

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 26th day of April 2016:

<u>Present:</u>	<u>Vote:</u>
William A. Robertson, Jr., Chairman	
Jerry J. Skalsky, Vice Chairman	
Alan R. Carmichael	
Donald Hunter	
T.J. Webb	

C-3
On motion of _____, seconded by _____, which carried _____, the following resolution was adopted:

RESOLUTION; REQUEST OF THE PRINCE GEORGE ROTARY FOUNDATION FOR WAIVER OF CERTAIN PERMIT FEES ASSOCIATED WITH THE APPLICATION FOR A THREE YEAR SPECIAL EVENT PERMIT.

WHEREAS, Prince George Rotary Foundaiton, a 501(C)(3) non-profit organization, has applied for a three year Special Event permit for their Annual Scholarship Picnic events at the Scott Park; and

WHEREAS, organization representatives has requested that the County waive the associated permit fees for the events, and the Board of Supervisors has given due consideration to the nature of the proposed event and the impacts of fee waiver;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th day of April, 2016, does hereby authorize the Department of Community Development and Code Compliance to grant the Prince George Rotary Foundation a fee waiver for a three year Special Event permit; and

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be given to the Department of Community Development and Code Compliance.

A Copy Teste:

Percy C. Ashcraft
County Administrator



County of Prince George, Virginia

"A global community where families thrive and businesses prosper"

INTEROFFICE MEMORANDUM

TO: Mr. Percy C. Ashcraft, County Administrator
FROM: Jeff Brown, Building Official
RE: Special Event Permit Fee Waiver Request, Prince George Rotary Foundation (Scholarship Picnic)
DATE: April 8, 2016
CC: Teresa Knott, Deputy Clerk to the Board

The Department of Community Development and Code Compliance has received a request from Prince George Rotary Foundation to waive permit fees associated with a three year Special Event Permit for their Annual Scholarship Picnic events at Scott Park. This year's event will be on May 11th.

The Prince George Rotary Foundation is a non-profit 501(C)(3) organization and the funds collected through these events will help support future Prince George Rotary projects and scholarships.

The Special Event ordinance requires Board of Supervisors approval of fee waivers or fee reductions. The permit fee for the three year permit is \$75.00. Please forward the attached application, event information and waiver request to the Board of Supervisors for their review and consideration, along with my recommendation for approval.

Thank you, and please contact me at your convenience if you have any questions or need any further information.



The Prince George Rotary Foundation
P.O. Box 4
Prince George, VA 23875

Dear Mr. Brown, Mr. Ashcraft and Members of the Board of Supervisors,

The Rotary Club of Prince George County was chartered in 1996 and is a member of Rotary International. It supports many local organizations and global projects. It also annually awards college scholarships to deserving Prince George Seniors. Among the scholarships awarded are two named scholarships honoring Prince George Rotarians.

The Earl H. Hale, Jr., Scholarship honors the founder of the Rotary Club of Prince George County. Earl is a Past District Governor of Rotary 7600, Past President of the Prince George Rotary, a long-time Prince George County public official, and a proud military war veteran.

The Jerry W. Taylor Scholarship honors the club's charter Treasurer. Jerry was a CPA, a local booster of youth activities, and a mentor of many young people studying and entering upon an accounting career.

In preparation for this year's annual picnic we respectfully request a waiver of the Special Event Fee for our annual event which will be covered for three years which is the term of the new special event permit application that has been submitted.

We would like to thank you in advance for your consideration of this request.

Respectfully submitted,

Floyd M. Brown Jr.
The Prince George Rotary Foundation Chairperson



SPECIAL EVENT PERMIT APPLICATION

Department of Community Development and Code Compliance
 6602 Courts Drive, PO Box 68
 Prince George, VA 23875
 Phone: (804) 722-8659 Fax: (804) 722-0702
www.princegeorgeva.org

OFFICE USE ONLY
APPLICATION #:
PERMIT #:

THANK YOU FOR YOUR INTEREST IN HOSTING A SPECIAL EVENT IN THE COUNTY OF PRINCE GEORGE. SPECIAL EVENTS INCLUDE **OUTDOOR GATHERINGS OR ENTERTAINMENT OPEN TO THE PUBLIC** (OR THROUGH DONATIONS OR TICKET SALES) SUCH AS OUTDOOR DANCES, CONCERTS, FESTIVALS, FAIRS, CARNIVALS, CIRCUSES, EXHIBITIONS, RACES, EVENTS, RIDES, SHOWS, FUNDRAISERS, PARADES, FIREWORKS DISPLAYS, BLOCK PARTIES, RALLIES, ETC. EVENTS THAT TAKE PLACE UNDER THE JURISDICTION OF THE COUNTY OF PRINCE GEORGE REQUIRE A "SPECIAL EVENTS PERMIT". THIS APPLICATION IS YOUR FIRST STEP IN THE PROCESS OF OBTAINING YOUR PERMIT. APPLICATIONS ARE DUE NO LATER THAN 30 DAYS PRIOR TO THE PLANNED EVENT. A FEE OF \$25.00 PER EVENT IS DUE AT APPLICATION. ADDITIONAL FEES MAY BE REQUIRED FOR THE COST OF COUNTY SERVICES NEEDED FOR THE EVENT.

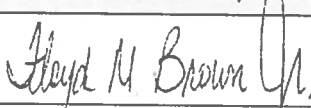
OWNER	PROPERTY OWNER'S NAME: County of Prince George	OWNER'S PHONE #: (804) 722-0706
	PROPERTY OWNER'S MAILING ADDRESS (IF DIFFERENT FROM EVENT ADDRESS): P.O. Box 68, Prince George, VA 23875	

APPLICANT	APPLICANT NAME (INDIVIDUAL, COMPANY OR ORGANIZATION): Rotary Club of Prince George Coounty	APPLICANT PHONE #: (804) 721-0757
	APPLICANT MAILING ADDRESS: (STREET NUMBER, NAME) 10682 Lamore Drive	
	(CITY, STATE, ZIP) Disputanta, Virginia 23842	APPLICANT EMAIL: floyd.brownjr@comcast.net
	DO YOU REPRESENT A NON-PROFIT ORGANIZATION WITH 501(C)(3) STATUS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, ATTACH A COPY OF THE 501(C)(3) CERTIFICATE OR PROVIDE IDENTIFICATION #: <u>FEIN 20-0564449 501</u>	

EVENT INFORMATION	EVENT NAME: Rotary Club Scholarship Picnic	EXPECTED TOTAL NUMBER OF EVENT ATTENDEES: 175	
	PROPOSED EVENT ADDRESS:	PARCEL ID:	
	BUILDING/FACILITY NAME AND TENANT NAME (IF APPLICABLE): Scott Park, Scott Memorial Drive		
	PRIMARY EVENT COORDINATOR NAME: Floyd Melvin Brown Jr	COORDINATOR EMAIL: floyd.brownjr@comcast.net	COORDINATOR CELL #: (804) 721-0757
	THE EVENT WILL OCCUR ON:	DATE: May 11, 2016	BEGIN TIME: 4:00 pm END TIME: 7:00 pm
	DETAILED DESCRIPTION OF EVENT (USE ADDITIONAL SHEETS IF NECESSARY)		

A SPECIAL EVENT PERMIT CAN BE ISSUED FOR A ONE TIME EVENT OR CAN BE REQUESTED FOR UP TO THREE YEARS FOR AN ANNUAL EVENT. PLEASE INDICATE HOW MANY YEARS YOU WOULD LIKE TO REQUEST:	1 YR	2 YR	<input checked="" type="checkbox"/> 3 YR
IF A PERMIT IS APPROVED FOR MULTIPLE YESARS, THE APPLICANT IS RESPONSIBLE FOR CONTACTING THE COMMUNITY DEVELOPMENT OFFICE AT LEAST 30 DAYS PRIOR TO THE EACH YEAR'S EVENT TO CONFIRM THE EVENT DETAILS AND REQUEST THE PERMIT			
THE APPLICATION FEE FOR A SPECIAL EVENT IS \$25.00 PER YEAR/PERMIT. IF YOU ARE REQUESTING PERMITS FOR TWO YEARS, THE FEE WILL BE \$50.00. IF YOU ARE REQUESTING PERMITS FOR THREE YEARS, THE FEE WILL BE \$75.00.			

ATTACHMENTS	PLEASE ATTACH COPIES OF ITEMS LISTED BELOW WHEN APPLICATION IS SUBMITTED. IF YOUR EVENT WILL NOT REQUIRE ANY OF THESE ITEMS, PLEASE ATTACH A BRIEF EXPLANATION FOR DEPARTMENTAL REVIEW:	
	<input type="checkbox"/>	A list that includes the name, address and phone number of each promoter of the event, each financial sponsor of the event and every person or group who will perform at the event.
	<input type="checkbox"/>	If applicable, a copy of the ticket or badge of admission to event, together with total number of tickets to be offered for sale and applicant's best estimate of persons expected to attend the event.
	<input type="checkbox"/>	A plan for adequate sanitation facilities and a plan for disposal of garbage, trash and sewage generated by the persons who will attend the event. Such plan shall include provisions for removal from the special area for garbage and trash at the end of the event and shall include the contact information of the persons responsible for the work.
	<input type="checkbox"/>	A plan for providing food, water and lodging, where applicable, for persons who will attend the event.
	<input type="checkbox"/>	A plan for medical facilities to be available for persons who will attend the event.
	<input type="checkbox"/>	A plan for fire protection for the event.
	<input type="checkbox"/>	A plan for adequate parking facilities, crowd control and traffic control in and adjacent to the event area. The chief of police shall review such plan and shall be the sole judge of its adequacy.
	<input type="checkbox"/>	A plan for adequate security to prevent personal injury to event attendees and damage to property. Such plan shall specify the amounts and types of insurance and who will obtain insurance to insure against injury or damage. If the event will be held on public property, each insurance policy shall name the County or School as coinsured and certificates of insurance shall be delivered to the County Administrator at least 14 days prior to the event. NOTE: If you would like to request Prince George County Police officers for security and/or traffic control assistance, please contact the Prince George Police Department at (804) 733-2773. If you will be requesting PG Police for security and/or traffic control, please indicate on the security/traffic control plan that you have contacted or will be contacting the Police Department to arrange for these services.
	<input type="checkbox"/>	If any outdoor lights or lighting will be used, a plan for the location of such lights, and the location and types of equipment intended to shield the lights to prevent unreasonable impact beyond the property on which event will be located.
<input type="checkbox"/>	A plan to insure that the event will comply with County noise ordinance and to insure that the special event will not constitute a nuisance to adjacent property owners.	

APPLICANT AFFIDAVIT	By my signature below, the applicant and property owners authorize the county and its lawful agents, employees, designees or law enforcement officers to enter the property upon which the event will be held at any time prior to or during the event for the purpose for determining compliance with the provisions of this article or any state and local statutes, ordinances and regulations. I also acknowledge that if a permit is issued it shall be valid only at the location listed on the application, and for the specific date(s) and time(s) for which it is issued; and if approved to proceed, I acknowledge that a copy of this application and all its attachments will be available on-site during the date and times noted on this application, and constitute approval to proceed with the activity applied for. I attest the information provided is complete and accurate.	
	SIGNATURE OF APPLICANT: 	DATE: April 1, 2016

OWNER	I am the owner of the property where the special event will take place and by signing below, I certify that I give permission for the company listed on this application to apply for a permit as described in the application.	
	SIGNATURE OF PROPERTY OWNER:	DATE: