



PRINCE WILLIAM

Facilities & Fleet Management

COUNTY OF PRINCE WILLIAM

Department of Facilities & Fleet Management –
Buildings & Grounds Division
9412 Peabody Street
Manassas, Virginia 20110 (703) 792-6390 | FAX: (703) 792-6376

Office Use Only	
Facility Use Fee	\$ _____
Security /Staff Fee	\$ _____
Other	\$ _____
Total	\$ _____ Date Paid _____
Security Deposit	\$ _____ Date Paid _____
License Copy Submitted	___ YES ___ NO
Certificate of Insurance Submitted	___ YES ___ NO
Amount Refunded	\$ _____ Date _____ Staff _____

Make Checks Payable to Prince William County

RESERVATION APPLICATION FOR SEAN T. CONNAUGHTON COMMUNITY PLAZA

Information to be completed by the applicant			
Applicant Organization/Individual Name:			
Represented By:			
Mailing Address		City/State	Zip Code
Telephone		E-mail	
Event Dates:		Event Times: Beginning (including set-up)	AM/PM
Event Dates:		Event Times: End (including clean-up)	AM/PM
Number Attending this Event: _____	Public Event	Private Event	
Certificate of Liability Insurance ___ Yes ___ No	Alcohol Requested: ___ Yes ___ No	ABC Permit Obtained ___ Yes ___ No	Vehicles Driven on Plaza ___ Yes ___ No
Contract Caterer: ___ Yes ___ No	Cater/Vendor Name: _____		

Submission of this application and supporting documentation does not imply approval of the use of the Sean T. Connaughton Plaza (Plaza). A determination will be made by Buildings & Grounds staff based on the information provided by the applicant and/or other resources. **The applicant should not promote the Plaza event or activity prior to issuance of the approved application. The applicant shall not begin setting up for temporary use or activity prior to the approval of the application.** Applications must be submitted at least 30 days prior to the event start date.

I hereby certify that the information provided in this application is accurate, true and correct to the best of my knowledge and belief. Approval of this application is based solely on the documentation provided with this application. If such information should be proven inaccurate at a later date, then approval will be considered invalid.

Signature of Applicant

Date: _____

Application Requirements

In order to ensure a flawless event, please follow the guidelines below. Prior to your event, you should:

- **Read this packet thoroughly** to ensure the Plaza meets your needs and that you are comfortable with all applicable requirements and regulations and permits.
- Contact Cheryl Harris at (703) 792-6390 or charris@pwcgov.org to review available dates and schedule your event. We will hold your requested date for five business days to allow for completion and submission of the required contracts.
- Furnish a Certificate of Liability Insurance for your organization evidencing \$1 million for the event. The insurance shall include products and completed operations and include coverage for all vendors, exhibitors, and concessionaires if they are being used.
 - If alcohol is being served, the certificate of liability insurance shall evidence liquor liability and the amount of coverage shall increase to \$2 million per occurrence with a \$2 million aggregate.
 - If vehicles are driven onto the Plaza, auto liability coverage must be provided in the amount of \$1 million.

All insurance shall be primary and non-contributory. Certificates shall list Prince William County as an additional insured. Your insurance agent will be familiar with this.

- Read and sign the Reservation Application for the Sean T. Connaughton Community Plaza. Return the Application along with your Certificate of Insurance and security deposit to Prince William County (“PWC”) at:

Department of Facilities and Fleet Management
Buildings & Grounds Division
9412 Peabody Street
Manassas, Va. 20110

- The following types of events are **Not** permissible for events that are being sponsored by internal Prince William County agencies.

Circus and Carnivals including Rides	Aircraft and Balloon Events
Mechanical Amusement Devices and Rides	Professional Sporting Events
Motorized Sporting Events	Pyrotechnical Uses / Fireworks Shows (does not apply to spectators)
Tractor/Truck Pulls	Heavy Metal, Alternative Music, Hip-Hop and Rap Concerts (without prior underwriter approval)
Boxing, Wrestling, Hockey, Contact Karate Events (including practice)	Moon bounces, Trampolines and Inflatable Amusement Devices
Rodeos and Roping Events (including practice)	Obstacle Course, Races and Mud Runs
	Veterinary Legal Liability (No animals)

- To maintain your reserved date, the signed Agreement, certificate of insurance and all fees must be returned to Buildings & Grounds Division at least 30 days prior to your event. If there are less than 30 days until the proposed event, the event will not be scheduled until the Application Fee and Security Deposit are

paid in full, the proper certificate of insurance is provided and the application is reviewed by the appropriate agencies depending on the details of the event. No reservations will be taken within 10 business days of the proposed usage.

- Relax and enjoy your event!

Plaza Use Fees and Security Deposit

Facilities Use Fee Schedule	Half Day (up to 6 hrs.,)*	Full Day*
Non-profit organizations (Must provide proof of 501©3 or 501©6 status to qualify for this rate)	\$300.00	\$400.00
Private social events (PWC residents, upon verification**)	\$300.00	\$400.00

Rates based on 300 attendees and does not include the security deposit.

*For over 300 attendees add \$1.00 per person to the Facility Use Fee.

**To qualify for this rate, the resident must provide a copy of current driver’s license. For weddings or receptions, the bride or groom or their respective mother, father, or legal guardian must reside within PWC at the time of application as well as the time of the event. For all other social events, the host, hostess, or guest of honor must reside within the County at the time of application as well as the time of the event.

All rental periods must include set-up and clean-up time. Please ensure you request enough time to accommodate your entire event. Additional staff may be required at the Plaza due to the volume of expected participation and/or attendance. If it is determined by the Department of Facilities and Fleet Management that additional staff is necessary, the cost is **\$50.00** per hour, per staff member. If the volume of participants exceed the amount provided, the county reserves the right to adjust labor and clean up charges.

Prince William County Government, Prince William County Arts Council and Prince William County School events may be held at the Plaza with no rental charge. A completed Plaza Use Agreement must be submitted to the Buildings & Grounds Division, and labor and cleanup charges may apply. Call (703) 792-6390 or email charris@pwcgov.org for additional information.

Make checks payable to **Prince William County.**

Security Deposit

Security deposits are in addition to listed rental fees and must be submitted in the form of a separate check with the completed Reservation Application.

Security deposit amounts are **\$1,000.**

Prince William County reserves the right to require a higher security deposit depending on the number of people expected to attend and/or the nature of the event. The security deposit will be refunded to the individual or organization represented in the contract upon satisfactory completion of the agreement and all policies and conditions listed herein. Charges for damages and cleaning shall be deducted from the security deposit. Users exceeding their reserved time will be charged the applicable hourly rate of \$100.00 per hour. Any charges more than the deposit will be to the renter. Prince William County reserves the right to take legal action to collect any monies due and will seek attorney fees.

General Information and Rental Guidelines

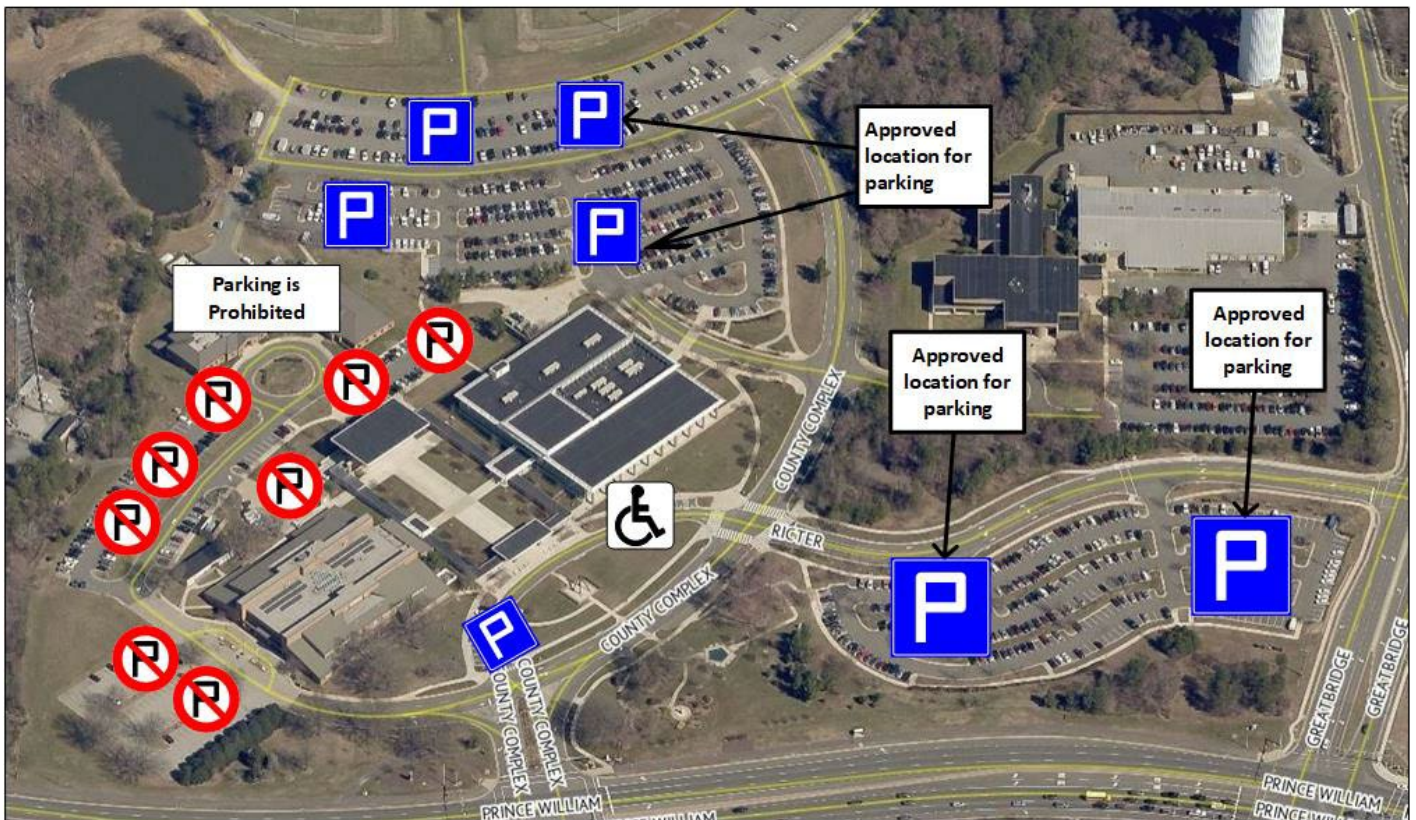
Facility Use is based on the Renter's (authorized representative of the group or party renting the Plaza) complete compliance with the following guidelines, as well as the renters fully completed and County-approved Plaza Use Agreement ("Agreement"). If at any time the renter has misrepresented itself or has not adhered to the Prince William County ("PWC") guidelines, PWC may exercise its right to cancel the Agreement.

Plaza Features

GENERAL: The Plaza is located between the James J. McCoart Administration Building and the Development Services Building at the Prince William County Government Complex. PWC is not responsible for injury or damage to property or persons using the facility. The renter must be present during all hours of the event and is responsible for the behavior of participants and cleanup. The renter will be billed and agrees to pay for any damage exceeding the security deposit. PWC reserves the right to conduct a background investigation of any renter using the Plaza. Rental agreements and fees must be received at least 30 days in advance of the event date.

PLAZA DIMENSIONS AND CAPACITY: The Plaza measures 200 feet x 300 feet with a capacity up to **1,000** people standing. Capacity of the Plaza Stage (based on fire code regulations) is 100 people/performers. The stage dimensions are 50' x 29'.

Parking Locations for Plaza Events



PARKING: Public parking is available at the following designated lots. Front of the McCoart Building, next to the memorials on RICTER Way, Development Services Building parking lot and at the stadium. The Plaza is handicapped accessible with handicapped parking in the ellipse directly in front of the Plaza.

PARKING IS NOT ALLOWED IN THE FOLLOWING AREAS:

- 1) Along roadways throughout the Government Complex to include all FIRE LANES
- 2) Parking lots at the main entrance and behind the McCoart Building or adjacent to the Owens Building - Any parking lots with restricted access (gates or signage) are designated for county/emergency vehicles, not for public use.
- 3) McCoart Loading dock and the Radio Tower.
- 4) Parking on the grass ANYWHERE is prohibited.

Noise: Each temporary activity use shall comply with the provisions of the noise ordinance set forth in Chapter 14 of the Prince William County Code. According to Section 14-4 of the Code, the sound or noise level associated with a temporary activity use shall not exceed the maximum permissible sound pressure levels shown on the following table:

Classification	Zoning District Maximum dBA Daytime (7:00 a.m. to 10:00 p.m. weekdays and 9:00 a.m. to 10:00 p.m. on Saturdays, Sundays and legal holidays observed by Prince William County.	Zoning District Maximum dBA Nighttime (10:00 p.m. to 7:00 a.m. weekdays and 10:00 p.m. to 9:00 a.m. on Saturdays, Sundays and legal holidays observed by Prince William County.
Residential	60	55
Mixed Use District	60	55
Commercial	65	60
Office	65	60
Industrial	79	72

Plaza Reservations

AVAILABILITY: Unless otherwise specified by County staff, the Plaza is generally available for rental daily. All events must begin no earlier than 9:00 AM and end no later than 11:00 PM unless otherwise specified/approved by Buildings & Grounds staff. All activities and displays must be completed within the time specified in the Application. Setup and cleanup times must be included within the contracted rental times.

The exceptions to this general availability are as follows:

1. The Plaza is not available for rental during County business hours, Monday – Friday, 8:00 AM – 6:00 PM except for County-sponsored events. The Plaza is not available during Board of County Supervisors’ meetings.
2. Holidays are not available unless approved by Plaza Staff.
3. The Plaza is not available on Armed Forces Day, September 11th, and days of remembrance of the adjacent Freedom Park.

RESERVATIONS: Reservations for the Plaza are on a first-come, first-serve basis and may be made no more than (1) year in advance. Any group or organization that establishes an annual public activity on a specific day or date will have 14 days after the event to reserve the same day or date for the next year, if it is available. After this deadline, the date will become open and available to the general public for reservation. All activities and displays will terminate at the specified time in the application. No reservations will be taken within 10 business days of the proposed usage. To reserve conference rooms in the James J. McCoart Administration Building, please fill out a Buildings and Grounds Facility Use Form. Plaza staff can supply you with the form.

PAYMENTS / FEES: The rental fee and security deposit are due in full at signing of the Application. Please make checks payable to Prince William County and write Plaza in the memo section of your check. Failure to pay the rental fee and security deposit will result in immediate cancellation of the Application. There will be a \$35 fee on any returned check.

Additional fees may be required for security coverage. Any form of misrepresentation by the renter may result in forfeiture of the Application and all monies involved.

CANCELLATIONS: A full refund will be issued if cancellation is made at least 30 days prior to the scheduled event/rental date. Within 30 days of any scheduled event, a refund of 50% of the rental fee will be issued. No refunds will be issued to any individual/group that cancels within two (2) weeks of the scheduled event/rental date. Rescheduling may be allowed in the case of inclement weather pending site availability.

CLEAN-UP: The renter is responsible for cleaning the area after use, including removing decorations and displays, and policing the area for trash and placing it in the Plaza trash receptacles. Failure to do so will result in loss of the security deposit.

Renter's Initials _____ **Date** _____

Additional Regulations for Plaza Use

MINORS (individuals under 18 years of age): All renters must provide chaperones at a ratio of one parent/guardian per 10 minors.

GRASS AREA: Accessories used in the grass area of the plaza **SHALL NOT** be spiked into the ground. The use of either bean bags or water barrels is permissible to be used as an anchor. Failure to follow this directive may incur costs to repair/replace sprinkler system components damaged by spikes.

COVERED BREEZEWAYS: Access to the top of the covered breezeways is strictly PROHIBIED. Please refer to Decorations & Displays for proper support from Buildings & Grounds personnel.

SECURITY: Each application will be submitted to the PWC County Police Department. The Police will determine if the event requires a security plan. If a security plan is required, they will ask the applicant to submit one for their review. Upon their review they may require additional security assets to be present. Required security coverage, as deemed necessary by the Police Department, will be at the cost of the renter. Any renter requiring an ABC permit or expecting a crowd of 500 people will be required to have a security plan.

PERMITS: Depending on the activities and structures at the event permits with the applicable permitting authority are required.

- Alcohol – Virginia Alcohol Beverage Control Board (ABC)
- Cooking – Permit with the PWC Fire Marshall
- Selling of food – Health Department
- Structures depending on size and type – Department of Development Services

All necessary permits, licenses and inspections are the sole responsibility of the renter. A copy of all required permits must be provided to Buildings & Grounds at least 14 days prior to the scheduled event. Permits must be displayed as required by the permit-issuing agency.

COOKING AND ELECTRICITY: Cooking on the Plaza must be approved by a PWC Fire Marshal prior to all events at (703) 792-6360. There is no preparation space/kitchen space or equipment for caterers. Electrical outlets are available throughout the Plaza. Electrical cords are the responsibility of the renter and must be in good working order/condition and must be secured or covered in areas of foot traffic.

ALCOHOL: Alcohol is permissible by PWC approval and Virginia Alcohol Beverage Control (ABC) Board permit only. To ensure your Virginia ABC Board permit is obtained in a timely manner, it is recommended that you apply at least 60 days in advance of your event. For information or to apply for a permit please contact the Virginia ABC Board at (804) 213-4624 or visit their Web site at <http://www.abc.state.va.us>. A copy or fax of the ABC Board permit must be submitted to Buildings & Grounds Division staff at least 14 days prior to the event. The Renter will be responsible for participants who chose to bring alcohol to the event without the proper permitting and will be responsible for removal of all alcohol. **The area in which alcohol will be served must be clearly delineated on the plaza layout document and always monitored. The distribution and/or consumption of alcohol must be contained within the specified area and the permit must be posted in plain view. The individual/group named on the permit will be responsible for the behavior of person(s) of the group.** Persons must be 21 years of age to possess, consume, or serve alcohol. The sale of alcohol is prohibited. Alcohol must stop being served one hour in advance of the closing of the rental. The renter named on the permit/Plaza Use Agreement (and all attending) must adhere to all rules prescribed by the Virginia ABC Board and PWC.

Renter's Initials _____ **Date** _____

Event Set Up Information

DECORATIONS & DISPLAYS: Decorations may be used but need to be of a temporary nature. Do not affix decorations with staples, glues or nails that may injure the Plaza or the area around the Plaza. Banners may be hung inside the Plaza with prior approval from Buildings & Grounds staff and may only be hung in the approved /designated location. There will be a \$100.00 fee for removing a banner and/or decorations. The renter must make every effort to protect the Plaza and the surrounding grounds from oils, greases and other substances that may cause damage to surface. Confetti is prohibited. No unattended displays are permitted on the Plaza. Displays must be removed when your scheduled event is completed. Work with Plaza Staff for locations where it is safe to stake tents and signage. Tents over 900 sf in area will require a separate permit thru the Building Development Department. To obtain a permit call (703) 792-6924.

RESTROOMS: Restrooms for the Plaza are located at the back of the McCoart Building and will be available for your use during your event.

DELIVERIES: Buildings & Grounds must be informed of the arrival time of all deliveries, including, but not limited to, caterers, florists, performers, and equipment rental vendors. All deliveries must be scheduled during the rental times. Buildings & Grounds will not accept any deliveries on behalf of renter. Rental equipment, including chairs and tables, is not provided by PWC and is the responsibility of the renter. Renters are also responsible for set up of the Plaza for their event, including, but not limited to, rental equipment (chairs, tables, etc.), tenting, etc. Setup and cleanup time must be included within the rental times.

SOUND AND LIGHTING: The sound, lighting, and noise ordinances of PWC must be obeyed at all times. The Prince William County Police Department will resolve any noise or lighting complaints. Any special lighting and/or sound requirements need to be detailed in the Plaza Use Agreement and will be considered on a case-by-case basis. Additional charges may apply.

IN CASE OF EMERGENCY: We do not foresee any problem with your event, but weather emergencies do come up from time to time. If you are holding an event on the Plaza when there is such an occurrence, seek shelter inside the McCoart Building. Tornado shelters are in the Board of County Supervisor Chambers and in the inside bathrooms of the building. For further emergency needs, please see the Plaza Emergency Manual located in the Communications Office, Room #150. For an immediate health related emergency, please dial #911.

If you would like to request additional services, other services may apply.

For information
Call (703) 792-6390
or email charris@pwcgov.org

Liability

LIABILITY: Please carefully review the paragraph below:

The renter hereby agrees to indemnify and hold harmless Prince William County, Virginia, its officers, agents and all employees and volunteers, from any and all claims for property damage, bodily injuries to the public, including cost of investigation, all reasonable attorney fees, and the cost of appeals arising out of such claims or suits, because of any and all acts or omission or commission of the renter, including its agents, subcontractors, employees and volunteers, or invitees of the renter, in connection with the use of the Sean T. Connaughton Community Plaza under this agreement.

Dispute Resolution

Choice of Law: The laws of Virginia shall govern the validity, interpretation, performance, and enforcement of this Agreement.

Forum: The parties further agree that any legal action or proceeding arising out of this Agreement shall be commenced

and tried in either the General District Court or the Circuit Court of Prince William County, Virginia to the express exclusion of any other forum.

CAUTION: READ ABOVE INFORMATION CAREFULLY BEFORE SIGNING BELOW

The renter has read and understands all above listed Prince William County rules and regulations as they relate to the Agreement and with Agreement signature agrees to abide by all.

Renter's Initials _____ Date _____

Event Set Up Information

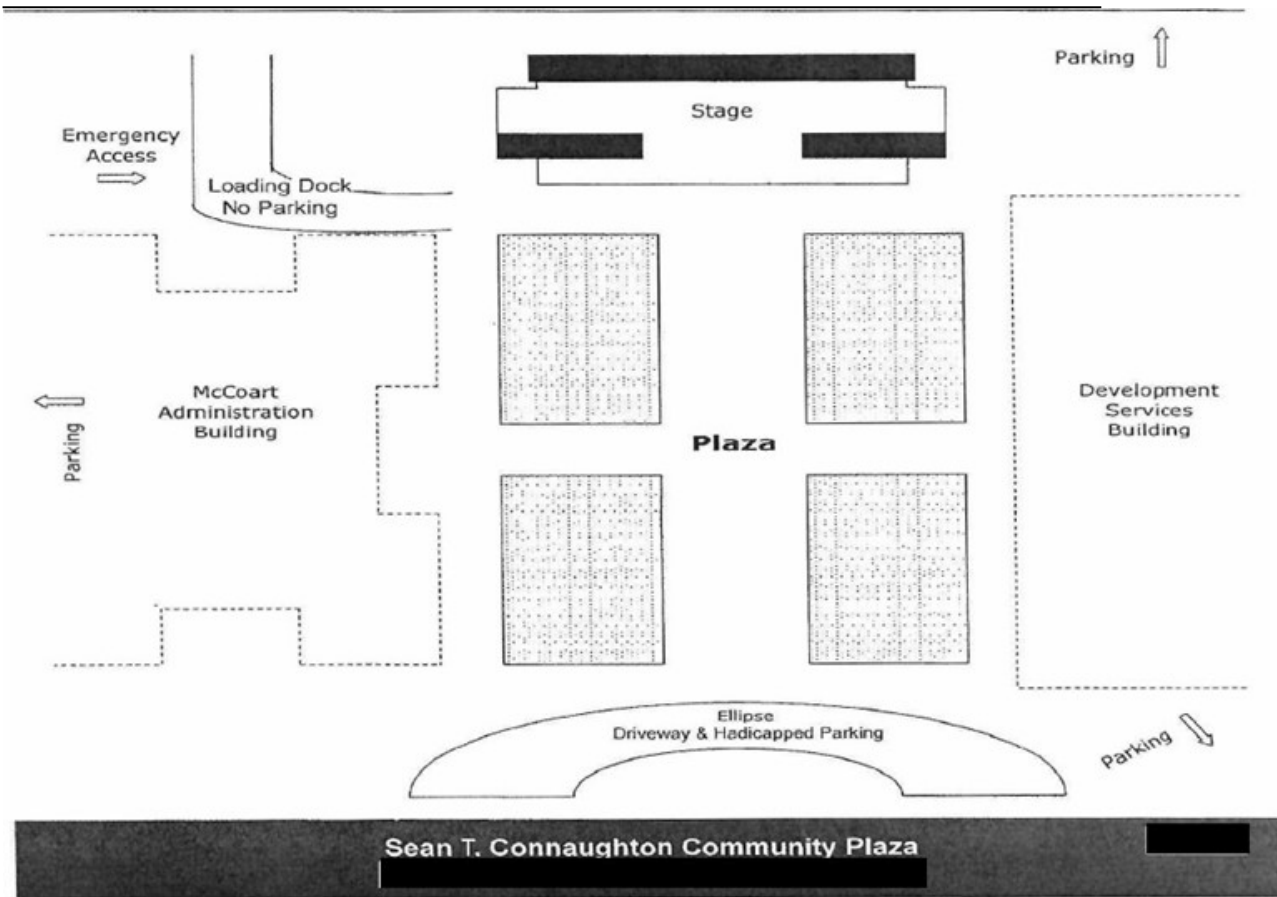
Please use the drawing below to describe decorations, event setup and any equipment you may use during your event (chairs, tables, staging, etc.,)

Decorations for Your Event: _____

Sound (microphones, etc.): _____

Stage Layout _____

Plaza Layout: _____



NO FIREWORKS ARE PERMITTED

WRITTEN NARRATIVE

Written narrative of the proposed activity. The written narrative is a description of the proposed activity including information about:

- Hours and dates of the activity including setup and tear down times
- Number of participants
- Alcohol usage
- Temporary structures (such as tents, moon-bounce, stage, platform, ramp)
- Security Plan
- On-site food preparation and/or service
- Restroom facilities, temporary plumbing and electrical work, trash collection and disposal method, etc.

Applicant may attach a typed document in place of this document.

-

MINIMUM SUBMISSION CHECK LIST

<input type="checkbox"/>	Completed standard application form
<input type="checkbox"/>	Security Plan All groups will need to have their event plan reviewed and approved by the PWC Police Department before an event is approved. The Buildings & Grounds Division will facilitate this review.
<input type="checkbox"/>	<p>Written narrative of the proposed activity. The written narrative is a description of the proposed activity including information about:</p> <ul style="list-style-type: none"> - Hours and dates of the activity including setup and tear down times - Number of participants - Alcohol usage - Temporary structures (such as tents, moon-bounce, stage, platform, ramp) - Security Plan - On-site food preparation and/or service - Restroom facilities, temporary plumbing and electrical work, trash collection and disposal method, etc.
<input type="checkbox"/>	<p>Permits</p> <ul style="list-style-type: none"> - ABC permit if alcohol is being served - Selling food requires a permit from the Health Department - Tent Building Permit Requirements (Department of Development Services – Building Development Division) <ul style="list-style-type: none"> • More than 900 SF, or • More than 50 occupants • Additional permits are required as dictated by the scope of work for mechanical, electrical and/or plumbing trades -
<input type="checkbox"/>	Non-profit organizations must submit a copy of tax-exempt certificate to demonstrate bona fide non-profit or not-for-profit status.
<input type="checkbox"/>	Completed Fire Safety Plan to be submitted to the Fire Marshal’s Office
<input type="checkbox"/>	Application fee in the amount of \$_____ . If the fee is paid by check, make payable to Prince William County.

**Completed Prior to Application Approval
(Staff Only)**

<input type="checkbox"/>	Law Enforcement: Number of officers:_____ Days:_____
<input type="checkbox"/>	Building Development Permitted structures_____
<input type="checkbox"/>	Access: Number of Carnival Access Points_____
<input type="checkbox"/>	Fire Marshal's Office: Fire Safety Plan Approval: Y_____ N_____

PERMIT REVIEW STATUS SHEET

Department Name	Address
Fire Marshall's Office	5 County Complex Court, Prince William, VA 22192 (703) 792-6360
<p>Approved by: _____ Signature: _____ Date: _____ (Print Name and Title)</p> <p>Denied by: _____ Signature: _____ Date: _____ (Print Name and Title)</p> <p>Comments: _____</p>	
Department Name	Address
Department of Development Services (Building Development, Plan Intake)	5 County Complex Court, Prince William, VA 22192 (703) 792-4040
<p>Approved by: _____ Signature: _____ Date: _____ (Print Name and Title)</p> <p>Building Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Denied by: _____ Signature: _____ Date: _____ (Print Name and Title)</p> <p>Comments: _____</p>	

ZNA CASE NUMBER: _____

Department Name	Address
Health Department (Food Preparation on Site)	8470 Kao Circle, Manassas, VA 20110 (703) 792-6310

Approved by: _____ Signature: _____ Date: _____
(Print Name and Title)

HD Permit Required: Yes No

Denied by: _____ Signature: _____ Date: _____
(Print Name and Title)

Comments: _____

Department Name	Address
** Police Department	<input type="checkbox"/> Central District - 5036 Davis Ford Road, Woodbridge, VA 22192

Vendor Permit # _____ (if applicable)

Approved by: _____ Signature: _____ Date: _____
(Print Name and Title)

Denied by: _____ Signature: _____ Date: _____
(Print Name and Title)

Comments: _____

