

**CITY OF RICHMOND  
DEPARTMENT OF  
PARKS, RECREATION AND COMMUNITY FACILITIES**

**RULES AND REGULATIONS  
FOR SPECIAL EVENTS**

Any person who wishes to use a Department of Parks, Recreation and Community Facilities location for the purpose of communicating with or entertaining the public may do so only if such a person holds a conditional use permit issued by the Department of Parks, Recreation and Community Facilities. Permits shall be issued on a first-come, first-served basis and shall be issued for any requested time when the parks or facilities are open and not previously scheduled for another event. A fee shall be charged according to City Ordinance for such permits. No events in parks which impact upon public right of ways, inclusive of adjacent private property, may be held without issuance of a permit.

Special events scheduled with Department of Parks, Recreation and Community Facilities shall be limited to three per weekend on public property. No facility shall be scheduled for more than five events from April 1 to October 31 of any given year with the exception of the Festival of the Arts program at Dogwood Dell in BYRD Park. Any other exceptions must be approved by the Director of Parks, Recreation and Community Facilities or his/her designee.

The following rules and regulations shall apply to all special events. **A special event is any event that includes any or all of the following: amplified sound, airborne objects, fireworks, traffic and pedestrian issues, sales of food, beverage or merchandise, carnival type attractions, participation of over 300 or more persons, or any activity, which is publicly advertised.** No special event may take place in a park without a permit being issued by the Department of Parks, Recreation and Community Facilities.

1. The user will comply with all Federal and State laws, City Ordinances and any lawful order of a representative from the Department of Parks, Recreation and Community Facilities or any Public Safety official.
2. The user accepts the premises upon entry into possession. Upon expiration or termination of the permit, the user will return the premises in as good a condition as received, clean and ready for use by another user.
3. A completed application must be submitted to the Department of Parks, Recreation and Community Facilities at **least 30 days** prior to the event if the event is advertised publicly, involves any construction on the premises or involves any sound amplification. **Forty-five (45) days advance** application is required if the event includes the sale of foods, beverages, goods, or merchandise or alcoholic beverages. All are subject to terms and conditions which the Department of Parks, Recreation and Community

Facilities. In cases where food or other merchandise items will be sold, the sponsor must obtain all necessary permits and licenses from the Department of Health and the Department of Finance. In cases where alcohol is consumed, the sponsor must obtain necessary permits from the Virginia Alcoholic Beverages Control Board and hire Off-duty Police Officers. ***Please note that Department of Parks, Recreation and Community Facilities reserves the right to place contract vendors (i.e. Park Vendors) at all events sponsored on Department of Parks, Recreation and Community Facilities' property.***

4. The user assumes responsibility for all activities conducted, including supervision and control to prevent injury or damage, maintenance of the premises, pick-up of debris and refuse after the special event and providing paid off-duty officers and security personnel adequate to maintain order during the event. The assigned officers will have a pre-established policing plan developed based on the sponsor site plan for the event, the nature of the event, and the anticipated attendance when deemed appropriate by police officials approving such special events. Sponsors of events should expect that officers will enforce all applicable City Ordinances and the laws of the Commonwealth. Off-duty security services must extend beyond the formal termination of permitted events to sufficiently facilitate an orderly disbursement of attendees from the area. Approval from the Richmond Police Department, along with a written statement of any special requirements must be obtained prior to the issuance of a permit. The approval will contain a suggested traffic control plan outlining access routes to and from parking areas. The sponsor will provide a parking plan designating all parking areas including those within the park and maintains responsibility for providing attendants for the orderly parking of vehicles. The Director of Parks, Recreation and Community Facilities must approve this plan. The Police Department will supervise the orderly movement of traffic outside of the park. Sponsors will be responsible for supervision of traffic inside the park. The sponsor will bear all expenses incurred as a result thereof. The Traffic Division of the Police Department must give written approval prior to the issuance of the permit. The plan for shuttling, routing and parking must be published in advance of the event, with the cost borne by the sponsor.
5. The user may be required to post a performance bond or deposit at the discretion of the Director of Parks, Recreation and Community Facilities. Claims may be made against the bond by the City of Richmond for any unpaid fees or charges related to clean-up expenses, or repairing damages, or payment of off-duty police. The bond or deposit will be refunded upon settlement of all financial obligations contained in the permit. The following criteria may determine if a performance bond or deposit will be required:
  - A. Any construction or use of structures such as tents.
  - B. Anticipated attendance in excess of three hundred persons.

- C. Any public concerts whether live or pre-recorded.
  - D. Sale of food or beverages
  - E. Previous failure by sponsor to comply with City regulations.
6. The sponsor will be required to provide on-site cleanup during events and provide dumpsters (number to be specified at discretion of department) for appropriate disposal of refuse. City crews may provide clean-ups at cost, however, the Department will provide a representative to work with the sponsor in insuring the cleanup is done. The sponsor must provide adequate toilet facilities, at least one of which must be accessible by the disabled. Vendors will be required to provide refuse bags and containers at their concession stands. Vendors are also required to remove all cooking grease from site immediately after the event. Illegal dumping of cooking grease will be prosecuted.
  7. Written approval of the Department of Public Works must be obtained by the applicant before permit will be issued to insure proper cleaning of all right of ways and streets. All costs are to be borne by the sponsor.
  8. The user will hold the Department of Parks, Recreation and Community Facilities and the City of Richmond harmless from any liability arising out of any claims which may occur due to injury, disability or property damage during any activity on the premises.
  9. The user will provide the Department of Parks, Recreation and Community Facilities, at least 30 days prior to the scheduled use, with a comprehensive policy of general liability insurance with minimum limits of \$1,000,000 combined single limit bodily injury and property damage. The insurance shall name the "**City of Richmond/Department of Parks, Recreation and Community Facilities/all agencies/employees and volunteers**" as additionally insured and may not be changed, canceled or expire until after the event has taken place.
  10. Authorized representatives and Park Contractors of the City of Richmond shall have free access to the premises at any and all times.
  11. The Department of Parks, Recreation and Community Facilities or Public Safety officials may, without liability, cancel or terminate any permit if the premises are closed for repairs, if utilities or services cannot be supplied, or if a question of safety exists.
  12. The permit may not be assigned in whole or in part.
  13. In instances where amplified sound is involved, the user may not at any time, exceed the maximum sound level of 85 decibels at 400' from the

source with the source being at least 400' from the nearest residence.  
(Note: This is equivalent to a normal conversation.)

**ALL** sound systems must be set up with the speakers facing AWAY from any private residences.

14. The Director of Parks, Recreation and Community Facilities, in consultation with the Chief of Police or his designee may revoke a permit or stop use in progress if the user fails to comply with Federal, State or City ordinances. Permit may also be revoked if the terms of the permit are violated, or if the user has not secured the permit. Disregarding a lawful order of an authorized representative of the Department of Parks, Recreation and Community Facilities or a Public Safety official may also result in a permit being revoked. Should the premises be made impractical for use by any cause, the Department of Parks, Recreation and Community Facilities may, at its discretion, reissue the permit for another facility, or terminate and void any permit. The user expressly waives any and all claims for damage or loss of profit or other compensation should the permit be so terminated.
15. A special event application form must be completed and returned to the Department of Parks, Recreation and Community Facilities prior to issuance of any permit. Signatures of authorized personnel from affected departments and/or agencies as well as any requirements of these departments and/or agencies must be obtained on application form before it can be submitted for approval. (See attachment listing departments and/or agencies normally affected by special events and their respective phone numbers. Applications must be accompanied by a site map detailing the area and relative proximity of all activities.)
16. Vendors will be permitted to sell in designated areas during events. All vendors must obtain a vending permit from the Department of Parks, Recreation and Community Facilities and pay all required fees.
17. It is the policy of the Department that alcoholic beverages are not allowed in the Park system with the exception of the Downtown core parks, (i.e. Festival Park, Kanawha Plaza, and Brown's Island). Alcohol is also allowed within the facility at the Carillon at Byrd Park, Pine Camp Arts Center and Richmond's Landmark Theater. The Virginia Alcoholic Beverages Control Board must license alcoholic beverages.
18. It is the policy of the City of Richmond Department of Parks, Recreation and Community Facilities not to allow the exterior of the Carillon structure in Byrd Park to be used for the hanging of sponsorship or commercial type banners or displays. The only acceptable hanging items are the United States National, State of Virginia, or City flag(s).

This policy is in place due to the fact that the Carillon structure is the Commonwealth of Virginia's Memorial to World War I Soldiers, Sailors, Airmen and Marines, and as such should not be used for advertising sponsorships.

19. It is the responsibility of all event sponsors to assist the Department of Parks, Recreation and Community Facilities in enforcing the prohibition against the dumping of cooking oils and grease generated by food vendors in the park system. **ALL** cooking oils and grease are to be removed by the food vendors at the end of the event. Failure to comply with this rule will result in a special clean up charge being assessed against the event sponsor for clean up of cooking oil and grease.
20. With regard to all musical events or concerts, the event sponsor is responsible for all ASCAP/BMI royalty payments.
21. With respect to any **visual material created for outdoor advertising** of any kind including but not limited to handbills, flyers, posters, placards, signs, and bulletins. The Event Sponsor and any agents or employees thereof shall observe and be bound by the requirements of the Code of the City of Richmond §§ 19-21, 19-22, 19-23, 19-24, and 19-25, as amended, relating to the posting of signs. The Event Sponsor agrees that it understands that the restrictions of these Code sections apply to uninhabited and abandoned buildings and structures with equal force.
  - A. By signing this application, the Event Sponsor acknowledges that it has received a copy of the rules and regulations and understands the requirements of Sections 19-21, 19-22, 19-23, 19-24, and 19-25.
  - B. The Event Sponsor agrees to pay City a removal fee of ten dollars (\$10.00) for each item of visual material described or referred to in these rules and regulations that City removes because it was displayed in violation of Sections 19-21, 19-22, 19-23, 19-24, or 19-25.

**CITY OF RICHMOND  
DEPARTMENT OF PARKS, RECREATION AND COMMUNITY FACILITIES**

**PARK PERMITS AND SCHEDULING OFFICE  
808 WEST MAIN STREET, RICHMOND, VA 23220  
(804) 646-0036/0037/0761 FAX 646-0437**

**APPLICATION FOR CONDITIONAL USE PERMIT  
FOR A SPECIAL EVENT IN THE PARK SYSTEM**

PARK SITE(S)  
REQUESTED \_\_\_\_\_

OFFICIAL NAME  
OF  
EVENT \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ HOUR(S) REQUESTED: \_\_\_\_\_

=====

Note: All Richmond City Parks close at Sunset daily except by special event permit.

=====

SPONSOR/ORGANIZATION CONTACTS: [TWO CONTACTS REQUIRED]

**PRIMARY  
CONTACT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**SECONDARY  
CONTACT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PURPOSE/DESCRIPTION OF EVENT  
INCLUDE ALL EVENT  
SPONSORS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ANTICIPATED ATTENDANCE:

PARTICIPANTS: \_\_\_\_\_

SPECTATORS: \_\_\_\_\_

DATE/TIME YOU EXPECT TO RETURN SITE TO PRE-EVENT  
CONDITION \_\_\_\_\_

**HELP US DEFINE YOUR  
EVENT....**

WILL THE EVENT BE PUBLICLY ADVERTISED?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO,  
HOW? \_\_\_\_\_

\_\_\_\_\_

=====  
NOTE! City Code PROHIBITS the posting of handbills, posters, bulletins, etc. on the public right-of-ways.  
Failure to comply with this rule can result in a fine of \$10.00 per handbill, poster, bulletin, etc. posted illegally.  
See Rules and Regulations for details.  
=====

FOOD AND DRINK? \_\_\_\_\_ YES \_\_\_\_\_ NO

CATERED? IF YES, WHAT COMPANY? \_\_\_\_\_

WILL FOOD AND DRINK BE  
SOLD OR GIVEN AWAY? \_\_\_\_\_ SALES \_\_\_\_\_ FREE

=====  
Note: Richmond Department of Parks, Recreation and Community Facilities' reserves the right to place park  
contract vendors at all events sponsored on Department of Parks, Recreation and Community Facilities'  
property.  
=====

ALCOHOLIC BEVERAGES? \_\_\_\_\_ YES \_\_\_\_\_ NO

SALES? \_\_\_\_\_

=====  
Your organization will be responsible for obtaining all licenses and paying off-duty police in the event will be  
serving alcoholic beverages on park property. Use of Alcoholic Beverages is limited to specific park sites.  
Contact the Park Permits and Scheduling Office (646-0036/0037/0761) for details...  
=====

AIRBORNE OBJECTS? \_\_\_\_\_ YES \_\_\_\_\_ NO

TYPE? \_\_\_\_\_

PORTION OF PARK AREA TO BE USED? \_\_\_\_\_

MUSIC AT EVENT? \_\_\_\_\_YES \_\_\_\_\_NO  
(Event sponsor is responsible for all ASCAP/BMI royalty payments.)

AMPLIFIED MUSIC? \_\_\_\_\_YES \_\_\_\_\_NO

WHAT TYPE(S) OF MUSIC (i.e jazz, soul, rap, classical, new age,  
etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THEATRICAL GROUPS? \_\_\_\_\_YES \_\_\_\_\_NO

SALES OF  
MERCHANDISE? \_\_\_\_\_YES \_\_\_\_\_NO  
TYPE(S)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

=====  
Your organization must obtain a special event peddler's license/concession permit from the Finance Dept. to  
sell merchandise on public property.  
=====

ARE YOU PROVIDING PARKING  
OR SHUTTLE BUS SERVICE? \_\_\_\_\_YES \_\_\_\_\_NO

WHERE AND  
HOW? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROVIDE DRINKING WATER? \_\_\_\_\_YES \_\_\_\_\_NO

WHERE AND HOW?  
\_\_\_\_\_

PROVIDING PORTABLE TOILETS? \_\_\_\_\_YES \_\_\_\_\_NO

PARK AREA USED: \_\_\_\_\_

HOW MANY? \_\_\_\_\_

=====  
Note: At least one (1) portable toilet MUST be accessible to the disabled.  
=====

POSSIBLE DEPARTMENT OF PARKS, RECREATION AND COMMUNITY FACILITIES  
EQUIPMENT RENTALS:

SHOWMOBILE? AT  
\$600.00 PER DAY  
PLUS STAFF COSTS \_\_\_\_\_YES \_\_\_\_\_NO

DELIVERY TIME ON SITE FOR EQUIPMENT? \_\_\_\_\_

STAGE II? AT  
\$600.00 PER DAY  
PLUS STAFF COSTS \_\_\_\_\_YES \_\_\_\_\_NO

DELIVERY TIME ON SITE FOR EQUIPMENT? \_\_\_\_\_

=====

**YOU ARE RESPONSIBLE FOR OBTAINING THE SIGNATURES AND  
AGENCY REQUIREMENTS FROM THE DEPARTMENTS INDICATED  
ON THE FOLLOWING PAGES.**

**FAILURE TO OBTAIN PROPER APPROVALS CAN RESULT IN THE  
CANCELLATION OF YOUR EVENT.**

I HAVE READ AND UNDERSTAND THE APPLICATION AND AGREE TO THE RULES,  
REGULATIONS, CONDITIONS AND RESTRICTIONS AS SET FORTH BY ANY  
DEPARTMENTS OF THE CITY OF RICHMOND AND THE DEPARTMENT OF PARKS,  
RECREATION AND COMMUNITY FACILITIES:

\_\_\_\_\_  
Event Sponsor / Official Representative Signature

\_\_\_\_\_  
Date

DEPARTMENT OF PARKS, RECREATION  
AND COMMUNITY FACILITIES REQUIREMENTS

  X   YES           NO

CONTACT:    PARK PERMITS AND SCHEDULING  
              808 WEST MAIN ST  
              RICHMOND, VA 23220  
              (804) 646-0036/0037/0761 FAX 646-0437

DEPARTMENT OF PARKS, RECREATION AND COMMUNITY FACILITIES  
REQUIREMENTS: [to be filled in by Community Facilities official]

=====

[X]    \$1,000,000 Insurance Certificate naming the "**City of Richmond/Department of Parks, Recreation and Community Facilities/all agencies/employees and volunteers**" as an additionally insured for the event dates.

[X]    All appropriate application sheets must be completed and submitted to the Department at LEAST fourteen [14] working days in advance of your event.

[X]    Overtime for park site clean up will be billed to the event sponsor.

[ ]    A written request at least thirty [30] days in advance of the event.

[X]    Parking arrangements and portable toilets for the disabled are required for all events.

[X]    ALL appropriate user fees MUST be submitted with the insurance certificate to the Department prior to a permit being issued.

[X]    A site map detailing where/what/how the event site will be laid out.

[ ]    Other: \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF AUTHORIZED PARKS, RECREATION  
AND COMMUNITY FACILITIES OFFICIAL**

The authorized signature indicates that the above requirements must be complied with. FAILURE OF EVENT SPONSOR TO COMPLY WITH ALL PERMIT REQUIREMENTS CAN RESULT IN YOUR PERMIT NOT BEING ISSUED.

SALES OR CONSUMPTION OF ALCOHOLIC  
BEVERAGES ON PARK PROPERTY:

\_\_\_\_\_YES \_\_\_\_\_NO

CONTACT: ALCOHOLIC BEVERAGES  
CONTROL BOARD  
2901 HERMITAGE ROAD  
RICHMOND, VA 23220  
(804) 213-4584/FAX: 213-4586

COPY OF PERMIT ISSUED MUST BE ATTACHED TO COMPLETED APPLICATION.

ABC REQUIREMENTS: [to be filled in by ABC official]

---

---

SIGNATURE OF AUTHORIZED ABC BOARD OFFICIAL

---

NAME [PRINT]

The signature of this official indicates that all appropriate fees have been paid and a permit has been issued by this agency to the event sponsor.

**EVENT NAME** \_\_\_\_\_

SALES OR CONSUMPTION OF FOOD  
AND DRINK

\_\_\_\_\_YES \_\_\_\_\_NO

CONTACT: RICHMOND HEALTH DEPARTMENT  
900 E. MARSHALL ST., ROOM B-3  
RICHMOND, VA 23219  
(804) 646-3120/FAX: 646-3938

HEALTH DEPARTMENT REQUIREMENTS: (to be filled in by Health Dept. official)

---

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED HEALTH DEPT. OFFICIAL

\_\_\_\_\_  
NAME (PRINT)

The signature of this official indicates that all appropriate fees have been paid and vendors selling food and/or drink are approved

**EVENT NAME** \_\_\_\_\_

EVENT SECURITY  
[BEFORE/DURING/AFTER HOURS]

\_\_\_\_\_ YES \_\_\_\_\_ NO

CONTACT: RICHMOND POLICE DEPARTMENT

CUSTOMER SERVICE ZONE 1  
EAST  
646-3602/FAX: 646-3580

CUSTOMER SERVICE ZONE 2  
SOUTH  
646-8092/FAX: 646-8199

CUSTOMER SERVICE ZONE 3  
NORTH AND WEST  
646-1412/FAX: 358-1093

CUSTOMER SERVICE ZONE 4  
CENTRAL  
646-4105/FAX: 646-4106

OFF DUTY "SPECIAL EVENTS"  
646-1711

PARADE AND MARCH PERMITS/STREET CLOSURE PERMITS  
646-1717

POLICE EVENT SECURITY REQUIREMENTS: [to be filled in by Police official]

---

---

SIGNATURE OF AUTHORIZED POLICE OFFICIAL

---

NAME [PRINT]

The signature of this official indicates that all appropriate fees have or will be paid and a security plan has been developed by this agency to cover the event's security. SECURITY IS REQUIRED FOR ALL ABC EVENTS AND IF YOU ARE USING DEPARTMENT OF PARKS, RECREATION AND COMMUNITY FACILITIES EQUIPMENT

**EVENT  
NAME** \_\_\_\_\_

TRAFFIC/PARKING REQUIREMENTS  
[BEFORE/DURING/AFTER HOURS]

\_\_\_\_\_ YES \_\_\_\_\_ NO

CONTACT: RICHMOND POLICE DEPARTMENT  
OFFICER IN CHARGE  
TRAFFIC DIVISION - SPECIAL OPERATIONS  
2101 W. LABURNUM AVENUE  
RICHMOND, VA 23227  
646-1717/FAX: 646-1372

POLICE TRAFFIC REQUIREMENTS: (to be filled in by Police official)

---

[X] STREET CLOSURE APPLICATION ENCLOSED. NOTE: INSURANCE REQUIREMENTS FOR STREET CLOSURES ARE DIFFERENT FROM THE DEPARTMENT OF PARKS, RECREATION AND COMMUNITY FACILITIES LIABILITY LIMITS.

---

SIGNATURE OF AUTHORIZED POLICE OFFICIAL

---

NAME [PRINT]

The signature of this official indicates that a traffic plan has been developed by this agency to cover the event's traffic and parking needs. A TRAFFIC PLAN IS REQUIRED FOR ALL EVENTS UNLESS OTHERWISE NOTED BY POLICE OFFICIALS.

**EVENT  
NAME** \_\_\_\_\_

DEPT. OF FIRE REQUIREMENTS  
[COOKING ON SITE]  
[FIREWORKS, ETC.]

\_\_\_\_\_YES \_\_\_\_\_NO

RICHMOND FIRE DEPARTMENT  
550 EAST MARSHALL STREET, ROOM 202  
RICHMOND, VA 23219  
646-6640/FAX: 646-7465

FIRE DEPT. REQUIREMENTS: [to be filled in by Fire official]

\_\_\_\_\_

FIREWORKS ALLOWED

\_\_\_\_\_YES \_\_\_\_\_NO

OTHER REQUIREMENTS:

[X] All cooking on Park Property requires the vendor to have a fire extinguisher at his/her booth.

[X] NO cooking immediately under trees within the park.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED FIRE OFFICIAL

\_\_\_\_\_  
NAME [PRINT]

The signature of this official indicates that all fire plans and/or permits have been approved by this agency to cover the event's cooking/fireworks needs

**EVENT**  
**NAME**\_\_\_\_\_

DEPT. OF COMMUNITY DEVELOPMENT  
BUREAU OF BUILDING INSPECTIONS  
[ERECTION OF TENTS OVER 900 SQ FT  
AND/OR STAGES & ELECTRICAL PERMITS] \_\_\_\_\_YES \_\_\_\_\_NO

CONTACT: COMMUNITY DEVELOPMENT  
900 E. BROAD STREET, ROOM 110  
RICHMOND, VA 23219  
646-6955/FAX: 646-6948

BUREAU OF BUILDING INSPECTION REQUIREMENTS: [to be filled in by Building  
Inspection official]

A COPY OF ALL BUILDING PERMITS FOR STAGES/TENTS/ELECTRICAL HOOK UPS  
MUST BE ATTACHED TO THIS APPLICATION: NO FEES FOR BUILDING PERMITS  
CAN BE WAIVED.

---

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED BUILDING INSPECTION OFFICIAL

\_\_\_\_\_  
NAME [PRINT]

The signature of this official indicates that all building plans and/or permits have  
been approved by this agency and any appropriate fees paid to cover the event's  
construction  
needs.

**EVENT  
NAME**\_\_\_\_\_

**DEPT. OF PUBLIC WORKS  
PERMITS AND INSPECTIONS DIVISION**

APPROVAL: \_\_\_\_\_YES \_\_\_\_\_NO

CONTACT: PUBLIC WORKS  
900 E. BROAD STREET, ROOM 603  
RICHMOND, VA.23219  
646-1564

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Approximate Attendance: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Sponsor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**DEPT. OF PUBLIC WORKS REQUIREMENTS: (to be filled in by DPW official)**

**A COPY OF ALL WORK IN STREETS PERMITS FOR EVENT MUST BE ATTACHED TO THIS APPLICATION. NO FEES CAN BE WAIVED.**

1. REQUIREMENTS: the sponsor of this event shall remove Liter and debris generated by this event from public right-of-way. Assistance by the Public Works Dept. crews should not be assumed and will not be provided except by special agreement prior to the event.
2. Special requests or arrangements for the following services should be made a minimum of five (5) working days prior to the scheduled event.

**EVENTS NORTH OF THE JAMES**

Traffic Engineer	646-0442/FAX: 646-7807
Refuse Collection	646-1798/FAX: 646-1886
Street Cleaning	646-1777/FAX: 646-1195
Street Maintenance	646-1777/FAX: 646-1195

**EVENTS SOUTH OF THE JAMES**

Refuse Collection	646-1798/FAX: 646-1886
Street Cleaning	646-1777/FAX: 646-1195
Street Maintenance	646-8606/FAX: 232-3347

Arrangements for street closure and use of park spaces are approved through those respective Departments

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED PUBLIC WORKS OFFICIAL

The signature of the official indicates that all appropriate arrangements have been made. Fees for overtime staffing or use of equipment may be required. Discuss fee charges or waiver with the DPW Permits Administrator.

PERMITS & LICENSES

[MERCHANDISE & FOOD PEDDLER'S LICENSES] \_\_\_\_\_YES \_\_\_\_\_NO

CONTACT: DEPT. OF FINANCE  
900 E. BROAD STREET  
ROOM 103  
RICHMOND, VA 23219  
PHONE 646-5844/FAX: 646-5848

DEPARTMENT OF FINANCE REQUIREMENTS: [to be filled in by Finance Dept. official for the event listed below.]

=====

Note: If you have not visited the other authorities in this package, please do so before attempting to obtain your license.

Sponsors of special events will incur a special event fee of \$275 to obtain the business license. This license will cover all vendors that participate in the event on your behalf. Some exemptions do apply and can be explained by our special event experts.

You will be required to provide a comprehensive vendor list with appropriate contact names at the time that you obtain your business license.

Additional taxes that may be due after your event:

**Meals taxes-** All food vendors will be liable for meals taxes. This is a tax that is paid on all food sold at the event. Our special event experts will provide all of the necessary details about meals taxes.

**Admissions taxes-** The sponsor of the event is required to pay admissions taxes if patrons pay to enter. Our special event experts will provide all of the necessary details about admissions taxes.

You will be required to sign a form indicating your understanding of tax liability for your event.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED FINANCE DEPT.  
OFFICIAL

\_\_\_\_\_  
NAME [PRINT]

The signature of official indicates that all appropriate arrangements have been made and fees for licenses will be paid.

**EVENT NAME** \_\_\_\_\_