



In order to host a special event on parks and recreation property:

PERMIT

- Special event permit (SEPA) attached should be completed and returned to athletics@chesterfield.gov.
- Certificate of Insurance naming Chesterfield County and Chesterfield County Public Schools as additional insured for \$1 million dollars (example attached – Highlighted Sample Insurance.pdf).
 - Your insurance agent should email your insurance certificate to the following county emails (with the name of the event in the subject line).
 - COI@chesterfield.gov
 - athletics@chesterfield.gov
- Please let us know if any fields, shelters, amphitheaters will be needed (fees will apply) and where will any vendors, bounce houses be placed?

CONCESSIONS/VENDORS

- 1) If you are having any food trucks and/or caterers:
 - a. We will need a certificate of insurance from each food truck and/or food vendor naming Chesterfield County and Chesterfield County Public Schools as additionally insured for \$1 million dollars.
 - b. There will be a \$25 concession fee for each food vendor used during your event.
 - c. Food trucks and food vendors are expected to abide by health department and business license requirements with the commissioner of revenues office, these departments may require more fees for event licenses.
 - d. If a vendor is selling food related items such as hot sauce, honey, jerky they will also be required to submit a certificate of insurance and abide by health department and business license requirements
- 2) If you are serving food, but not using a food truck:
 - a. If your organization is serving food to the public:
 - i. Pre-packaged food (chips, sodas, water, candy, hotdogs) your organizations insurance will cover this and nothing else is needed.
 - ii. All other food items (hamburgers, BBQ, fries, anything not pre-packaged) you will have to go through health department and abide by their requirements and so on; your insurance would also cover the food at your event.
- 3) If you have having any non-food merchandise being sold:
 - a. We will need a certificate of insurance from each vendor naming Chesterfield County and Chesterfield County Public Schools as additionally insured for \$1 million dollars.
 - b. There will be a \$25 vendor fee for each vendor used during your event.
 - c. Event organizers may purchase special insurance that covers non-food vendor
 - d. Vendors have to abide by all health department and business license requirements, these departments may require additional fees for event licenses.
- 4) Bounce houses: **(NOT ALLOWED AT ROCKWOOD PARK AND HUGUENOT PARKS)**
 - a. We will need a certificate of insurance from the bounce house company that you are using naming Chesterfield County as additionally insured in the amount of \$1 million dollars
 - b. Bounce houses are not allowed to be set up on fields because of irrigation systems and damage to the grass
 - c. Please show on the map where bounce houses will be located

MISCELLANEOUS

- Current Governor's Orders in regard to social distancing, crowd limitations and masks should be followed
- You are responsible for all trash clean up during and after your event. Trash should be placed in trash cans and our parks crew will empty cans after your event.
- Use of tents is permitted, but not on actual fields, they can line the fields but cannot be located on the actual field. Tents larger than 900 square feet require a building permit and inspection and a certificate of insurance from vendor providing the tent.

DJ's AND BANDS

- DJ's and generators are allowed in parks as long as music is clean and not disturbing other park-goers; **(AMPLIFIED SOUND SYSTEMS ARE NOT ALLOWED IN DODD PARK)**
- Bands using sound equipment:
 - We will need a certificate of insurance from each band naming Chesterfield County and Chesterfield County Public Schools as additionally insured for \$1 million dollars.
- Bands that are instrumental only do not require insurance

PORTA JOHNS

- Depending on the number of people attending your event, you may need additional porta johns
 - The department offers a variety of options for a fee including regular units, handicap accessible units, handwashing stations, and units with hand sanitizer or handwashing stations included.
 - Parks and recreation will order this for you based on your requests, the event organizer is responsible for the fees and must be paid to the department prior to your event.
 - Please indicate on the site map where you would like them located for your event

UNMANNED AIRCRAFT SYSTEMS (MODEL AIRPLANES/DRONES/ETC.)

- All pilots must operate within the Federal Aviation Administration's Safety and Airspace regulations and all local, state, and federal guidelines. More information can be found at: <https://www.chesterfield.gov/1102/Plan-Your-Event>
- All Commercial UAS Operators will be required to submit a certificate of liability insurance with coverage in the amount of \$1 million dollars. Chesterfield County and Chesterfield County Public Schools shall be named as additional insured.
- All licensing, permitting and other documentation pertinent to the flight operations should be available at the location of the flight and ready for inspection at any time.
- Unmanned aircraft systems are not permitted at Daniel Park

RACES

- If using county roads for a race, please notify the chesterfield county police department and get permits (if needed) from VDOT.
- If you are using park trails, you are not allowed to use paint to mark the course in the parks, trails, trees, pavement, etc. you can use ribbons, signage, cones, flour or powder to mark the course

MOVIES

- If you can link a movie showing directly to an educational unit, you do not need a license. Showing a movie for entertainment is not covered under the educational exception to copyright. It is recommended to purchase a one-time viewing license, but it's also possible to purchase a site license that will cover the building for all not-for-profit viewings. The contracts vary depending on the company, but you are able to charge a small admission fee to cover your costs of the license. Swank and Criterion both handle movie licenses for DVD movies. Swank (MovieLic) handles Disney, WB, MGM, Paramount etc., while Criterion handles 20th Century Fox, DreamWorks, etc. - all of these studios produce movies in the children and family genre, so you'll need to check the studio of the movie you want to decide which company to contact. Licenses are approximately the same for each (price increased to \$172 at both places in 2015.) Please note that the companies only cover those movies for which they issue licenses.

- The process is really easy - you fill out a form with your tax number on it, the title and the date you want to show it. They supply the license and access to artwork. You can rent, purchase or borrow the DVD to show or you can rent it from them.

Once we receive your special events application, it will be reviewed and all documentation, insurance certificates, etc. will be forwarded to the risk management department, the health department and the commissioner of revenues office and the police department for final approvals.