

**Appomattox
Railroad
Festival**

PO Box 513
Appomattox, VA 24522
434.363.8003

7/22/16

Appomattox County Board of Supervisors
Attn: Susan M. Adams, County Administrator
P.O. Box 863
Appomattox, Va. 24522

Dear Mrs. Adams:

Appomattox Railroad Festival Inc. request permission to use Courthouse Square for a Fine Arts Display and Good Ole' Days, Courtland Field for Amusement Rides, food vendors, and Music Entertainment, the County Parking Lot for an Antique Car Show and the sidewalk in front of the Court House for additional vendor space for this year's 44th Annual Historic Appomattox Railroad Festival to be held Saturday October 8, 2016 and Sunday October 9, 2016. Also we would ask if you would waive the \$25 Application fee for the special entertainment permit due to the County using our stage last year after the festival at no charge.

If you have any questions feel free to contact me at the phone number or email listed below. Thank you for your assistance and help.

Sincerely,

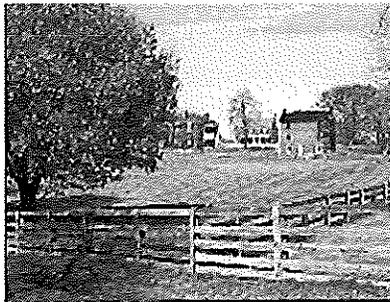
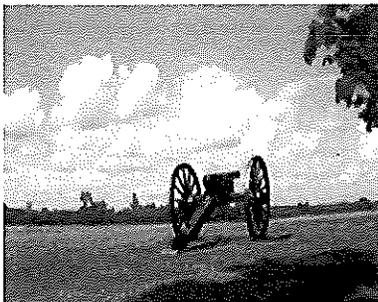
Tony Clifton/President
Appomattox Railroad Festival Inc.
(434) 660-7101
tclifton1@msn.com



APPOMATTOX COUNTY

Special Entertainment/Event

Permit Application



APPOMATTOX COUNTY SPECIAL EVENT APPLICATION



QUESTIONS?

Visit

www.appomattoxcountyva.gov

Or contact the following county offices for specific details or for assistance:

Administration
434-352-2637

Sheriff's Office
434-352-2666

Public Safety
434-352-3950

Zoning/Building
Official/Fire Marshall
434-352-8183

Health Department
434-352-2313

School Administration
434-352-8251

Recreation Department
434-352-5996

Commissioner of
the Revenue
434-352-7450

Citizens or groups wishing to conduct a special event in Appomattox County must complete and submit the following application with application fee of \$25.00/ day to:

[Redacted] County Administrator
153A Morton Lane (physical address)
PO BOX 863 (mailing address)
Appomattox, VA 24522
[Redacted]

Checks for the application fee may be made payable to:
Treasurer of Appomattox County

Special event applications must be submitted at least thirty (30) days before the date of such festival or outdoor entertainment and at least twenty-one (21) days prior to the regular board meeting to be considered for approval. In the event that application is denied the fee will be refunded.

For further details on special event planning and local codes/ordinances for entertainments, please visit: www.appomattoxcountyva.gov click on government tab and county code section 41 - AMUSEMENT - Festivals or Outdoor Entertainment or contact the Appomattox County Administration Office @ 434-352-2637.

All plans for the health, welfare, and safety of the public shall be in accordance with the directives of applicable Appomattox County officials at the cost of the permit holder. Emergency response plans and resources shall be approved by the Appomattox County Sheriff and Director of Public Safety; these plans shall not be amended except by approval of said officials

Signed copies of approved applications will be returned to applicants via first-class mail.



APPOMATTOX COUNTY SPECIAL EVENT APPLICATION

EVENT NAME HISTORIC APPOMATTOX RAILROAD FESTIVAL

START DATE 10/8/2016 END DATE 10/9/2016

PROPOSED

RAIN DATE NONE FIRST TIME EVENT _____
RE-OCCURRING EVENT

***If re-occurring, in what year did the event commence? 1972

What type of gatherings require a special event permit?

MUSICAL OR ENTERTAINMENT FESTIVAL - Any Gathering of fifty (50) or more people, publicly advertised by newspaper, radio, television or handbills, for the purpose of listening to or participating in entertainment which consist of primarily of musical entertainment conducted for compensation in open spaces.

OUTDOOR ENTERTAINMENT - Any gathering of the general public which is publicly advertised by newspaper, radio, television, handbills, or signs for which an admission fee is charged.

All outdoor entertainment are subject to the rules and regulations and duration established by the Board for each individual event.

No person shall stage, promote, conduct any musical festival or outdoor entertainment in the County without a special entertainment permit.

Event Category

Community Festival

Concert _____

Parade _____

Run/Walk _____

Other (please specify) _____

Alcohol Served _____

***If alcohol is being served, please attach the name and all contact information for the ABC License holder (phone, cell, address and email). Also, please attach a copy of the issued ABC License.

Event Organizer(s) APPOMATTOX RAILROAD FESTIVAL INC.

Street Address 186 Pine TAG Lane / P.O. Box 513

County/Locality Appomattox State VA Zip 24522

Primary Contact TONY CLIFTON - President

Address P.O. Box 373 Appomattox, VA 24522

Email teliflon1@msn.com

Home Phone _____ Cell Phone 434-660-7101

Business Phone _____ Fax number _____

Admission Fee _____ Day of the Event _____

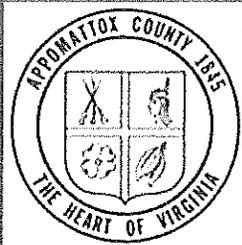
In Advance _____ Senior/Jr. Fee _____

Purpose and Description of the Event

Please include a detailed description of the event/attractions, a site map, and schedule of activities. Please attach additional pages if needed.

[Empty box for event description]

APPOMATTOX COUNTY SPECIAL EVENT APPLICATION



The completed applications are to be submitted to the county administrator along with

- * Ticket/badge for admission
- * Promoters and backers; performers
- * Location names and addresses of the property owners in which the event will be held
- * Sanitation facilities; garbage and sewer disposal - This plan shall meet all state and local statutes, ordinances, and regulations and shall be approved by the County Health Inspector
- * A plan for providing food, water, and lodging for the persons at the event. This shall be approved by the County Health Inspector.
- * Medical Facilities plans
- * Parking, crowd & Traffic Control plans
- * Fire protection - Shall be approved by the County's representative of the VA DIVISION of Forestry
- * Lighting plans which shall comply with Uniform Statewide Building Code

Event Cancellation

Please describe your cancellation policy; please note that County Administration and Appomattox County Public Safety must be notified if the event is cancelled or postponed.

Event Venue or Site(s)

Please attach a tax/parcel location map and a signed letter of consent from the property owner.

Site Address _____

Zoning Classifications _____

Anticipated Attendance _____

Average Attendance at past events _____

Alternate site address(es) _____

Music/Sound	Music/Sound
Start time _____ am/pm	End time _____ am/pm

Will you be supplying? Check all that apply.

- | | |
|-------------------------------|---------------------------|
| _____ Dumpsters | Quantity _____ |
| _____ Portable Restrooms | Quantity _____ |
| _____ Trash cans/Recycle bins | Quantity _____ |
| _____ Banners/Decoration | Quantity _____ Type _____ |
| _____ Fencing/Barricades | Quantity _____ Type _____ |
| _____ Special Lighting | Quantity _____ Type _____ |

APPOMATTOX COUNTY SPECIAL EVENT APPLICATION



The Board of Supervisors shall have the right to revoke any permit issued under this Article upon noncompliance with any of its provisions and conditions.

\$25.00 fee/day for each day of the on which entertainment is to presented shall be payable to the Treasurer of Appomattox County.

Music prohibited certain hours – No music shall be rendered between the hours of 12:00 midnight and 8:00 am

Sound level of music – No music shall be played either by mechanical devices or live performance in such manner that the sound emanating therefrom shall be unreasonably audible beyond the property on which the festival or outdoor entertainment is located.

No persons under the age of 16 years of age shall be admitted unless accompanied by a parent or guardian.

Will Shuttle Services be provided? Y / N

Shuttle Service Coordinator

Name _____ Contact # _____

Type of transportation used (i.e. buses, golf carts, wagons, etc)

Empty rectangular box for describing transportation type.

Please attach a map of the shuttle routes and schedule for shuttle services. Describe shuttle plan, indicate drop off and pick up points.

Empty rectangular box for map and shuttle plan description.

Will special shuttling plans be provided for disabled citizens? Y / N

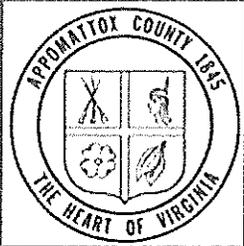
Explain plans/amenities to accommodate disabled citizens on-site at the event

Empty rectangular box for explaining accommodations for disabled citizens.

Will live entertainment be scheduled? Y / N

Please describe any scheduled performances.

Empty rectangular box for describing scheduled performances.



APPOMATTOX COUNTY SPECIAL EVENT APPLICATION

Will you be supplying? Check all that apply.

Booths/Exhibits

Tents/Canopies

Vehicles/Trailers

Animals

VIP Area

Describe

Amplified Sound

Describe

Rides/Inflatables

Describe

(Kind/Quantity)

Stage/Bleachers

Describe

Fireworks/Pyrotechnics

Describe

SAT. OCT. 8, 2016 9:00 PM.
A.C.H.S. PARKING LOT
JOHN COLE FARM

Bond required; waiver –
A Bond in the amount of
\$5000.00 shall be
required and shall be
conditioned to the
removal and clearing of
the premises so as to
leave them in the same
condition as they were
found and further
conditioned to the full
and satisfactory
execution and
compliance with the
terms of the permit when
Issued.

Exemption of fees:

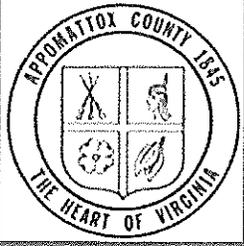
The daily fees and bond
provided for herein may
be waived by the Board
of Supervisors for
established churches,
chartered civic
organizations or
established schools,
provided that all other
provisions of this Article
shall be fully enforceable.

Please list name and contact information for any fireworks contractor(s).

ZAMBELLI FIREWORKS
P.O. Box 1463
New CASTLE, PA. 16103
(800) 245-0397

Please indicate/describe the precise location on-site from which fireworks will be deployed.

JOHN COLE FARM
10063 RED House RD.
Appomattox, VA. 24522



APPOMATTOX COUNTY SPECIAL EVENT APPLICATION

Describe any unique grounds preparation or traffic control needs.

FIRE DEPT. WILL BE ON HAND FOR SAFETY PRECAUTIONS.

How do you plan to notify residents and businesses which may be affected by this event? (in addition to adjacent property owners).

Door to door

Phone Calls

Flyers

Others (please list) AREA NEWSPAPERS + RADIO + BILLBOARDS

Will any food services be catered on-site? Y / (N)

Non-profit food vendors _____

For-profit food vendors _____

Vendors needing electricity _____

Vendors needing water hookups _____

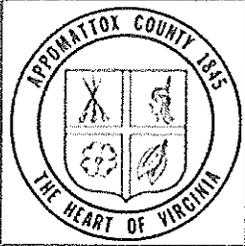
Vendors using open fire/gas _____

Non-profit vendors selling wares _____ # for profit _____

Please describe items/services vended on-site; describe any special needs of vendors.

[Empty box for describing items/services and special needs]

***Contact your local Health Department (434) 352-2313



APPOMATTOX COUNTY SPECIAL EVENT APPLICATION

Liability Insurance Information

A certificate of insurance for this event must be presented to Appomattox County Administration no later than fifteen (15) calendar days prior to the start date of the event. If the information requested below is not available when this application is submitted, it can be added later, but not later than the fifteen (15) day deadline as previously noted.

Indemnity Applicant

In consideration for Appomattox County granting the undersigned Event Organizer representative permission to hold the proposed event and to display, sell, or offer for sale wares, services and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense and indemnify and save harmless the county, its employees, offices and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the County, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned's control. The county, its employees, officers and agents shall not have to give the undersigned any specific types of notices of such claims.

Affidavit of Applicant

I certify that the information contained in this Special Event Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all regulations, provisions, and rules governing Special Events as set forth by Appomattox County. I certify that I understand that this application is made subject to the rules and regulations established by the Appomattox County Board of Supervisors. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to Appomattox County. I grant permission for county officials to access the property at any time to enforce permit compliance.

A signed copy of the indemnity Agreement and Affidavit of Applicant portions of the Special Entertainment/Event Permit Application must be provided to the county before an application will be considered fully executed. Submit the Special Events Application to Aileen T. Ferguson, County Administrator, 153A Morton Lane or PO BOX 863, Appomattox, VA 24522.

Tony Clifton
Event Coordinator/Responsible Event Representative
(Print Name)

7/22/2016
Date

Joy Clifton
Signature

As the property owner, I hereby acknowledge and give consent for the event described herein to proceed on the indicated properties with full understanding of any liability and responsibility associated with all planned activities.

John R. Cohe
Property Owner (Print Name)

7-20-16
Date

John R. Cohe
Signature



For internal purposes ONLY:
Special Entertainment/Event Permit Staff Review and Approvals

Public Safety Director:

Approved / N

Date 8/1/16

Signature

Bobby Wayfield

Building Official/Fire Marshall:

Approved / N

Date 7/26/16

Signature

Larry Knuller

Fireworks permit to be issued separately.

Sheriff:

Approved / N

Date 7-26-15

Signature

By S. [Signature]

County Administrator:

Approved / N

Date 7/28/16

Signature

Susan M. Adams

See Building Official note -

Zoning Administrator:

Approved / N

Date 7/25/16

Signature

John E. [Signature]