will be invoiced additionally. **To arrange for special services, please contact Public Works at 804-224-7260.** Requests must be made at least 30 days before the event to ensure they can be accommodated. Requests submitted later may not be fulfilled.

Westmoreland County - If you are not sure if your structures require inspections, contact Westmoreland County at 804-493-0120 for more information and to schedule inspections. Inspectors are paid by event organizers at time of inspection.

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

Emergency Medical Services (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.