

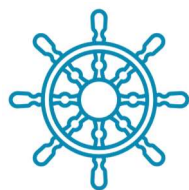


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# SPECIAL EVENTS GUIDELINES AND PROCEDURES

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First Landing State Park



SEPTEMBER 1, 2023  
DCR

## Table of Contents

Special Use Permit Application and Issuances Procedures .....	2
Rental Fees .....	3
General Guidelines for Special Events.....	4
Special Use Permits: .....	4
<i>Public Areas:</i> .....	4
<i>Payments, Refunds, &amp; Cancellations:</i> .....	4
<i>Decorations &amp; Signage:</i> .....	5
<i>Clean-up:</i> .....	5
<i>Catering, Rentals, and Commercial use:</i> .....	5
<i>Alcohol:</i> .....	6
<i>Smoking &amp; Vaping:</i> .....	6
Beach Side Events.....	7
Guidelines for all beach side events .....	7
Beach Weddings .....	7
Water Races & Other Events .....	7
Trail Side Events .....	8
Guidelines for all trail side events .....	8
Races .....	8
Picnic Shelter .....	8
Other Events .....	9
Photoshoots & Filming .....	9
<i>General Rules:</i> .....	9
Promotional Activities .....	10



## Special Use Permit Application and Issuances Procedures

Individuals or organizations desiring to have a special event or conduct an activity outside the normal activities permitted by regular guests in the park must have a special use permit issued by park management.

### To obtain a special use permit

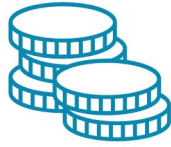
1. The individual or organization must submit a special use application to the Special Events Coordinator: tel.: (757) 412-2305; e-mail: [liz.anderson@dcr.virginia.gov](mailto:liz.anderson@dcr.virginia.gov)
2. The Special Events Coordinator will review the application and work with the applicant to gather all required information concerning the event.
3. The application and details about the event are then submitted to the Park Manager or designee for approval of the event.
4. With the Park Manager's (or designee's) approval, an event will be issued a permit with written parameters and guidelines for the approved activities.

Please Note:

Changes to the event cannot be made without prior written approval from park management.

The Special Events Coordinator will act as the primary park representative for all business associated with the event prior to the date of the event. On the date of the event the park staff on duty have final say on permitting any changes to the permit and enforcing the terms of the permit.

First Landing State Park reserves the right to cancel an event if the participants do not adhere to the terms of the special use permit, the State Park regulations and/or the laws of the Commonwealth of Virginia. The rangers on duty will have the final determination.



## Rental Fees

*Prices Include 6% VA Sales Tax*

Special Use Application	\$25
Courtyard (Includes Gazebo, Amphitheater, and grass area)	\$835.28
Gazebo	\$89.04
Amphitheater	\$333.90
Equipment Rental - Tables & Chairs (includes set up & take down)	
Round table with 6 chairs	\$42.40
Rectangle table	\$7.50
Individual chairs	\$5.30





## General Guidelines for Special Events

First Landing State Park can be a wonderful location for a special event. Each year the park is host to hundreds of weddings, receptions, parties, races, and other special events. Events held at First Landing State Park must do so in consideration of the park's mission and purpose:

*"To preserve the unique environment of this historic site for the enjoyment of people today and future generations."*

The following guidelines are in place to ensure the success of both special events and the operation of the park.

### SPECIAL USE PERMITS

- All special events must submit a special use permit application describing the event in detail. Completed special use permit applications are submitted to the Special Events Coordinator.
- Submittal of a special use permit application does not guarantee requested date or issuance of a permit. The event is not authorized until a permit has been issued by park management and a signed copy of the permit has been returned to the Special Event's Coordinator, Park Manager, or designee.

### Public Areas

- All public areas must remain open to the public at all times, this includes roads, trails, entrances, boardwalks, and overlooks.
- Events, including set up and takedown, can occur between 7am and 10pm, events that occur on the trails must end by dusk (30 minutes after sunset). Please note that all items and guests for the event should be out of the park by 10pm, so an end time of 9pm for the event related activities is required.

### Parking Fees

- Parking fees apply per vehicle. Parking can either be paid by each individual participating in the special event or the permit holder can pre-purchase parking passes which will be passed out as participants arrive at the park. If selecting the latter option, all participants will need to give the name of the event, such as Smith/Johnson Wedding or Virginia Company Picnic, at the contact station in order to receive a parking pass.
- Parking can be extremely limited; **rental of facilities or issuance of a special use permit does not guarantee availability of parking.**

### Payments, Refunds, & Cancellations

- All rental spaces must be paid in full within 14 days of receipt of special use permit or date of the event, whichever is sooner. If payment is not received by this due date the park reserves the right to cancel the event.
- Rentals cancelled before 30 days of the reservation date will be issued a refund. No refunds will be issued within 30 days of the event. If an alternative date is available, reservations are transferable. Special Use Permit fees are non-refundable.

### Decorations & Signage

- Areas specified in the special use permit may be decorated providing that decorations are not attached in such a manner as to cause damage or impair performance. Doorways and walkways may not be blocked by decorations. All decorations must be removed at the conclusion of the event.
- Any signs which require that a post be driven into the ground must be approved, in advance, by the park representative to avoid damaging underground utilities. All signs not on posts will be treated as decorations. All signs must be removed at the conclusion of the event.

### Clean-up

- Clean up is the responsibility of the individual or organization that the special use permit is issued to. If clean up is not completed to the satisfaction of park management a fee of \$50/hr for park labor to clean up will be charged to the special use permit holder.

### Catering, Rentals, and Commercial use

- Every commercial business associated with your event that provides any service whatsoever on the park property (i.e. caterers, tent rental companies) is required to have in force at the time of their rendering of services, commercial liability insurances in the following amounts:
  - Worker's Compensation - statutory requirements and benefits
  - Employer's Liability - \$100,000
  - Commercial General Liability - \$1,000,000
  - Automotive Liability - \$1,000,000
- This policy must also provide coverage for any and/or all subcontractors, event competition teams, and event staff.
- The Commonwealth of Virginia must be named on each policy as an additional insured and a copy of each policy must be provided to the park in advance of the business conducting any activity on the park property.

## Alcohol

- If alcohol is to be served it must be specifically approved by the park in advance and is only permitted in designated areas at CBC Courtyard. A copy of the caterer's or the special use permit holder's Virginia ABC permit must be on file with the park in advance. Restrictions apply to the sale of alcohol, see the Virginia ABC office for specific rules. The permit holder must secure the services of a uniformed police officer, who has arrest authority in this jurisdiction and who must remain in the area in which alcohol is served for the full duration of the event.

## Smoking & Vaping

- Both are prohibited inside facilities.

*First Landing State Park reserves the right to cancel an event if the participants do not adhere to the terms of the special use permit, the State Park regulations and/or the laws of the Commonwealth of Virginia. The rangers on duty will have the final determination.*





## Beach Side Events

### GUIDELINES FOR ALL BEACH SIDE EVENTS

Between May 1<sup>st</sup> and September 30<sup>th</sup> there is a limit of two events on the beach side per day. No events are permitted on Memorial Day Weekend, 4<sup>th</sup> of July and the weekend nearest to it, and Labor Day Weekend.

There is a maximum of 200 people for special events at one time.

The beach remains open to the public during all events, events are not permitted to cordon off sections of the beach for event use only.

There are no storage areas, private changing rooms, or indoor spaces for congregating on this side of the park.

The courtyard will have one set up per weekend, the weekend's set up will be determined by the first special use permitted issued.

Power provided at the amphitheater and gazebo may be utilized with rental of the courtyard. All power and extension cords are to be located and secured so as not to cause a tripping or other hazard.

### BEACH WEDDINGS

Between May 1<sup>st</sup> and September 30<sup>th</sup> no weddings on Saturdays or Sundays before 5pm, set up may not begin before 4pm.

There is a maximum of 200 people per event.

Ceremony location must be beyond 50ft of any beach access point (boardwalk or vehicle crossing).

Bubbles are permitted, the throwing of rice, bird seed, flowers petals, releasing balloons, etc. is prohibited.

### WATER RACES & OTHER EVENTS

Start and finish locations, as well as any registration or support locations must be beyond 50ft of any beach access point (boardwalk or vehicle crossing).

The beach and adjacent water can be crowded, participants must remain aware of people in the water to ensure the safety of all.

Power needs on the beach will be evaluated on a case-by-case basis. There is no electricity access on the beach.





## Trail Side Events

### GUIDELINES FOR ALL TRAIL SIDE EVENTS

Trails must remain open to the public.

Events on the trails are permitted from October 1<sup>st</sup> until April 20<sup>th</sup>.

Events may occur on the trail between 7am and dusk (30mins after sunset), this includes set up and clean up.

Motorized vehicles, including ATVs and golf carts, are not permitted on the trails.

Collection of plants and/or animals is prohibited.

### RACES

Races are permitted between October 1<sup>st</sup> and April 20<sup>th</sup>.

Race parking is located at the 64<sup>th</sup> Street Boat Launch parking area.

There is a maximum of 300 people, this includes race organizers, volunteers, and participants.

Any signs or flagging must be taken down at the conclusion of the event.

Spray paint and chalk are not permissible for course marking.

Regardless of start time the 64<sup>th</sup> Street Contact Station will be manned beginning at 7am.

A copy of the race route must be included with the special use permit application.

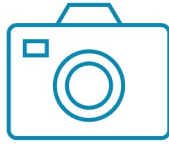
### PICNIC SHELTER

Rental of the picnic shelter is made through Reserve America and can be done either in person at the Main Office, or by calling 1-800-933-PARK or First Landing State Park Special Events Coordinator at 757-412-2305.

No special use permit is needed if normal picnicking activities are occurring, activities outside of normal picnicking may require a special use permit.

No alcohol is permitted in the picnic area.

The picnic shelter cannot be rented on the weekend from Memorial Day Weekend through Sept. 30<sup>th</sup>.



## Other Events

### PHOTOSHOOTS & FILMING

All film projects are required to have a special use permit. The special use application must include an overview of the film project and detailing when, where, and what is to be filmed at the park.

The park will be credited as First Landing State Park in location credits.

Professional photography requires a special use permit. Professional photography includes any photography in which the photographer is being paid for their service or where the photos taken will be used for commercial purposes. The use of lamps, reflector shades, and change of outfits also constitutes professional photography.

Please review the following information if you have determined that you fall under the requirement of having a special use permit.

*“Individuals or organizations desiring to have a special event, conduct an activity outside the normal activities permitted by regular guests, or conduct an aspect of their business in the park must have a special use permit issued by park management. To obtain a special use permit the individual or organization must submit a special use application to the Special Events Coordinator. The special events coordinator will review the application and work with the applicant to gather all required information concerning the event. The application and details about the event are then submitted to the Park Manager (or designee) for approval of the event. With the Park Manager’s (or designee) approval an event will be issued a permit with written parameters and guidelines for the approved activities. Changes to the event cannot be made without prior written approval from park management. The Special Events Coordinator will act as the primary park representative for all business associated with the event prior to the date of the event. On the date of the event the park staff on duty have final say on permitting any changes to the permit and enforcing the terms of the permit. First Landing State Park reserves the right to cancel an event if the participants do not adhere to the terms of the special use permit, the State Park regulations and/or the laws of the Commonwealth of Virginia. The rangers on duty will have the final determination. Special Use Permits generally take two weeks to process and a \$25.00 cost is associated with processing the application.”*

### General Rules:

- All special events must submit a special use permit application describing the event in detail. Completed special use permit applications are submitted to the Special Events Coordinator. Submittal of a special use permit application does not guarantee requested date or issuance of a permit. The event is not authorized until a permit has been issued by park management.

- Event activities can occur between 7am and 9pm. Set up and clean up must occur between 7am and 10pm. Events that occur on the trails must end by dusk.
- All public areas must remain open to the public at all times, this includes roads, trails, entrances, boardwalks, and overlooks.
- Parking fees apply per vehicle. Parking can be extremely limited, rental of facilities or issuance of a special use permit does not guarantee availability of parking.
- Every commercial business is required to have in force at the time of their rendering of services, commercial liability insurance of \$1,000,000. A copy of the commercial liability insurance certificate must be on file with the park.
- Participants may not go off trail or into the dunes, as both are sensitive environments that are protected.
- Use of props or equipment beyond the camera must be outlined on the special use application and are subject to the approval of the park.

### PROMOTIONAL ACTIVITIES

Promotional activities are reviewed on a case-by-case basis and are required to have special use permit.

Selling of products or services requires the issuance of a commercial user permit.

