



PUBLIC SOCIAL HALL
EVENT PERMIT APPLICATION



Event Name and Sponsor/Host:

Responsible Party Information (must be an individual)

Legal Name:

Street/Mailing Address:

City:

State:

Zip:

Phone: Cell:

Other:

Driver's License State & Number **(Required)**:

Will you attend the event: Yes () No ()

Will security be present: Yes () No ()

Security Firm Name and Phone Number:

Have you been convicted of a felony? Yes () No ()

If yes, on what charge?

Event Information:

Date:

Hours:

until

Event Purpose:

Event Type:



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Number of Attendees:

Age Range of Attendees:

Event Location:

Will there be an entry fee for admission to this event? Yes () No ()

Will alcohol be allowed at this event? Yes () No ()

If yes, do you have a valid ABC Permit: Yes () No ()

If alcohol is allowed, an ABC permit is required. This can be applied for at www.abc.virginia.gov. If approved, a copy of this permit **MUST** be mailed or dropped off at the South Hill Police Department.

Consent to and Understanding of the Following Rules

By signing and submitting this application, the applicant affirms they understand and agree to abide by the following conditions set by the **South Hill Police Department** and governing authorities:

- **Application Deadline**

This application must be submitted **at least 14 calendar days prior to the scheduled event date** to the South Hill Police Department. Late applications may be denied or not processed in time.

- **Event Fee** - A non-refundable fee of \$100.00 is only required for events that have an entry fee.

- **Permit Must Be Approved Prior to the Event**

The event shall not be advertised, organized, or held without receiving prior written approval of this permit from the **South Hill Police Department**.

- **Operating Without a Permit**

A responsible party operating a public social hall event without a valid permit shall be guilty of a **Class 3 misdemeanor**.

- **Applicant Responsible for Conduct**

The applicant assumes full responsibility for the conduct of all attendees and any individuals assisting with the event, including vendors, performers, and staff.



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- **Capacity Limits Enforced**
The number of attendees must not exceed the occupancy limit established by the fire code or town ordinance. Overcrowding is grounds for immediate event shutdown.
 - **Noise Ordinance Compliance**
Noise must not exceed permissible levels set by town regulations.
 - **Alcohol Regulations**
Alcohol consumption must comply with local and state laws. If alcohol is to be served, proper licensing from Virginia Alcoholic Beverage Control Authority and security provisions must be in place. ABC permits must be posted in a visible location throughout the event.
 - **No Illegal Substances or Weapons**
The presence or use of illegal drugs or unauthorized weapons on the premises is strictly prohibited and may result in criminal charges and event termination.
 - **Security Requirements**
The Police Department may require professional security personnel at the event, depending on its size and nature. The applicant is responsible for associated costs.
 - **Parking and Traffic Control**
Adequate parking arrangements must be made. Double-parking, blocking driveways, or creating traffic hazards is prohibited. Police may require a traffic control plan.
 - **Revocation Clause**
The permit may be revoked at any time by law enforcement or town officials if there is a violation of any rule, law, or threat to public safety.
 - **Indemnity and Liability**
The applicant agrees to hold harmless the **Town of South Hill, VA**, its employees, and the Police Department from any claims, liabilities, or damages arising from the event.
 - **Emergency Access**
All entrances, exits, and fire lanes must remain clear and accessible to emergency personnel at all times.
 - **Failure to comply with all laws, regulations, ordinances, requirements and stipulations issued by any federal, state or local government authority shall result in suspension or revocation of this permit.**
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Signature of Responsible Party Applicant:

Date:

Email:

Application Received by: _____

Nonrefundable fee required: Yes () No ()

Nonrefundable Fee received by:

Date:

Approved ☐

Denied ☐

Date:

If denied state reason:

South Hill Police Department reserves the right to check all events held for compliance with all laws, regulations, ordinances and stipulations. Further, an event can be terminated and parties dispersed at the discretion of the Police Department.

By:

Chief of Police

Date: