



City of Richmond
Department of Parks, Recreation & Community Facilities
1209 Admiral St - Richmond, VA 23220
(804) 646-0761 (Office) (804) 646-6931 (Fax)

(PLEASE PRINT)

Application for Conditional Use Permit

Primary Contact Name: _____

Agency (If Applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address _____

Type of Event: _____ Estimated Attendance: _____

Date(s) Requested: _____ Event Hours: _____

Location(s): _____

Please check either yes or no to the following questions:

1. Are you serving/selling alcohol (see below)?
2. Will you be selling food and/or merchandise?
3. Will you have amplified music or sound?
4. Will your event be publicly advertised?
5. Will your event have 300 or more in attendance?

If you answer yes to one or more of the questions above, your event will be classified as a Special Event. You must register your event @ <http://eservices.ci.richmond.va.us/APPLICATIONS/SPECIALEVENTS/>

Rules and Regulations

1. All appropriate fees and charges must be paid at the time the reservation is made by either a credit card, check, or money order made payable to the "City of Richmond." **Cash will not be accepted**
2. Alcohol is allowed at Libby Hill Park. If you are serving alcohol, the following are required:
 - a. Insurance naming the "City of Richmond/Department of Parks, Recreation and Community Facilities as additional insured in the amount of \$1,000,000.
 - b. An ABC License.
 - c. Secure a City of Richmond off-duty Police Officer.
3. Access to the facility and/or grounds is allowed only during the hours listed on your permit.
4. No amplified music/sound without a Special Event Permit.
5. All parks close at sunset daily.
6. Glass bottles and/or containers are prohibited.
7. No open fires except in park fireplaces/grills.
8. No tents over 900 sq. ft., stages, carnival-type rides or other special apparatus without a Special Event Permit.
 - a. Provide a certificate of inspection from the rental company. All apparatus must show an inspection sticker dated within the past 12 months.
 - b. A certificate of insurance naming the City of Richmond as additional insured is required.
9. No golf or archery.
10. Please leave your location clean at the conclusion of the event. Failure to do so will result in a clean-up fee at the rate of \$35 per hour/per staff.
11. No parking on the grass.
12. Refund request must be in writing at least seven (7) days prior to the event date. A \$20 cancellation fee will apply.
13. The Director of Parks, Recreation and Community Facility and his/her Designee reserves the right to cancel the event at any time.

I certify that I understand the Rules and Regulations listed on this application. As a renter, I agree to adhere to the policies set-forth. I further understand that the Director of Parks, Recreation and Community Facilities and his/her Designee reserves the right to deny a permit for failure to comply with any requirements applicable to the event or if the event comprise a public nuisance or poses a clear and present danger to public safety.

Printed Name _____ Signature: _____

Office Use Only

Amount Paid: _____ Date Received: _____

Payment Type (circle one): Check Credit Card Money Order

Check # _____ Approval Code: _____ Permit Number: _____

Staff Signature: _____
