



TOWN OF KILMARNOCK SPECIAL EVENTS PERMIT APPLICATION

This application must be received within 365 to 61 days prior to your event to be considered.

To apply, complete this application and submit hard copy along with an event site plan to Susan Cockrell, Community Development Strategist, Town of Kilmarnock, P.O. Box 1357, Kilmarnock, VA 22482 804-435-1552 x25

The Town of Kilmarnock encourages and supports the use of Town property and public spaces for community events. In order to ensure a safe and enjoyable event, the Town requires a Special Permit Application for each event. Please review the following questions as part of your planning process:

- ✓ Do you expect more than 100 persons at your event? More than 1000? Will more than 3000 attend over the course of the event?
- ✓ Will your event require Town services?
- ✓ Will you or any company hired by you:
 - Require traffic control?
 - Require additional safety and security personnel?
 - Require additional trash dumpsters or a private trash removal service?
 - Require emergency medical personnel?
- ✓ Will your event require street closures?
- ✓ Do you plan to use\hire a commercial caterer? Will alcoholic beverages be sold?
- ✓ Will there be live music or large scale entertainment?
- ✓ Will there be mechanical or inflatable amusement rides?
- ✓ Will a tent or temporary structure be constructed?
- ✓ Will there be animals at your event?
- ✓ Will admission be charged?

Some applications will require additional authorizations beyond the Town of Kilmarnock Special Events permit.

- ✓ Street closures: VDOT Permits are required can be accessed from www.kilmarnockva.com/permits
- ✓ Alcoholic Beverages: contact VA Alcoholic Beverage Control Board (804) 313-0104.
- ✓ Temporary Structures over 900 square feet: Contact Lancaster County at 804-462-5124. Contact Northumberland County at 804-580-8910.

All applications require a Certificate of Insurance naming the Town of Kilmarnock as an additional insured. All fees must be submitted prior to the application being finalized.

The following checklist can be utilized to ensure that all needed documents are available for your permit application to process smoothly.

	Date submitted	y\n\na
Special Event Application		
Special Event fee		
Damage Deposit submitted		
Certificate of Insurance		
VDOT permit received		
Listing of vendors due 10 days prior to event		
Tent permit		
Electrical permit		
Amusement devices permit		

To apply for a Special Event Permit, complete this application and submit with a check payable to: Town of Kilmarnock. Submit to: Town of Kilmarnock, P.O. Box 1357, Kilmarnock, VA 22482. For questions, call Susan Cockrell at 804-435-1552 x 25 or susancockrell@kilmarnockva.com.

This application must be received at least sixty (60) days prior to the event in order for your event to be considered for approval.

Name of Event: _____ **Submission Date:** _________
Date of Event(s): _____

Name of Sponsoring Organization: _____
Address: _____ City: _____ State: _____ Zip Code: _____

Primary contact: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Email: _____

Secondary contact: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Email: _____

Description of Event (provide thorough details of event activities, program and schedule):

Date of Event: _____ Number of participants: _____
Date of Event: _____ Number of participants: _____
Date of Event: _____ Number of participants: _____
Total number of participants for the duration of the event: _____
If event is more than 3 days, please attach the number of participants by date.

Location(s) of Activities (Explain what sites will be used and the activities at each. Include a map if a specific route is involved):

Describe (or attach) the plans for equipment, vehicles, tents, shelters, temporary electricity or sound equipment.

Describe (or attach) the plans for trash collection and removal, sanitary services, or street cleaning.

Admission/ Entry Fee, if applicable: In advance: _____ Day Of event: _____

Event Times:

Event Date: _____	Time Open to Public: _____	Time closed To Public: _____
	Actual Event Start Time: _____	Actual Event End Time: _____
	Music Start Time (inc. sound checks): _____	Music End Time: _____
	Alcohol Service Start Time: _____	Alcohol Service End Time: _____

Event Date: _____	Time Open to Public: _____	Time closed To Public: _____
	Actual Event Start Time: _____	Actual Event End Time: _____
	Music Start Time (inc. sound checks): _____	Music End Time: _____
	Alcohol Service Start Time: _____	Alcohol Service End Time: _____

Event Date: _____	Time Open to Public: _____	Time closed To Public: _____
	Actual Event Start Time: _____	Actual Event End Time: _____
	Music Start Time (inc. sound checks): _____	Music End Time: _____
	Alcohol Service Start Time: _____	Alcohol Service End Time: _____

Vendors (Listing of all vendors is due to Town offices 10 days prior to events. All vendors are required to have a permanent business license or "Temporary\Special Events vendor" license):

Number of anticipated vendors:

Food: _____

Non Food: _____

Event Venue Information:

Set up date(s): _____ Set up Start Time: _____ Set up finish time: _____

Break down date(s): _____ Break down Start Time: _____ Break down finish time: _____

Additional venue(s) or site(s) required for set up or staging:

Requested Street(s) to be closed: _____

Proposed Dates and Times of Closure (VDOT permit required):

Outline in detail the duties your Event staff\volunteers will perform during the Event, including items as staffing entry and exit points, alcohol areas, stage areas, clean up of trash during and post event, supervision of parking areas, etc. How many staff members will you have on site during the event and how will you obtain these staff?

Describe your plans for notifying residents and businesses whose traffic patterns and operations may be affected by your Special Event.

Liability Insurance Information:

A Certificate of Insurance for this event must be presented to the Town of Kilmarnock no later than 15 calendar days prior to the start date of the event and a copy made part of the application. If this information is not available when the application is submitted, it can be added later, but not later than the 15 day deadline noted.

The Certificate holders must read as follows:

The Town of Kilmarnock
P.O. Box 1357
Kilmarnock, VA 22482

The policy coverage must be for at least \$1 Million. Under the description part of the insurance, it must read: **The Town of Kilmarnock, its officers, officials and employees are named as additional insured.**

I certify that the information contained in this Special event permit Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all the regulations, provisions and rules governing Special Events as shown in the Town of Kilmarnock Special Events Policy. That I understand that this application is made subject to the rules and regulations established by the Town Council. I agree to abide by these rules and further certify that , on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the Town of Kilmarnock.

Applicant:

Title:

Signature of Applicant (Event Organizer)

Date: _____

SPECIAL EVENT APPLICATION FEES	Group size<100	101-1,000	1,001 & above
Town Government	\$0	\$0	\$0
Town Residents, Civic Groups and Non-Profit Organizations, Public Schools	\$25	\$50	\$75
Non-Town Governmental & Non-Town Residents and Private Organizations	\$50	\$100	\$150
For events less than 60 days in advance, add	\$100	\$250	\$500
DAMAGE DEPOSIT FEES	Group size<100	101-1,000	1,001 & above
Town Government	\$0	\$0	\$0
Town Residents, Civic Groups and Non-Profit Organizations, Public Schools	\$100	\$250	\$500
Non-Town Governmental & Non-Town Residents and Private Organizations	\$200	\$500	\$1000