



TOWN OF WARRENTON

Office of the Town Manager and Town Council

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SPECIAL EVENTS USE POLICY

November 13, 2014 (revised October 31, 2017)

1. Purpose

The Town of Warrenton welcomes and encourages special events that enhance the life of the community. The purpose of this Special Events Use Policy is to promote enjoyment of public property through such events, while also establishing standards for protecting it and respecting the reasonable expectations of our town neighbors. This policy also clarifies the responsibilities and liabilities for those conducting private activities on public property.

2. Definition

Special Event: An outdoor temporary activity or promotion, commercial or non-commercial, at a specific location that is open to the public and is planned or reasonably expected to attract large assemblies of persons or require street closures. Special events include, but are not limited to, parades, carnivals, festivals, circuses, music fairs or concerts, tent revivals, art shows, crafts shows, rodeos, corn mazes, historic reenactments, equestrian shows, firework displays and events, or similar events open to the public. A private party held at a Banquet/Event Facility (including Hotel, Conference Center, Restaurant, Bed and Breakfast, Country Inn, Rural Retreat or Rural Resort or similar facility) shall not be deemed a special event.

3. Special Events Policy

The Town of Warrenton hereby establishes the following policy to govern special events. This policy shall apply to applications for use of public roads closed upon request and all town parks and grounds.

Any individual or organization planning an event must complete a "Special Event Application Form" available online. The Town of Warrenton will consider each application including, as needed, input from the Department of Planning & Community Development, Warrenton Police Department, Warrenton Fire Department, Public Works and any other town, county or state agency that may be involved in the event. To allow for the review period the applications are requested **90 (ninety) days in advance of the event date.**

4. Application Procedure

- a) The completed application and special event application map showing potential road closures, on-site sanitary facilities based on crowd size and event duration must be submitted to the Department of Planning & Community Development with payment of the \$25 zoning application fee with the application. The Department of Planning & Community Development is located in Town Hall at 18 Court Street. Upon receipt of the completed application, the Department of Planning & Community Development will route the application to the Town of Warrenton Police Department for logistics review, other departmental routing as needed and recommendation to the Town Manager. . Any questions regarding special events should be addressed with the Warrenton Police Department at (540) 347-1107.
- b) Events requesting the use of Town Parks must obtain a separate rental permit from the Department of Parks and Recreation, located at the Warrenton Aquatic and Recreation Facility (WARF), 800 Waterloo Road. Contact the Parks Rental Coordinator at 540-349-2520 for more information.
- c) Provide a certificate of insurance in the amount of \$1,000,000.00 listing the Town as additionally insured. Said certificate shall be filed with the Town of Warrenton Police Department upon the applicant obtaining approval either by staff or Town Council, if such approval is required. The special event permit shall be null and void without an insurance certificate as required herein.
- d) At least 30 (thirty) days prior to holding a special event, to the extent such is required, provide to the Town written proof of approval, including copies of any permits or licenses if required, from the:
 - i. Virginia Department of Transportation
 - ii. Town of Warrenton Planning and Zoning Department
 - iii. Fauquier County Health Department
 - iv. Virginia Department of Alcoholic Beverage Control
- e) Provide adequate security subject to coordination with police, including emergency, sanitation, traffic control and refreshment services at each special event or activity at their cost.
- f) Provide portable toilets as needed.
- g) Comply with state law and all requirements of the Town Code and all additional requirements that either the Town Council or the Town Staff impose upon the event.
- h) Restore the site to its original condition, removing all trash, equipment, etc., immediately following the event, regardless of the source. The permitted group shall compensate the Town of Warrenton for any extraordinary clean-up or repairs required as a result of the approved activity.

5. Town Council Approval.

Some special event applications that involve closure of public roads or uses of town parks and grounds which cannot be approved administratively require Town Council approval. You will be notified when your special event application is on the Town Council agenda as

your presence is expected. The Council is aware of the problems that street closures may cause to businesses, residents and drivers. The time and day of the event will be key factors in considering whether to allow an event requiring street closures.

Applications which may be administratively approved by the Town Manager include:

- a. Special Events which have been approved in consecutive years prior to the current request and which have no proposed changes to layout, logistics and schedule times. For reference, the list of approved Special Events in 2017 is attached.
- b. Events which do not require street closures or reservation of public parkingspaces.

Adopted by Council: 11/14/2017