



**Essex County  
VIRGINIA**

**County of Essex, VA**  
**Special Events Policy, Application & Permit**

Special events, both commercial and non-profit events, that because of large crowds and the need for security, fire protection/emergency services, and other County facilities to protect health, safety, and welfare of attendees and participants, are subject to review by and the requirements set by the Special Events Committee. This policy shall be governed by the Special Events Ordinance.

The Special Events Committee will consist of authorized representatives from:

1. Sheriff's Office;
2. Essex County Emergency and Firefighter Services;
3. Tappahannock/Essex County Volunteer Fire Department;
4. Board of Supervisors/Administration;
5. Town of Tappahannock (if applicable) Chief of Police
6. Tappahannock/Essex County Volunteer Rescue Squad or Lifecare (if applicable)
7. Riverside Hospital; and
8. VDOT.

Each type of event and expected crowds will require special needs. It is expected that "standards" will be developed for each type of event over time.

A completed Special Events Application from event organizer will be due 45 days prior to the event. In order to hire first responders to staff the event, the event organizer must complete and sign a Secondary Employer Application to Hire Off-Duty First Responders at least 45 days prior to the event.

## Special Events Requirements

<b>Event</b>		<b>Security</b>	<b>Emergency Services</b>	<b>Fire Services</b>	<b>Medical Services</b>
<b>Description Expected Crowd</b>		<b>(Sheriff/Town Police)</b>	<b>Rescue Squad/Lifeline/Co. EMS</b>	<b>(Vol. Fire Dept.)</b>	<b>(Riverside/On Site MD)</b>
Truck/Tractor Pulls, Car/Truck Drag Races, Monster Truck Shows, Mud Bogs,	Less Than 500	2	2 personnel - 1 unit	1 engine 4 personnel	
	500-1500	3	2 personnel - 1 unit	1 engine 4 personnel	
	More Than 1500	6	2 personnel - 1 unit	1 engine 4 personnel	
River Fest,	--	--	--	--	--
	--	--	--	--	--
	More Than 1500	8	4 personnel - 2 units		
County Fairs,	--	--	--	--	--
	500-1500	3	2 personnel -1 unit	--	--
	More Than 1500	4	"	--	--
Motor Cross, ATV/Dirt Bikes,	Less Than 500	2	3 personnel - 1 unit	1 engine - 4 personnel	
	500-1500	4	4 personnel - 2 units	1 engine - 4 personnel	
	More Than 1500	6	5 personnel - 2 units	1 engine -4 personnel	
Outdoor Music Festivals, Outdoor Concerts,	Less Than 500	2	2 personnel -1 unit		
	500-1500	4	2 personnel -1 unit		
	More Than 1500	6	2 personnel -1 unit		

Description	Event Expected Crowd	Security (Sheriff/Town Police)	Emergency Services Rescue Squad/Lifeline/Co. EMS	Fire Services (Vol. Fire Dept.)	Medical Services (Riverside/On Site MD)
Boat Races,	Less Than 500	2	2 personnel - 1 unit		
	500-1500	3	..		
	More Than 1500	6	..		
Rodeos/Wrestling Matches,	Less Than 500	2	2 personnel - 1 unit		
	500-1500	3	..		
	More Than 1500	6	..		
Athletic Events, (Not School Events)	Less Than 500	2	2 personnel - 1 unit		
	500-1500	4	..		
	More Than 1500	6	..		



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## Essex County Special Event Permit Application

Application Date \_\_\_\_\_ (due 45 days prior to event)

Description of Event:

Describe how you will manage: (attach extra pages, maps, diagrams, etc.)

1. Emergency medical and fire safety
2. Sanitation (trash and restrooms)
3. Crowd control and security
4. Adequate Parking/Traffic management
5. Noise, lighting and other impacts on adjacent properties
6. Adequate Food and Water Provision

Date of Event \_\_\_\_\_ Start time \_\_\_\_\_ End Time \_\_\_\_\_

Location:

# people expected: \_\_\_\_\_

Event Sponsor \_\_\_\_\_

Contact Name: \_\_\_\_\_ Employer ID# \_\_\_\_\_

Address:

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Profit or Non-Profit\_\_\_\_\_

Particulars of Event:

Alcohol served\_\_\_\_\_

Special vehicle fuels used\_\_\_\_\_

Heat/weather concerns\_\_\_\_\_

Traffic Situation\_\_\_\_\_

History of Event (first time -?, annual - ?)\_\_\_\_\_

Insurance: liability and workers compensation to include Essex off-duty staff

Other Relevant Information:

Application fee included: \$150 paid to Essex County (unless certified civic or non-profit)



### Essex County Special Event Permit

Permit # \_\_\_\_\_

See Special Event Permit Application

Event \_\_\_\_\_

Sponsor \_\_\_\_\_ Employer ID# \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Security required:

Number \_\_\_\_\_ Provider \_\_\_\_\_

Fire Services:

Units required \_\_\_\_\_ Provider \_\_\_\_\_

Emergency Services required:

ALS units \_\_\_\_\_ Provider Essex County

EMT's \_\_\_\_\_ Provider \_\_\_\_\_

Medical Aid Stations \_\_\_\_\_ Provider \_\_\_\_\_

Medical Services: \_\_\_\_\_ Provider \_\_\_\_\_

Liability Insurance \_\_\_\_\_ Provider \_\_\_\_\_

Workers' Compensation Insurance \_\_\_\_\_ Provider \_\_\_\_\_

Other Requirements:

Secondary Employer Agreement to Hire  
Off-Duty First Responders (to be completed  
and signed at least five (5) days prior to the  
special event) Date Signed \_\_\_\_\_

You agree to allow County and agents to enter property before and during event to determine compliance with permit requirements.

Sign: \_\_\_\_\_ Date \_\_\_\_\_  
(Sponsor of Event)

Permit Approved:

Sign: \_\_\_\_\_ Date \_\_\_\_\_  
Essex County Administrator or Delegate