

Review Process

The Cultural Events Permit Application is available online at <http://www.co.new-kent.va.us/210/Applications-Forms> or at the New Kent County Planning Office, located on the lower level of the County Administrative Building.

A completed Cultural Events Permit Application and fee are submitted to the New Kent County Planning Department at least 60 days prior to holding the event. Before the Cultural Events Permit is issued, it must be reviewed by the following departments:

- New Kent County Department of Planning
- New Kent County Environmental Department
- New Kent County Sheriff
- New Kent County Department of Fire, Rescue, & Emergency Services
- Virginia Department of Transportation
- New Kent County Health Department
- New Kent County Building Department
- Commissioner of Revenue

If you have any questions about obtaining a Cultural Events Permit, please call New Kent Planning at (804) 966-9690.



New Kent County
Planning Department
12007 Courthouse Circle— New Kent , VA 23124
(804) 966-9690
Fax: (804) 966-8531
Web page: www.co.new-kent.va.us
Email: planning@newkent-va.us



Cultural Events Permits



Cultural Events Permits

A cultural event is . . .

- Any festival, public dance, show, or similar gathering at which professional or amateur performers provide entertainment
- Held at any place other than a public building or permanent installation constructed for such activities
- Open to members of the public, who are admitted for a charge or free of charge
- Attended by more than 50 people.

To be considered a cultural event, all of the aforementioned criteria must hold true.

An application for a permit may be filed as early as **ONE YEAR** before the event, but **SHOULD BE RECEIVED AT LEAST SIXTY (60) DAYS BEFORE** the actual event date to assure adequate review time by County and other staff. All applications must be submitted with the required fees.

A nonprofit organization may request a waiver of the permit fee from the Zoning Administrator. Such a request must be made in writing, with evidence of the group's nonprofit status. It must be submitted to the Zoning Administrator's office at least two weeks prior to the next regularly scheduled Board of Supervisors meeting.



HOURS OF OPERATION: No stage presentation, entertainment, or music shall take place at a cultural event between the hours of 11:00 p.m. and 10:00 a.m. No activity involving the use of any type of sound amplification shall be permitted between the hours of 11:00 p.m. and 10:00 a.m.

WATER SUPPLY: The applicant shall provide an ample supply of potable water for drinking and sanitation purposes at any cultural event. The location and type of water facilities on the premises shall be indicated by the applicant.

TOILET & LAVATORY FACILITIES: The applicant shall provide a statement and plan concerning adequate toilet and/or lavatory facilities. A description of the type (flush type or portable chemical) and number of toilets available shall be provided.

WASTE MANAGEMENT: All garbage must be picked up and removed from the site of a cultural event at least once a day, or more often if required by the Health Department. Removal of all trash and refuse shall be at the applicant's expense. The applicant shall clean up the premises and remove all trash and debris within 48 hours of the conclusion of the gathering. A security bond may be required for events of over 1,000 people.

MEDICAL FACILITIES: Adequate medical facilities shall be provided as determined by County staff.

FIRE PROTECTION: The applicant shall provide a plan for adequate fire protection at the event. It shall be provided at the applicant's expense.

TRAFFIC & PARKING CONTROL: The applicant shall provide adequate ingress and egress to the cultural event premises, as well as adequate parking.

SECURITY: At least one off-duty County Sheriff's Deputy or police officer must be present for every 250 people in attendance during all performances, at the applicant's expense. Additional security personnel above this ratio may be required by the Sheriff after review of the permit application.

FOOD: A plan for the adequate provision and handling of food shall be provided by the applicant. An application for a temporary restaurant permit shall be submitted to the County Health Department at least ten business days prior to the event.

NOISE: Noise levels resulting from the gathering shall not be unreasonably audible beyond the property on which the gathering is held. The applicant shall submit a written statement specifying the expected noise level at the perimeter of the property.

COMMUNICATION SYSTEM: If the premises are without a phone, the applicant shall make arrangements for other means of communication. The applicant shall provide an outdoor, tone-activated weather radio on the site during the duration of an outdoor event or program.

PROMOTERS & FINANCIAL SECURITY: The applicant shall provide the names and addresses of all promoters, proprietors, presenters, or financial backers of the cultural event, together with the financial statements of such persons, to meet the conditions of the permit and respond to damages that may arise out of the cultural event, or provide evidence of adequate liability insurance as approved by the County Attorney.

BUSINESS LICENSE: All vendors are required to have a valid New Kent County Business License during the event. If there are any questions regarding business licenses, contact the Commissioner of Revenue at (804) 966-9610.

SITE PLAN: The applicant shall furnish to the Zoning Administrator a site sketch that shows the following information:

- The areas for performances or activities and grandstand capacity and/or the number of seats, showing the location of all aisles for pedestrian travel and other crowd-control measures.
- All physical facilities existing or to be constructed on the premises, including, but not limited to, fences, ticket booths, grandstands, and stages.
- The location, capacity, and nature of all temporary lighting, sound and public address facilities.
- The location, capacity, and nature of all temporary water, toilet, and all other public health-related facilities.
- Vehicle ingress, egress, and parking plan.

