



Special Event Permit Information

The Department of Parks and Recreation is the designated agency that oversees the permitting of special events in parks and open spaces on County property. **All applicants must be at least 18 years of age.**

WHAT SHOULD I DO?

- Contact the Parks and Recreation Department to determine if date of event is available.
- Review, complete, sign and submit the Special Event Permit Application and all appropriate attachments.
- Please be aware of deadlines. Deadlines are firm, as there is a detailed process for review for all applications.

WHEN IS MY APPLICATION DUE?

- Applications are due AT LEAST 30 days prior to the event set-up date. Applications received less than 30 days prior to the event risk being denied approval.

INSURANCE INFORMATION

- The County requires liability insurance coverage from the special event applicant and/or organization, all vendors, and most equipment to include stages, bounce houses and more.
- The County will notify you of any insurance certificates that are required.
- Insurance certificates should be provided in the amount of \$1 million dollars and must name Chesterfield County and the Department of Parks and Recreation, its elected officials, employees, agents and volunteers as additional insured with respect to the General Liability Policy.
- A sample Certificate of Insurance with the required wording can be found at: www.chesterfield.gov/parks

WHAT ARE THE COSTS?

- There may be fees for specific services depending on the nature of the event. These fees could include, but are not limited to:
 - Shelter/Field/Park/Building Use
 - Vendor Sales: concession and/or merchandise
 - Police Officers
 - EMS Assistance
 - Additional Restrooms
- County departments will notify you of any necessary fees and/or permits
- The Parks and Recreation Department may charge for additional services if necessary that are above and beyond customary services, in the preparation, implementation for clean-up for your event. Fees for such services start at \$20/hour.
- All fees are due prior to the event.

WHAT HAPPENS NEXT?

- Complete the Special Event Permit Application and submit to the Parks and Recreation Department
- Only **complete** applications will be routed to various county departments to screen for compliance with county ordinances and policies. The reviewing departments include:
 - Police
 - Fire
 - Health Department
 - Building Inspection
 - Commissioner of Revenue
 - Risk Management
 - And others as deemed necessary
- You are responsible for obtaining any additional permits or documentation from the other departments.
- Once in compliance with the requirements set out by the various departments, your application will be approved.
- No permits will be issued if these steps are not followed.

WHO DO I CONTACT?

Chesterfield County Fairgrounds –

- Mark Pinney 804-748-1992 pinneym@chesterfield.gov

Henricus Historical Park – managed by the Henricus Foundation

- Caitlin Sunderland 804-751-4946 sunderlandc@chesterfield.gov

Mid-Lothian Mines Park –

- Bryan Truzzie 804-751-4946 truzzieb@chesterfield.gov

All Other County Parks and Facilities

- Ronnie Hobson 804-318-8721 hobsonr@chesterfield.gov
- Scott Tingen 804-751-4602 tingens@chesterfield.gov

Business License Questions

- Theresa Tucker 804-748-1377 tuckerth@chesterfield.gov

Health Department Questions

- Dennis O'Connor 804-748-1696 dennis.oconnor@vdh.virginia.gov