



Rockingham County Special Entertainment Permit

Application

Applicant: _____

Telephone: _____ Email: _____

Property Owner: _____

Property Address: _____

Tax Map Number(s): _____

Type of event: _____

If property owner is different from applicant, notarized statement under oath that the person giving permission is the property owner or has the right to possession of the property and authorizes applicant to use it for the purpose specified herein.

Event Description and Planning

If less than 50 attendees will attend only #6 and #8 below must be completed. However, if application is completed for less than 50 people, and 50 or more people attend, the function may be ended as determined by the authorities.

1. Description of the event.
2. A plan for sanitation facilities at this function.
3. A plan for garbage and trash pick up.
4. A plan for traffic control, crowd control and parking facilities.
5. A plan for fire and medical emergencies.
6. Approval from VDOT regarding the entrance.
7. A plan for providing food, water, and lodging (if more than one day) for guests.
8. A statement concerning the following:
 - a. alcoholic beverages (if allowed, provided by host or brought by guests),
 - b. hours of the function,
 - c. if outdoor music, the hours music will be played,
 - d. estimate of the number of guests expected,
 - e. all activities that will be involved in this function.
9. A list of any food and beverage vendors that will be selling food

I hereby certify that all the above information and supporting documents herewith submitted is correct.

Applicant Signature

Date

This application can be emailed to kgetz@rockinghamcountyva.gov or brought in to our office.