



Application for Outdoor Musical or Entertainment Festival Permit

To ensure efficient processing of your Outdoor Musical or Entertainment Festival Permit, please complete the entire application. The application is required for submittal at least ninety (90) calendar days prior to the date of the proposed event to allow adequate review time.

Applicant shall submit a current Certificate of Insurance naming the County of Stafford as an additional insurer in the amount of \$1,000,000. The County is not held liable for any incidents or lawsuits that are indirectly or directly related to the event.

The following sections are portions of sections from Stafford County Code, Chapter 4, "Amusements," which was enacted pursuant to Virginia Code Section 15.2-1200, for the purpose of providing necessary regulations for musical or entertainment festivals in the interest of the public health, safety and welfare of the citizens and inhabitants of the County.

Sec. 4-23. Violations of article.

Any person who violates any provision of this article shall be guilty of a class 1 misdemeanor. Each violation shall constitute a separate offense. The Board of Supervisors may bring suit in the Stafford County Circuit Court to restrain, enjoin or otherwise prevent violations of this article.

Sec. 4-24. Definition.

As used in this article, the term "musical or entertainment festival" or "festival" shall mean any gathering of groups or individuals in excess of 100 persons for the purpose of listening to or participating in entertainment which consists primarily of musical renditions conducted in open spaces on private property and not within an enclosed structure or other structure designed to accommodate groups of persons.

Sec. 4-25. Length of performances.

Music shall not be rendered nor entertainment provided at a festival for more than eight (8) hours in any twenty-four (24) hour period, such twenty-four (24) hour period to be measured from the beginning of the first performance at the festival. **(Describe how the event will proceed and length of time.)**

Sec. 4-26. Admission of minors.

No person under the age of eighteen (18) years shall be admitted to any festival unless accompanied by a parent or guardian, the parent or guardian to remain with such person at all times. **(Describe how this will be addressed.)**

Sec. 4-27 – Administration of article

- a) The county administrator, or his designee, is hereby appointed as the agent for administration of this article.
- b) The county administrator may from time-to-time establish reasonable administrative procedures not inconsistent with the provisions of this article.
- c) Any decision of the agent pursuant to this article may be appealed to the board of supervisors within 30 days. The appeal shall be submitted, in writing, to the Department of Planning and Zoning.

Division 2. Permit

Sec. 4-36. Required.

No person shall stage, promote or conduct any musical or entertainment festival in the unincorporated areas of the county, without first obtaining a permit to do so issued pursuant to this division.

Sec 4-37. Application generally.

An application for a permit required by this division shall be in writing on forms provided for that purpose and filed with the Department Planning and Zoning at least sixty (60) days before the date of the proposed festival. Plans, statements, approvals, and other documents required for consideration and approval of the permit shall be attached to the application.

Sec. 4-38. Statements, plans, etc., to accompany application.

(a) A permit shall not be issued unless the following conditions are met and the following plans, statements, approvals and other items are submitted with the application:

- (1) A copy of the ticket or badge of admission to the festival, containing the date(s) and time(s) of the festival, together with a statement by the applicant of the total number of tickets to be offered for sale. **(Describe how admission will be addressed.)**
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(2) A statement of the names and addresses of the promoters of the festival, the financial backing of the festival, and the names of all persons or groups who will perform at the festival. **(Provide Information.)**

(3) A statement of the nature and location of the proposed festival, the name and address of the owner of the property on which the festival is to be held, and the interest of the applicant therein. In addition, a layout plan shall be submitted illustrating the location of all activities to include the location of parking, entertainment area, sanitation facilities, food, etc. **(Provide information.)**

(4) A plan describing how adequate sanitation facilities and garbage, trash and sewage disposal for persons at the festival will be provided. This plan shall meet the requirements of all state and local statutes, ordinances and regulations and shall be approved by the Department of Health. **(Provide Information.)**

(5) A plan describing how the provision of food, water and lodging for the persons at the festival will be provided. This plan shall meet the requirements of all state and local statutes, ordinances and regulations and shall be approved by the Department of Health. **(Provide Information.)**

(6) A plan, approved by the Fire Chief, describing how adequate medical facilities for persons at the festival will be provided. **(Provide Information.)**

(7) A plan, approved by the Sheriff's Office and/or the Department of Public Works as applicable, describing how adequate parking facilities and traffic control in and around the festival area will be provided. **(Provide Information.)**

(8) A plan describing how adequate fire protection will be provided. This plan shall meet the requirements of all state and local statutes, ordinances and regulations and shall be approved by the fire marshal. **(Provide Information.)**

(9) A statement specifying whether any outdoor lights are to be utilized, and if so, a plan showing the location of such lights, light fixtures, shielding devices or other equipment to prevent unreasonable glow beyond the property on which the festival is located. **(Provide Information.)**

(10) A statement that no music shall be played, either by mechanical device or live performance, in such a manner that the sound emanating therefrom shall violate any provision of County Code chapter 16, "Noise." **(Provide Information.)**

(11) As necessary, the applicant shall be responsible for obtaining all required permits.

Sec. 4-39. Copy of application to be sent to board members.

Upon submittal of a complete application to the Department of Planning and Zoning, the application shall be routed to the appropriate county departments for review and approval.

Sec. 4-40. Applicant to furnish permission for entering property.

No permit shall be issued under this division, unless the applicant furnishes to the agent written permission for the agent, lawful agents, and duly constituted law-enforcement officers to go upon the property at any time for the purpose of determining compliance with the provisions of this article. **(Provide Information.)**

Sec. 4-41. Grant or denial.

The agent shall act on an application for a permit under this division within sixty (60) days from the filing of the same. If granted, the permit shall be issued in writing on a form provided for that purpose and mailed by the agent to the applicant at the address indicated. If denied, the refusal shall be in writing, with the reasons for such denial stated therein, and mailed by the agent to the applicant at the address indicated.

Sec. 4-42. Revocation.

The county administrator and the board of supervisors shall have the right to revoke any permit issued under this division upon noncompliance with any of its provisions and conditions.

Please provide any additional information that the applicant feels will assist in consideration of this application.

Application made this _____ day of _____, 20_____.

Applicant

Address

Phone

COMMONWEALTH OF VIRGINIA
COUNTY OF _____, to wit:

The foregoing Application was acknowledged before me this _____ day of _____, 20_____.

Notary Public

My commission expires: _____

My Registration No.: _____

Approved this _____ day of _____, 20_____.

BY: _____
Clerk of the Board of Supervisors

Approved this _____ day of _____, 20_____.

BY: _____
County Attorney