



Application for Special Use Permit

Complete the fillable form below with as much detail as possible. If a question does not apply, use N/A.

Special Use Applications must be submitted along with a \$25 processing fee (payable to Treasurer of Virginia) directly to the Virginia State Park involved. You can find the mailing address by visiting <https://www.dcr.virginia.gov/state-parks/find-a-park>, and selecting the park. The mailing address can be found at the top of the park's web page. Alternately, you can email the completed form to resvs@dcr.virginia.gov. They will contact you to collect the \$25 fee by credit card and forward the application to the park.

Allow up to thirty (30) days for processing.

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? (Check 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 (Check): 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: _____