



## COUNTY OF HALIFAX

1050 Mary Bethune Street  
P. O. Box 699, Halifax, VA 24558  
Phone: (434)476-3300 Fax: (434)476-3384  
Completed applications may be emailed to:  
Info  
[info@co.halifax.va.us](mailto:info@co.halifax.va.us)

Revised 6.2023

Paid by:

Cash

Check  
(# \_\_\_\_\_)

### Application for Music or Entertainment Festival

Date Application Submitted: \_\_\_\_\_ First Day of Event: \_\_\_\_\_  
(must be 60 days prior to event)

Applicant Organization(s): \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Email \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Address: \_\_\_\_\_

Does the event location hold an existing Conditional Use Permit for outdoor amusement/entertainment areas? \_\_\_\_\_

Day(s) and Time(s) of Event:

Day of the Week	Date	Time (from)	Time (to)

The application shall not be approved unless the following plans, statements, and approvals are submitted to the County Administrator with the application:

- *Location and site plan.* A site plan, drawn to scale, showing the location and specifications for all facilities, including fencing, parking, roadways, lighting, water, sewer, seating, and performing areas and the proximity to surrounding landowners and public highways.

- Each such application for a Special Entertainment Permit shall have attached to it a description or a copy of the ticket or badge of admission containing the dates and times of such event, together with a statement by the applicant of the total number of tickets to be offered for sale and the best reasonable estimate by the applicant of the number of persons expected to be in attendance. These tickets or badges shall be numbered in sequence. The organizer or promoter of the event shall keep records of the tickets and their numbers sold prior to and during the event.
- A statement of the name and address of the promoters of the event, the financial backing of the event and the names of all persons or groups who will participate; including but not limited to ticketing, camping, retail, food, and beverage vendors. The permit applicant and all vendors shall acquire a Halifax County Business License no less than 7 days prior to the beginning of the event.
- A plan for total crowd control, which shall be designed to maintain order and prevent spillover or trespass on adjoining properties not a part of the intended location of the proposed event, including the number of private security or police personnel to be employed. The total crowd control plan must be approved by the county Sheriff. The Sheriff shall have the authority to designate, and shall designate the minimum number of security personnel required for the event.
- A plan for adequate traffic control for ingress and egress at the site or other event staging areas; this plan shall be approved by the Virginia State Police and Virginia Department of Transportation.
- A plan for adequate medical facilities for persons at the event, approved by the Southside Health District.
- A plan for adequate fire protection, including minimizing potential fire hazards at the site. This plan shall meet the requirements of all state and local statutes, ordinances and regulations and shall be approved by the Chief of the area fire department.
- A statement as to whether food is to be provided for persons attending the event. If food is to be provided, a plan for the same that meets the requirements of all applicable state and local statutes, ordinances and regulations, and that has been approved by the Southside Health District.
- A plan for adequate garbage, trash, and litter cleanup and disposal on the site and on adjacent properties and roadways.
- Any pyrotechnic or fireworks displays that will be utilized during any event shall be permitted and approved by the Halifax County Emergency Services Coordinator.
- Liability insurance coverage with limits of \$1,000,000 per individual and \$5,000,000 for each occurrence. The county shall be named as a coinsured on the insurance policy. The name of the broker or agent shall be furnished.
- The applicant shall reimburse the Halifax County Sheriff's Office, Building Code Enforcement, Virginia Department of Transportation, or any other agency for any and all wages and expenses associated with responding to calls for services associated with any outdoor event.
- Written permission for the Board of Supervisors, its lawful agents, or duly constituted law enforcement officers to go upon the property at any time and for the purpose of determining compliance with the provisions of this section and conditions of the permit as issued. The Board of Supervisors or its designated agents shall have the right to immediately revoke any permit issued under this section upon noncompliance with any of its provisions or conditions.

Applications for a Music or Entertainment Festival are processed by the County Administration Office and must be submitted at least 60 days prior to the date of the proposed event. Please allow two weeks for review and approval.

The Applicant agrees to abide by all provisions of Section 53-18 – Outdoor amusement/entertainment areas of the Halifax County Code, unless otherwise defined by an applicable Conditional Use Permit.

A non-refundable fee in the amount of \$250 per event day shall be paid with each application. Checks can be made payable to Halifax County Treasurer. Completed application and payment can be submitted at the County Administration office (1050 Mary Bethune Street, Halifax, VA 24558) or mailed to Halifax County Administration, Attn: County Administrator, PO Box 699, Halifax, VA 24558.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Landowner (if different from Applicant)

\_\_\_\_\_  
Date

APPROVAL:

\_\_\_\_\_  
Signature of County Administrator

\_\_\_\_\_  
Date