



TOWN OF OCCOQUAN
(703) 491-1918 | info@occoquanva.gov
Town Hall, 314 Mill Street, M-F, 9 a.m. – 4 p.m.

Permit No.
OSP

Special Event Application

Special Event application and permit approval are required by the Town of Occoquan prior to any events that meet any or all of the following criteria:

1. any loud sounds such as from concerts or fireworks,
2. any use or blockage of public rights of way within Town,
3. any sale or consumption of alcohol,
3. any event marketed towards and including the general public,
4. and/or any event collecting fees or monetary contributions.

Examples of special events include but are not limited to: foot races, bike races, demonstrations/protests, parades/marches, festivals, concert series, celebrations, tours, car shows, street dances, fundraisers, classes, etc. These special events may or may not be in-part sponsored by the Town.

Careful completion of the form will help to avoid delays in processing. It is important that you follow the instructions and provide clear and accurate information. Please submit all necessary documents with the application.

Please consult Town staff at townclerk@occoquanva.gov for more detailed information.

The following sections **MUST** be completed by the event coordinator for ALL events:

- Applicant Information
- Event Information
- Event Contact Information for at least one contact
- Events and Public Safety Checklist
- Security/Safety Plan
- Site Plan

IF THIS IS AN ATHLETIC EVENT WITHIN A ROADWAY: You must provide a clear route map and written description of the route and a copy of your road use permit submitted to the Virginia Department of Transportation.

Section 1: Applicant Information				
Name:				
Phone:		Email:		
Address:				
City:		Zip:		
Section 2: Event Information				
Name of Event:			First time event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Purpose Of Event:			Rain Date:	
Date(s) of Event:				
Exact Address and Location of Event:				
Set Up Time:	Breakdown Time:	Event Hours: _____ to _____	Step-off time (<i>for athletic events only</i>):	
Phone number/website for publication:	Estimated Attendance:	Last Year's Attendance:		
Type of Event:		Event Website:		
Event Agenda (<i>can attach if necessary</i>):				
Event Site/Facility:	Is this facility normally used for events? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this facility normally used for large events? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this site: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		Is this site: <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors		
Structure Descriptions (<i>can attach if necessary</i>):				
Facilities Descriptions (<i>can attach if necessary</i>):				
<input type="checkbox"/> Water	<input type="checkbox"/> Toilets	<input type="checkbox"/> Showers	<input type="checkbox"/> Food Preparations	<input type="checkbox"/> Waste Removal

Section 3: Event Contact Information			
Name of Event Organizer:			
Phone:		Email:	
Address:			
City:		Zip:	
Name of Sponsoring Organization:			
Name of Sponsor Contact Person:			
Address:			
City:		Zip:	
Name of Emergency Contact:			
24/7 Phone Number:		Email:	
Address:			
City:		Zip:	
Section 4: Events and Public Safety Checklist			
Are you serving food at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many vendors?	If yes, you must contact the PWC Department of Health for the proper permit.
Are you serving alcohol at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many vendors?	If yes, you must contact the Virginia Department of Alcohol Beverage Control for a Special Event Liquor License Application.
Are you erecting a structure over 900 sq. ft.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many structures?	If yes, you must contact the Prince William County Fire and Rescue Department - Office of the Fire Marshall for a structure permit application. For structures of varying sizes, you may also contact the PWC Building Development Division for a permit.
Are you closing or obstructing the street for your festival?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many and which streets?	If yes, you must submit a VDOT Road Use Permit for VDOT-maintained streets in the town.
Have you determined how area residents and businesses will be notified of street closures, parking restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, include a description of community outreach plan.	
Will there be advertising?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, include a copy of flyer/ mailing or description of efforts.	
Will you be using sound amplification that will reach beyond 50 feet from the rented public facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, submit an Amplified Sound Permit application to the Town of Occoquan.	
Will merchandise vendors be invited?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many vendors?	
Will there be performances?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:	
Does event signage meet ARB guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:	
Will the event require support from Town?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:	
	Police? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:	
	Maintenance? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:	

Electrical power	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
Water?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
Facility Use fees paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Waived By Town Council
Additional insurance required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:

Section 5: Public Safety Security/Safety Plan

Description:

Name of Event: _____ Date of Event: _____

Name and Date of your event in previous year: _____

Name of Private Security Company (If applicable): _____

Address: _____

Phone Number: _____

Number of Private Security Personnel hired per shift: _____

Describe procedure for carding minors (if applicable):

Describe procedure for preventing over-consumption of alcohol (if applicable):

Please describe a Disaster Plan that addresses emergencies specific to your event (must include a plan for weather related emergencies and cancellations):

Comments or Special Instructions:

Site Plan:

Insert proposed site plan below or attach to completed application.

If applicable the following must be included:

- Location of food vendors (FV)
- Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- Location of toilets (T)
- Location of hand washing sinks (HWS)
- Location of retail merchants (RM)
- Location of First Aid (+)
- Location of garbage receptacles (G) and recycling receptacles (R)
- Show walk, run and bike routes if athletic event
- Location and number of Type III Barricades (III)
- Location of fire lane (FL)
- Location of fire extinguishers (FE)
- Public entrances and exits
- Location of sound stages and amplified sound
- Location of residential streets surrounding event
- Location of "FREE ADMISSION - DONATIONS ACCEPTED" sign
- Parking considerations for visitors and exhibitors

Please attach to this application:

- Clean Up plan
- Structure and Facility Descriptions, if necessary
- Community Outreach Plan, if applicable
- Site Plan, if applicable

Alcohol beverages sold or provided must meet the requirements set by the VA Department of ABC.

All vendors providing or selling food or beverages must meet the requirements of the Health Department.

No itinerant vendor shall conduct business within the confines of the special event without submitting itinerant vendor fees to Town Hall before the event.

All vendors selling merchandise or food/beverages are responsible for VA sales tax.

Signature of Applicant: _____ **Date:** _____

Office Use Only	
Date Received:	Date Application Complete:
Application Referred to OPD? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Referral:
_____ OPD Authorized Signature	
OPD Approval Date:	Approved By:
_____ Events Authorized Signature	
Permit Approval Date:	Approved By: