



COUNTY OF WASHINGTON
BOARD OF SUPERVISORS

APPLICATION FOR SPECIAL ENTERTAINMENT PERMIT

INSTRUCTIONS: This APPLICATION FOR SPECIAL ENTERTAINMENT PERMIT (8 pages) must be completed and submitted no later than 60 days prior to the first day of the festival/event. Incomplete Applications for any reason will not be processed. Completed Applications and any supporting materials shall be submitted in person or by mail to the Office of County Administrator, 1 Government Center Place, Suite A, Abingdon, Virginia 24210. Only Applications bearing live signatures will be processed; faxed or e-mailed Applications will not be accepted.

APPLICANT INFORMATION:

ORGANIZATION NAME: _____

INDIVIDUAL ORGANIZER OR APPLICANT'S NAME: _____

OFFICIAL MAILING ADDRESS OF ORGANIZER/APPLICANT [one mailing address only, please]:

Street Address or P.O. Box City State Zip Code Area Code & Telephone No.

NATURE OF ORGANIZATION: _____

FESTIVAL/EVENT INFORMATION:

OFFICIAL NAME OF FESTIVAL/EVENT: _____

PURPOSE OF FESTIVAL/EVENT: _____

DURATION OF FESTIVAL/EVENT: BEGINNING _____ ENDING _____ TOTAL DAYS _____

DAILY TIME OF FESTIVAL/EVENT: FROM _____ AM/PM TO _____ AM/PM TOTAL HOURS _____

LOCATION WHERE FESTIVAL/EVENT IS TO BE HELD: _____

COUNTY TAX MAP NO(S). _____

NAME OF PROPERTY OWNER WHERE FESTIVAL/EVENT IS TO BE HELD: _____

OFFICIAL MAILING ADDRESS OF PROPERTY OWNER [one mailing address only, please]:

Street Address or P.O. Box City State Zip Code Area Code & Telephone No.

NAME OF OFFICIAL PROMOTER/PUBLICIST FOR FESTIVAL/EVENT: _____

OFFICIAL MAILING ADDRESS OF PROMOTER/PUBLICIST [one mailing address only, please]:

Street Address or P.O. Box City State Zip Code Area Code & Telephone No.

TOTAL ESTIMATED COST OF CONDUCTING EVENT/FESTIVAL: \$ _____

ESTIMATED NUMBER OF ADMISSION TICKETS TO BE OFFERED FOR SALE: _____

COST OF ADMISSION TICKET: \$ _____ [] ESTIMATED COST [] ACTUAL COST

WILL PERSONS UNDER THE AGE OF 18 BE ADMITTED TO FESTIVAL/EVENT:

[] YES-WITHOUT ADULT ESCORT [] YES-WITH ADULT ESCORT [] NO

FESTIVAL/EVENT PLANNING (continued):

PLEASE DESCRIBE YOUR PLAN FOR PROVIDING FOOD, WATER AND LODGING FOR THE PERSONS AT THE FESTIVAL/EVENT. THIS PLAN SHALL MEET THE REQUIREMENTS OF ALL STATE AND LOCAL STATUTES, ORDINANCES AND REGULATIONS, AND SHALL BE APPROVED BY THE VIRGINIA DEPARTMENT OF HEALTH. PLEASE ATTACH COPIES OF ALL HEALTH DEPARTMENT AND OTHER AGENCY APPROVAL LETTERS, PERMITS, ETC. FOR ALL ELEMENTS OF THIS PLAN REQUIRING SAME. USE ADDITIONAL PAGES ATTACHED TO THIS APPLICATION PAGE IF NEEDED.

Blank lined area for providing details of the festival/event plan, including food, water, and lodging arrangements.

FESTIVAL/EVENT PLANNING (continued):

PLEASE DESCRIBE YOUR PLAN FOR ADEQUATE FIRE PROTECTION, WHICH SHALL MEET THE REQUIREMENTS OF ALL STATE AND LOCAL STATUTES, ORDINANCES AND REGULATIONS, AND IF APPLICABLE SHALL BE APPROVED BY THE VIRGINIA DEPARTMENT OF FORESTRY, VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION, AND/OR U.S. FOREST SERVICE AS WELL AS THE CHIEF OF THE FIRE DEPARTMENT SERVING THE FESTIVAL/EVENT LOCATION. PLEASE ATTACH COPIES OF ALL AGENCY AND FIRE DEPARTMENT APPROVAL LETTERS, PERMITS, ETC. FOR ALL ELEMENTS OF THIS PLAN REQUIRING SAME. USE ADDITIONAL PAGES ATTACHED TO THIS APPLICATION PAGE IF NEEDED.

Lined area for providing the fire protection plan details.

FESTIVAL/EVENT PLANNING (continued):

WILL ANY OUTDOOR LIGHTS OR LIGHTING IS TO BE UTILIZED AT THE FESTIVAL/EVENT: [] YES [] NO

IF "YES" PLEASE SUBMIT A SITE PLAN DRAWING OF THE FESTIVAL/EVENT LOCATION WITH THIS APPLICATION SHOWING THE LOCATION OF SUCH LIGHTS AND SHIELDING DEVICES OR OTHER EQUIPMENT TO PREVENT UNREASONABLE GLOW BEYOND THE PROPERTY ON WHICH THE FESTIVAL/EVENT IS LOCATED.

PLEASE ALSO SUBMIT WITH THIS APPLICATION A COPY OF THE TICKET OR BADGE OF ADMISSION TO THE FESTIVAL/EVENT (ACTUAL OR PROPOSED DESIGN) CONTAINING THE DATE OR DATES AND TIME OR TIMES OF THE FESTIVAL

SIGNATURE AND CERTIFICATION OF APPLICANT:

THE UNDERSIGNED APPLICANT HEREBY CERTIFIES THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF AND THAT NO MUSIC ASSOCIATED WITH THE FESTIVAL/EVENT SHALL BE PLAYED, EITHER BY MECHANICAL DEVICE OR LIVE PERFORMANCE, IN SUCH A MANNER THAT THE SOUND EMANATING THEREFROM SHALL BE UNREASONABLY AUDIBLE BEYOND THE PROPERTY ON WHICH THE FESTIVAL/EVENT IS LOCATED.

_____ DATE APPLICATION COMPLETED _____
Applicant