



PUBLIC SOCIAL HALL  
EVENT PERMIT APPLICATION



Event Name and Sponsor/Host:

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**Responsible Party Information (must be an individual)**

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Legal Name:

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Street/Mailing Address:

City:

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State:

Zip:

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Phone: Day:

Cell:

Work:

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Driver's License Number:

**(Required)**

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

Will security be present: Yes ( ) No ( )

Security Firm:

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

If yes, on what charge?

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**Event Information:**

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Date:

Hours:

until

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Event Purpose:

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Event Activities: (music, dancing, comedy, other (describe))

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Number of Attendees:

Age Range of Attendees:

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Event Location:

Does this location have a valid Public Social Hall Operator Permit?

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 by phone at 434-582-5138 or online at [www.abc.virginia.gov](http://www.abc.virginia.gov). If approved, a copy of this permit **MUST** be mailed or dropped off at South Hill Police Department.

I consent to and understand all of the following:

- The Police Department will conduct a background check on me.
  1. A responsible party must submit a public social hall event application and a nonrefundable fee of \$100.00 to the South Hill Police Department at least fourteen (14) days prior to the date on which an event is to be held. The nonrefundable fee shall be in lieu of a business license. The application may be approved or denied at the discretion of the Chief of Police.
  2. A responsible party operating a public social hall event without a valid permit shall be guilty of a Class 3 misdemeanor.
  3. Charitable, educational, civic and local government organizations and performing arts and movie venues shall be exempt from the responsible party provision of this article.
- This application and ABC permit must be posted in a visible location throughout the event.
- **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.**

Signature of Responsible Party Applicant:



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Date:

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Application Received by: \_\_\_\_\_

Nonrefundable fee required: Yes ( ) No ( )

Nonrefundable Fee received by:

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Date:

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Approved

Denied

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If denied state reason:

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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.

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By: \_\_\_\_\_ Chief of Police      Date: \_\_\_\_\_

## Apply Online

As part of the Virginia ABC's digital transformation and to provide you with better customer service, you can now submit your permit or license application online.

For your convenience, we have created step-by-step tutorials for setting up your VAL account and applying for a banquet, permit, industry or retail license, that can be found on our website at [www.abc.virginia.gov/licenses/val/training](http://www.abc.virginia.gov/licenses/val/training).

Before getting started please take a minute to review the definitions page that can be found at [www.abc.virginia.gov/licenses/definitions](http://www.abc.virginia.gov/licenses/definitions). On this page you will find information on license types, fees and the documentation that is required upon application.

We are excited to move to this digital platform that will enable you to conduct business with Virginia ABC day or night—when it is convenient for you. If you have questions, please contact Virginia ABC's Customer Service Center at (804) 213-4400, option 1 or email [ABC-PST@VirginiaABC.com](mailto:ABC-PST@VirginiaABC.com).

Sincerely,



## Transact Online

As part of the Virginia ABC's digital transformation and to provide you with better customer service, you can perform various license transactions online.

Upon your last renewal date, you should have received by mail a separate letter with VAL login instructions and your unique PIN (personal identification number) and Record Number. If you no longer have this information, please contact Virginia ABC's Customer Service Center at (804)213-4400, option 1 or email [ABC-PST@VirginiaABC.com](mailto:ABC-PST@VirginiaABC.com) to request a new letter.

Follow the instructions in the letter to create an account and synchronize your licenses to your newly created account. Once this is complete, you are ready to start transacting on the site which includes:

- License transactions – Application, renewal, requests for modifications, surrenders, etc.
- Financial transactions – All payment of fees and fines
- Training records –Officially record training such as RSVP and MART
- Printing license certificates and other documentation
- Designate individuals who can access your online records

For your convenience, we have created step-by-step tutorials for setting up your VAL account and managing your licensing transactions online, that can be found on our website at [www.abc.virginia.gov/licenses/val/training](http://www.abc.virginia.gov/licenses/val/training).

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