

Field Rental Special Use Permit Application

Return application to:
 Princess Anne Athletic Complex
 4001 Dam Neck Road
 Virginia Beach VA 23456
 Phone: (757) 385-0478 / Fax: (757) 430-7402
www.vbgov.com/PAAC
PAACRental@vbgov.com

Payments may be made by check, money order, or cashier's check and should be made payable to Virginia Beach City Treasurer.

No cash payments will be accepted

Office Use Only:	Contract Number: _____	Non-Refundable Processing Fee: \$100.00 <input type="checkbox"/> Received <input type="checkbox"/> Not Received	Admission Fee being charged: \$200.00 <input type="checkbox"/> Received <input type="checkbox"/> Not Received
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This application along with the \$100 non-refundable & non-transferable processing fee must be received by the Princess Anne Athletic Complex no later than 30 days prior to the first date of the associated field rental. Any permit application received less than 30 days prior to the first date of the associated rental will not be approved. This permit application will be routed to all city departments affected by your event. You may receive a call from these other departments requesting additional information. Additional fees may be assessed by the Commissioner or the Revenue office based on information provided in this application. If contacted by another city department, all communications should be directly between the applicant and that office. No changes can be made to this permit once it has been submitted. Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein may result in cancellations of this permit. Acceptance of this application in no way indicates approval of your request.

The information requested on this Special Use Permit Application will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen as provided by the Freedom of Information Act. Completion of this form is voluntary; however, failure to complete this form will prevent processing of your application. Incomplete applications will be returned.

Please answer all questions. Indicate "N/A" if a question does not apply to your event.

Event Information

The following information pertains to the person applying for the permit - applicant name must match name on rental application

Name: _____ Address: _____

Organization Name: _____ Event Name: _____

Work Phone: _____ Home Phone: _____ E-mail: _____

Cell Phone: _____ Fax: _____ Other Phone: _____

Event Location	Princess Anne Athletic Complex	City View Park	Other _____
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Event Date (s): _____ Event Name: _____

Based on the information provided, uniformed Virginia Beach Police or Sheriff's Deputies may be deemed necessary by the Police Department or Parks and Recreation. It is the responsibility of the event coordinator to secure and pay all applicable fees. Payment is required prior to event.

Please check items below:

Merchandise Sales	Items to be sold _____	Raffles/ Donations _____
Use of tents	Size of tents _____	**Tents larger than 1,200 sq. ft. will require a building permit to be purchased** Please indicate tent placement on attached map
Admission Fees	Amount being charged: _____	

An additional \$200 must accompany this application if an admission fee will be charged. *An additional fee may be assessed by the Commissioner of the Revenue for any money collected on site.*

Vendor Information
Please indicate vendor placement on attached map

Business Name: _____ Virginia Beach Business License
 EIN or
 Business Address: _____ Social Security Number _____

Business Point of Contact: _____ Business Phone: _____

Cell Phone: _____ E-mail Address _____

Products will be: Sold Displayed Given Away

For business license, taxes or vendor inquiries, please contact the Commissioner of Revenue Office at (757) 385-4515

Please describe merchandise in detail

Business Name: _____ Virginia Beach Business License
 EIN or
 Business Address: _____ Social Security Number _____

Business Point of Contact: _____ Business Phone: _____

Cell Phone: _____ E-mail Address _____

Products will be: Sold Displayed Given Away

For business license, taxes or vendor inquiries, please contact the Commissioner of Revenue Office at (757) 385-4515

Please describe merchandise in detail

Hold Harmless Clause

Permittee (Applicant/Organization) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind of nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the permittee's operation. Permittee hereby expressly agrees to defend and save the City, its officials, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits and negligence or intentional acts or omissions of permittee or its officers, agents and employees.

Signature of Applicant _____

Date _____

