



GOOCHLAND COUNTY SHERIFF'S OFFICE

Parade/Procession/Road Race Permit Application

GCSO-311 (Rev. 4/22)



SECTION 1

Name of Event: _____

Date of Event: _____ Day of Week: _____

Sanctioning Organization: _____

Event Beginning Time: _____ Event Ending Time: _____

Type of Activity:

Bicycle Race
Walk

Walk/Run Race
Parade

Off-Road Run/Walk
Other _____

Estimated Number of Participants: _____ Estimated Number of Support Staff/Volunteers: _____

Starting Point Location: _____

Parking/Staging Area Location: _____

Activities Anticipated on County Roads

Use of Roads

Bridges

Other

Use of Sidewalks

Crowd Control

Parking

Temporary Structures

Traffic Control

Lights

SECTION 2

Event Promoter/Organizer Information

Name: _____

Address: _____

City/State/Zip: _____

Event Affiliation or Sponsors: _____

Work Phone: _____ Cell Phone: _____ Home Phone: _____

Email Address: _____ Fax: _____

SECTION 3

Applicant Information

Name: _____

Address: _____

City/State/Zip: _____

Event Affiliation/Sponsors: _____

Work Phone: _____ Cell Phone: _____ Home Phone: _____

Email Address: _____ Fax: _____

SECTION 4

Course/Race Details

A. Describe your plan for sanitation facilities: _____

B. How will trash be disposed of?: _____

C. Who is responsible for trash removal?: _____

D. Describe your plan for providing food and water to participants: _____

SECTION 4 (Continued)

E. Describe your plan for providing fire and medical services for participants and spectators: _____

Was this plan discussed with Goochland Fire/Rescue? Yes No

Who did you speak with?: _____

F. Describe your plan for providing parking, crowd control, traffic control, and security of property: _____

Additional private security/traffic/cone team/etc.? Yes No

Number of Deputies Agreed Upon: _____

G. Do you have a rain date? Yes No

Explain alternate plans in the event of inclement weather: _____

Additional Requirements

Attach a site plan drawn to scale that clearly indicates all the information requested in the Course/Race Details section of this application (Sanitation facilities, trash collection areas, food and water locations, EMS locations, parking areas).

Attach a map of the complete route and location of the highways and roads upon which the parade, race or procession will be held.

Attach evidence of liability and casualty insurance covering any losses sustained by the county or any person as a result of death or injury to any person or damage to any property incurred as the result of negligent acts or omissions of persons attending, performing, working at, or traveling to and from such parade or procession. Certificates of insurance shall be delivered to the sheriff at least fourteen (14) days prior to the parade or procession.

I agree to comply with all the provisions required by the Goochland County Code relating to my obtaining a permit from the sheriff for this event.

Signed: _____

Date: _____

Goochland County Code Section 9-11 requires that anyone wishing to hold “any parade, procession, march, motorcade, marathon or race consisting of people, animals or vehicles, or a combination thereof, upon the streets, sidewalks or other public rights-of-way within the county” must obtain a permit from the sheriff. **There are several important requirements set forth in this ordinance.**

- 1) This application must be filed in duplicate at least **45 days** prior to the event. A non-refundable application fee of \$25.00 is required along with the application. Checks should be made payable to “County of Goochland “.
- 2) The sheriff may either refuse to issue the permit required under this section or may require an applicant to modify or amend plans submitted with the application if they determine that such plans are inadequate to protect the health, safety, and welfare of the citizens of the county. Each denial of a permit and the reasons therefore shall be in writing and mailed by the sheriff, with a copy to the county administrator, to the applicant at the address indicated in the application. **The sheriff shall act on such application within thirty-five (35) days** of the filing of the application and shall not issue the permit unless the requirements of this section are met. Each permit issued shall be in writing and mailed by the sheriff, with a copy to the county administrator, to the applicant at the address indicated in the application. Failure of the sheriff to take action on an application within thirty-five (35) days after the filing thereof shall be deemed an approval of such application.
- 3) Upon issuance of the permit, a deposit in the amount necessary to cover the costs of county services (if any) must be made to the Treasurer. The amount to be deposited will be determined by the sheriff and county administrator and all unspent funds will be refunded within **7 days** after the event.
- 4) After issuance of the permit required by this section and fourteen **(14) days** prior to commencement of the parade or procession, the applicant shall deposit with the county treasurer a sum of money or, in lieu thereof, a bond with corporate surety, in an amount determined by the sheriff. The bond shall be conditioned upon the permittee's faithful compliance with each requirement of this section. Such bond shall be in a form approved by the county administrator and sheriff and shall be in an amount sufficient to insure against failure of the applicant to meet each requirement of such permit. If the county shall provide, or cause to be provided, any facility or service required as a condition to the issuance of permit required under this section, so much of the bond shall be forfeited to the county as to reimburse it for its costs incurred as the result of providing such facility or services which the applicant failed to provide.

Parade/Procession/Road Race Permit Application Checklist

To assist you in putting together this event request, please consider the following checklist as you prepare your materials. Please call Lieutenant Troy May at 804-556-5349 if you have any questions.

Has the application been submitted 45 days before the event?

Is another agency/county involved? Is there a permit being processed in that jurisdiction?

Is the required insurance provided? Are policy limits met? Are the sheriff and county named as additional insured?

Has a detailed map been provided showing the route and all intersections?

Does the map indicate where corner marshals and signs are to be located? Certified flaggers or police officers are required for traffic control.

Have you consulted with the Sheriff's Office regarding the number of deputies that may be required for traffic or crowd control?

Will the race/parade require an escort or tailing police vehicle?

Is your organization preparing a news release or social media advertising?

Have you notified businesses and residents along the route of potential delays or detours as a result of your event?

Are there any other events scheduled that may conflict with our event?

Do you plan to deploy pre-race signs along the route, and do they display correct information?

Is private land being used for staging or parking? Do you have documented permission? Do you have adequate space?

Have you contracted or arranged for the removal of debris or litter following the event?

Have you contacted Goochland Fire/Rescue for EMS and/or Fire Services?

OFFICIAL USE ONLY

COI Received? Date: _____

VDOT Approval? Date: _____

INSURANCE REQUIREMENTS

Goochland County

Before the Sheriff's Office or the County will issue a permit for a parade or special event, the sponsor must provide proof of public liability insurance, including property damage, covering all the sponsor's activities arising out of the event.

The limits of liability under the policy shall not be less than \$1,000,000 for personal injury to each person, \$2,000,000 for each occurrence, and \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$2,000,000 covering all claims per occurrence.

The policy also shall bear the following endorsement:

"Without prejudice to coverage otherwise existing herein, the Goochland Sheriff's Office, Goochland County, and their respective employees, volunteers, and agents, are included as Additional Insureds under this policy for any and all liabilities, claims, demands, actions, costs, and expenses of any kind and nature whatsoever, which may be sustained by them due to any actions taken or not taken by any applicant, promoter, their employees, invitees, or agents with respect to the operation, under the permit(s) issued by the Sheriff and/or the County, of:

Event Description: _____

This policy coverage is primary and non-contributory to any other coverage available to the Additional Insureds, waives subrogation in favor of the Additional Insureds, and shall not terminate or be canceled prior to the completion of the Event without first giving 30 days' written notice to the Sheriff and the County of intention to terminate or to cancel said policy.

Notwithstanding the naming of Additional Insureds, the said policy shall protect each insured in the same manner as though a separate policy had been issued to each; but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured."

A certificate evidencing such insurance together with the above endorsement shall be submitted to the Sheriff and the County and shall be subject to the approval of the County Attorney on behalf of Goochland County as to adequacy of protection.

Send Certificate to:

Goochland Sheriff's Office
P.O. Box 29
Goochland, VA 23063