



# COUNTY OF YORK FACILITY REQUEST PERMIT for Yorktown Waterfront Facilities

County of York, Parks & Recreation and Tourism Development  
P. O. Box 532, Yorktown, VA 23690 (757) 890-3500

Organization/Individual Submitting Request: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Person in Charge: \_\_\_\_\_ Email: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

**TYPE OF ORGANIZATION:**

**COMMUNITY/COMMERCIAL** (For park facilities, a certificate of insurance that lists York County as additional insured must be provided prior to approval of this request. The amount of insurance coverage must be at a minimum \$1,000,000 or higher at the discretion of the County.)

**INDIVIDUAL** (Additional insurance is not typically required; however, York County reserves the right to require a certificate of insurance.)

**Special Events Permit Fee:** Residents - \$50; Non-residents - \$100  
**Performance Area Reservation Fee:** Residents - \$100; Non-residents - \$200

Permit/Reservation Fee due when the permit is submitted. All fees are non-refundable.

Facility Requested: **(check all that apply)**

Yorktown Beach (2 hour max)  Riverwalk Landing Performance Area (2 hour max)  Beach Picnic Area

Planned Activity (please be specific): \_\_\_\_\_

Dates: \_\_\_\_\_ Through \_\_\_\_\_

Times: Monday \_\_\_\_\_ to \_\_\_\_\_ Thursday \_\_\_\_\_ to \_\_\_\_\_ Saturday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_ Friday \_\_\_\_\_ to \_\_\_\_\_ Sunday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_

Special equipment to be used (tent, sound systems, port-a-johns, etc.): \_\_\_\_\_

Estimated Maximum Attendance: \_\_\_\_\_

By signing below, the applicant agrees to abide by the **CONDITIONS OF USE FOR PUBLIC FACILITIES** on the reverse side of this form.

\_\_\_\_\_  
(Authorized Signature) (Title) (Date)

**For Office Use Only**

Freight Shed Reserved?  YES  NO

Fees Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Check: \_\_\_\_\_ Cash: \_\_\_\_\_ MO: \_\_\_\_\_

Permit/Reservation Fee due when the permit is submitted.

Special Conditions Imposed by the County: \_\_\_\_\_

This authorizes the above organization to use the facility as indicated. The applicant should carry this form in person during said event.

\_\_\_\_\_  
(Authorized Signature) (Title) (Date)

# CONDITIONS OF USE FOR PUBLIC FACILITIES

I, as a duly elected officer or duly appointed committee of the said organization, hereinafter “sponsor”, certify that our organization agrees with the following conditions of use:

1. The sponsor agrees to assume all risks and liabilities in connection with the use of the facilities requested, and hereby releases and absolves, and agrees to guarantee, hold harmless and indemnify the County of York , its officers, employees, and agents, from and against all liability for claims or judgments arising out of the use of the requested facility by the sponsor, or arising from the actions of the sponsor, or its agents, employees, members, or invitees.
2. The sponsor understands that the County does not provide medical insurance or hospitalization for participants and if such insurance is desired, it is the responsibility of said organization and/or participant.
3. All applicable rules and regulations and County ordinances will be adhered to.
4. The sponsor agrees to pay for all damages to public property and for any other charges that may be incurred as a direct result of this facility use.
5. All litter must be deposited in receptacles at the site. If litter is in excess of the receptacles' capacity, it shall be carried off site.
6. Alcoholic beverages and controlled substances are not permitted.
7. All vehicles must be parked in designated parking areas only. No private vehicles are permitted on any other areas of public facilities.
8. No food/drink concessions shall be operated without a proper permit from the Health Department and compliance with Health Department regulations.
9. Admission fees will not be charged for activities without prior approval.
10. In most cases, requests for facility use by non-school or non-county organizations will not be approved until county event schedules are set.
11. A county event can bump other events if 48 hours notice is given by the group desiring the change. However, if a group has a substantial number of people involved and wishes to appeal the schedule change, an appeal can be made through cognizant staff members at the School Division and County Administration. In addition, a change in schedule can be made less than 48 hours before an event if the change is required by inclement weather, other acts of God, or acts of third parties. These schedule changes can also be appealed.
12. The sponsor is responsible supplying necessary equipment for said event.
13. This permit does not constitute a reservation. The facility requested must remain open to the public. However, the permit does grant the sponsor permission to use the facility for the purposes as described on this form.

**FAILURE TO ABIDE BY THE ABOVE CONDITIONS MAY RESULT IN  
REVOCAION OF THIS PERMIT AND DENIAL OF APPROVAL FOR FUTURE REQUESTS.**

*Effective Date: 02/28/2019*