Application for Special Use Permit

Please fill in all areas below as completely as possible. If a question does not apply, use N/A. Return this form to the address shown below:

Department of Conservation and Recreation
Division of State Parks
600 E. Main Street, 16th floor
Richmond, Virginia 23219

Allow for up to thirty (30) days for processing.
Please enclose a $25 processing fee for each event (Payable Treasurer of Virginia).

Permit Requested by:

Name of Organization: ____________________________________________________________
Represented by: ________________________________________________________________
Title: ________________________________________________________________________
Street Address: ________________________________________________________________
City/State/Zip: _________________________________________________________________
Telephone: (____) _____________________________________________________________
Email: _______________________________________________________________________
Fax: _________________________________________________________________________
Name of Event: ________________________________________________________________
Location (State Park/Area of Park): ______________________________________________

Date (Month/Day/Year): _________________________________________________________

Time: Beginning: ____________________ Ending: _______________________

Number of people involved or attending: _________________________________________

Necessary to set up in advance? : Yes _______ No _______ When? ________________

Any exhibits for displays? (Circle one) Yes _______ No _______

Number and Type: ______________________________________________________________________
Any special requirements? (show type, location, number and responsibility for cost and set up)

Electricity? ______________________________________________________________________
Water? ____________________________________________________________________________
Signs? ___________________________________________________________________________
Stage or Platform? ____________________________________________________________________
Public Address System? __________________________________________________________________
Port-a-Johns? ________________________________________________________________________
Picnic Tables? _______________________________________________________________________

Any special personnel? (show type, location, number and responsibility for obtaining cost)

Law Enforcement? _____________________________________________________________________
Parking Attendants? __________________________________________________________________
Rescue Squad (First Aid)? __________________________________________________________________
Fire Department? ______________________________________________________________________

Guest(s) of Honor (Who/How Identified): __________________________________________________________________

Entertainment (Who/When/Location): _______________________________________________________________________

Items to be sold (Type/By Whom): _________________________________________________________________________

Sales Tax Arrangements (Type/By Whom/Prizes): __________________________________________________________________

Health Dept. Requirements for food handlers (Type/By Whom): ___________________________________________________________________

Control Point (Type/Location/By Whom): _________________________________________________________________________

Traffic Flow Control (Type/Location/By Whom): _______________________________________________________________________

Potential Safety Hazards (Type/Location/By Whom): ________________________________________________________________________

Registration or Attendance Fees (Circle): Yes ___________ No __________
Amount ___________ By Whom ________________________________________________________________________________
Livestock or animals (Type/Number/Location): ______________________________________
________________________________________________________________________

Clean up (When/By Whom): _____________________________________________________
________________________________________________________________________

Please summarize below the planned event and all involved activities:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________ Date: ____________________

Comments: ___________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ________________________________ Date: ____________________