



# FACILITY RENTAL & SPECIAL EVENTS PLANNING GUIDE


Thank you for choosing **The Meadow Event Park**.

**Our goal** is to exceed your expectations!

Please closely review the guidelines, policies and property information. Not all policies and rules are applicable to every facility rental. Please review your contract for payment terms, deposits and cancellation policies.

## Contact Us:

 Meadow Event Park 13111 Dawn  
Boulevard Doswell, VA 23047

 **Office:** 804-994-2800

 **Fax:** 804-994-2927



**THE MEADOW**  
EVENT PARK

Website:  
[meadoweventpark.com](http://meadoweventpark.com)



# KNOW WHAT'S INSIDE



## INDEX

## Page

Directions	<b>3</b>
Staff	<b>7</b>
Doing business in Caroline County	<b>8-12</b>
Marketing/Sponsorship/ Signage	<b>13-16</b>
MEP Policies	<b>17-22</b>
Facility Descriptions/ Event Plans/Bldg. Access	<b>35-46</b>

## INDEX

## Appendix

Emergency Services	<b>A</b>
Floor Plans/ Maps/ Directions	<b>B</b>
Licenses/Forms	<b>C</b>

**Directions to Meadow Event Park**

**FROM WASHINGTON, DC**

Take I-95 South. Take the VA 30 exit, Exit 98 toward Doswell/West Point. Turn left onto VA-30 E/Kings Dominion Boulevard. Follow approximately 1.8 miles to The Meadow Event Park.

**FROM FREDERICKSBURG, VA**

Take I-95 South toward Richmond. Take the VA-30 exit, Exit 98 toward Do ell/West Point. Turn left onto VA-30 E/Kings Dominion Boulevard. Follow approximately 1.8 miles to The Meadow Event Park.

**FROM I-95 RICHMOND, VA**

Take I-95 North toward Washington. Take VA-30 E, Exit 98, toward Doswell. Merge onto VA-30 E toward West Point/Kings Dominion. Follow approximately 1.6 miles to The Meadow Event Park.



**TRANSPORTATION**

**RICHMOND INTERNATIONAL AIRPORT – RIC – (804-228-3000) –**

Approximately 30 minutes south (American Airlines, Delta, JetBlue, Southwest, United, and Allegiant)

**DULLES INTERNATIONAL AIRPORT** – approximately 1 ½ hour North West

**HANOVER COUNTY MUNICIPAL AIRPORT** – approximately 15 minutes south (private charters, helicopter landings, etc.)

AMTRAK –..... 800-872-7245

**LIMOUSINE SERVICE** - Event Services Manager can provide

*\*\*Guide to street addresses – our property is split by Rt. 30 and connected by a tunnel.*

**EQUINE EVENTS** - 13048 Meadow Farm Road, Doswell, VA 23047 – Gate 6

**FARM BUREAU CENTER** - 13039 Dawn Blvd., Doswell, VA 23047 – Gate 3

**MEADOW HALL or MEADOW PAVILION** - 13191 Dawn Blvd., Doswell, VA 23047 – Gate 2

**Mailing Address:**

P.O. Box 130  
Doswell, VA 23047

# THE MEADOW EVENT PARK

CAROLINE COUNTY, VA



## Map Key

- |   |   |
|---|---|
| 1 Farm Bureau Center  | 15 Britt-Watson Vet/Farrier Building                              |
| 2 Meadow Pavilion   | 16 Horse Show Office & Exhibitor Restrooms                        |
| 3 Administrative Offices  | 17 Southern States Legends Stable                                 |
| 4 Meadow Hall   | 18 Outdoor Ring 1   |
| 5 North Campground  | 19 Outdoor Ring 2   |
| 6 Ducks Unlimited Pavilions   | 20 Farm Credit Pavilion   |
| 7 Dominion Conservation Classroom                                       | 21 Outdoor Ring 4   |
| 8 Thrill Pit  | 22 Historic Secretariat's Foaling Shed, Meadow Farm Training Barn |
| 9 Festival Loop   | 23 South Campground   |
| 10 Harvest Landing Loop   | 24 Bold Ruler House   |
| 11 Historic Yearling & Stallion Barn Complex                            | Permanent Restrooms   |
| 12 Maintenance Complex  | gravel or stone dust area   |
| 13 Ticket Plaza   | paved area  |
| 14 First Bank & Trust Co. Pavilion and Southern States Clubmaster Arena | grass area  |

## **WELCOME – GENERAL GUIDELINES AND INFORMATION**

Thank you for choosing The Meadow Event Park! This guide outlines important rules and procedures for our events and communicates general property rules that apply to all facility rentals. Our goal is to work in conjunction with local governmental agencies to ensure that all events and rentals have appropriate safety plans in place. **Please pay attention to special guidelines for events that will have 2,500+ at one time on MEP property.**

It is the promoter's responsibility to know the rules and regulations contained in this handbook as they are an extension of your Lease Agreement. **IT IS CRITICAL THAT PROMOTERS COMMUNICATE ALL PROPERTY POLICIES AND RULES TO VENDORS AND/OR PARTNERS WHO ARE PART OF THEIR EVENT.** Failure to comply will result in forfeiture of security deposit. We encourage all promoters to conduct a site inspection and to plan for such in advance so we can prepare accordingly.

Management reserves the right to amend, add to and interpret the following Rules and Regulations, and determine all questions and differences with respect thereto, arising out of, connected with or incident to the Promoters use of the facility and/or grounds. Your signature on the facility contract represents your acceptance of our policies, operations guidelines and event services. It is your responsibility to communicate to exhibitors/vendors all MEP policies and guidelines.

Detailed Property Information can always be found at:

[www.meadoweventpark.com](http://www.meadoweventpark.com)

## THE MEADOW EVENT PARK TEAM

Vice-President of Operations

**Marlene Pierson-Jolliffe**

Farm Bureau Center and Large Outdoor rentals/ Marketing and Promotions

[mjolliffe@meadoweventpark.com](mailto:mjolliffe@meadoweventpark.com)  
804-994-2802

Equine and Livestock Event Rentals

**Glenn Martin**

Director of Livestock & Equine Events

[gmartin@meadoweventpark.com](mailto:gmartin@meadoweventpark.com)  
804-994-2858

**Stacy Longest (Davis)**

Manager of Business Operations & Special Projects

[sdavis@meadoweventpark.com](mailto:sdavis@meadoweventpark.com)  
804-994-2891

Weddings & Corporate Events

**Alexis Boyd**

Event Marketing & Planning Assistant

[aboyd@meadoweventpark.com](mailto:aboyd@meadoweventpark.com)  
804-994-2888

Manager of Vendor Sales & Rental Services Assistant

**Melody Hill**

[mhill@meadoweventpark.com](mailto:mhill@meadoweventpark.com)  
804-994-2830

Manager of Agriculture Education & Strategic Programming Partnerships

**Sarah Jane Thomsen**

[sthomsen@meadoweventpark.com](mailto:sthomsen@meadoweventpark.com)  
804-994-2743

Manager of Facility Operations & Logistics

**Tim Meadows**

[tmeadows@statefairva.org](mailto:tmeadows@statefairva.org)  
540-894-6308

Asst. Manager of Livestock & Equine Operations

**Jamie Worsham**

[jworsham@meadoweventpark.com](mailto:jworsham@meadoweventpark.com)  
804-971-2179

Maintenance & Event Operations Asst.

**Daniel Kirby**

[dkirby@meadoweventpark.com](mailto:dkirby@meadoweventpark.com)  
804-513-6152

Maintenance & Event Operations Asst.

**Chad Longest**

[clongest@meadoweventpark.com](mailto:clongest@meadoweventpark.com)  
804-499-0624

## OUTDOOR EVENTS 2,500 +

**STEP 1:** All property users must complete the MEP Special Event/Rental Application and return to the facility address. Outdoor events that will have over 2,500 attendees on property at one time are required to submit a Caroline County Special Event application and submit a land use permit application with VDOT. This permit requires the submission of a Traffic Control Plan. MEP has traffic control plan templates in place and will work with the promoter to finalize. (SEE FULL SPECIAL EVENT PACKET IN APPENDIX) \*\*

**STEP 2** Special event applications shall be submitted at least forty-five (45) days prior to the date of the proposed event. A multiple event permit application shall be submitted at least ninety (90) days prior to the date of the first proposed event. Please note, Festival & Special Event Permits must be approved by the Board of Supervisors following a technical review from all applicable County agencies including Zoning, Building, Health Department, Fire & Emergency Services, Commissioner of Revenue, Sheriff's Office. Prior to application submission, applicants are strongly encouraged to contact all agencies involved in the review to ensure all issues are addressed. A formal technical review of the application only occurs once the application is deemed complete, all checklist items below are included and addressed appropriately, and required fees are paid.

Fees: \$250.00.

PERMITS REQUIRED	DAYS IN ADVANCE OF EVENT	PURPOSE
Caroline County Dept. of Building, Planning and Zoning, 233 West Broaddus Ave., Bowling Green, VA 22427, 803-633-4303	21 – 30 business days	Electrical, Plumbing, Construction and Tents: tents, fences, bleachers, stage etc., erosion and sediment control.
<b>Jason Dauch,</b> <a href="mailto:jdauch@co.lcaroline.va.us">jdauch@co.lcaroline.va.us</a> 804-633-4303 x 1198	21 business days	Any tent with a square footage in excess of 900 ' requires a building permit. Any use of inflatable bounce houses or similar item requires permit. <b>(APPLIES TO ANY EVENT REGARDLESS OF SIZE)</b>
<b>Caroline County Sheriffs Office</b> 804-633-1120		Security and Traffic Control
<b>Lisa Zech,</b> <a href="mailto:lzech@co.caroline.va.us">lzech@co.caroline.va.us</a> ,	30 business days	Zoning permit
Department of Fire-Rescue & Emergency Management, <b>Jason Loftus</b> <a href="mailto:jloftus@co.caroline.va.us">jloftus@co.caroline.va.us</a> <b>Mark Garnett</b> <a href="mailto:mgarnett@co.caroline.va.us">mgarnett@co.caroline.va.us</a> 804-633-9831	21 business days	Determine appropriate levels of Fire/EMS for large events. Determine if Emergency Action plans are necessary & conduct review of submitted plans. It is very important that complete plans are submitted for review. Fire officials conduct hazard assessments and issue Fireworks Permits
<b>Virginia ABC</b>	<a href="http://www.abc.state.va.us">www.abc.state.va.us</a>	
VDOT Land Use Permit & Traffic Control Plans, <b>Kyle Bates</b> District Engineer, (540) 654-1973, <a href="mailto:david.beale@vdot.virginia.gov">david.beale@vdot.virginia.gov</a>	60 business days	Traffic Control Plans: <a href="http://www.virginiadot.org/business/bu-landUsePermits.asp">http://www.virginiadot.org/business/bu-landUsePermits.asp</a>
<b>Jennifer Davies,</b> <a href="mailto:jennifer.davies@virginia.gov">jennifer.davies@virginia.gov</a> ; Rappahannock Area Health District; 1-540-507-7393	All permits filed no less than 10 days prior to event.	Food Vendor Permit Information

## **WELCOME TO CAROLINE COUNTY, VIRGINIA**

### **COMMISSIONER OF THE REVENUE**

- 1) *Every person or entity engaged in the business of organizing, promoting or managing an organized event within Caroline County must submit, before the start of the event, a list identifying each and every peddler or itinerant merchant participating in the organized event to the office of the Commissioner of the Revenue. The list must include the name, trade name, federal tax identification number or social security number, mailing address, physical address, telephone number and email address. An excel spreadsheet is preferred and can be emailed to: [cooperc@co.caroline.va.us](mailto:cooperc@co.caroline.va.us).*
  
- 2) **Commissioner of the Revenue**  
PO Box 819, Bowling Green, VA  
22427 804-633-8042  
Physical Address: Caroline County Administration Building, 212  
North Main Street, Bowling Green, VA
  
- 3) Applicable Taxes:
  - Virginia State Sales Tax** (when completing forms reporting sales at the Meadow Event Park please note the sales took place in Caroline County, VA)
  - Caroline County Food & Beverage Tax**
  - Transient Occupancy Tax**

Detailed Property Information can always be found at:

[www.meadoweventpark.com](http://www.meadoweventpark.com)





# Caroline County Commissioner of the Revenue

Mailing - P.O. Box 819 Physical - 212 N. Main Street, Bowling Green, VA 22427

Phone: (804) 633-8042 Fax: (804) 633-3480 E-mail: [businesslicense@co.caroline.va.us](mailto:businesslicense@co.caroline.va.us)

## Organized Event Registration Form

*Caroline County Code §103-108 requires every person or entity organizing, promoting or managing any event to submit, before the start of the event, a list identifying every vendor participating in the event to the office of the Commissioner of the Revenue. The list must include the name, trade name, federal tax identification number or social security number, mailing address, telephone number, and email address.*

### Event Information

Event Organizer Name	Event Name		Total # of Vendors
Mailing Address		Event Location	
Event Description		Event Start Date	Event End Date
Email	Contact #	On-Site/Alternate Contact	

- All vendors selling prepared food and beverage must submit, within 10 days after the close of the event, a food & beverage filing form remitting the 4% tax paid by the consumer to the Commissioner of the Revenue's office.
- A 5.3% State sales tax must be charged on all retail sales and remitted to the VA Department of Taxation using the Caroline County locality code 51033.

### Certification

*By signing below, I declare that the statements and figures herein given are true, full and correct to the best of my knowledge.*

Name	Title	Signature	Date

### Office Use Only

Date Received	Notes
Received By	

## Vendor Information

**Instructions:** Enter the owner name, business name, mailing address, FEIN/SSN, email, and contact # for all vendors attending the event. If the vendor is selling prepared food intended to be consumed on-site, please check "Yes" in the "Prepared Food & Beverage" section. If additional space is needed, you may either include additional copies of this page as needed or attach your own spreadsheet which includes the same information.

Owner Name		Business Name	
Mailing Address		FEIN/SSN	
Email	Contact #	Prepared Food & Beverage	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Owner Name		Business Name	
Mailing Address		FEIN/SSN	
Email	Contact #	Prepared Food & Beverage	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Owner Name		Business Name	
Mailing Address		FEIN/SSN	
Email	Contact #	Prepared Food & Beverage	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Owner Name		Business Name	
Mailing Address		FEIN/SSN	
Email	Contact #	Prepared Food & Beverage	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

## **FOOD VENDOR PERMITS**

Meadow Event Park is in the Rappahannock Area Health District. A temporary food vendor permit application is available at [www.vdh.virginia.gov/rappahannock](http://www.vdh.virginia.gov/rappahannock) or it can be obtained at the Caroline County Health Department. If your event includes food vendors above and beyond the contracted MEP concession, these permit rules must be followed.

### **Contact:**

#### **Jennifer Davies,**

Environmental Health Supervisor,  
Rappahannock Area Health District  
540-507-7393;  
[Jennifer.Davies@vdh.virginia.gov](mailto:Jennifer.Davies@vdh.virginia.gov)

- ❖ Anyone wanting to prepare and/or serve food should contact RAHD and ask if they are required to have a temporary food vendor permit.
- ❖ Some mobile units are permitted year-round and can operate without further inspection.
- ❖ Other mobile units do not have year-round permits in Virginia and may need temporary food permits.
- ❖ Mobile units that serve frozen desserts only such as ice cream and frozen yogurt should be inspected/licensed by the Virginia Department of Agriculture.
- ❖ Vendors preparing and/or serving food under a tent or at a booth inside one of the buildings may or may not need a permit depending on the types of foods they are serving. For example, someone opening containers of peanuts and serving samples would not need a permit but a vendor roasting peanuts on site would need one. Foods must be from approved sources (manufactured in a facility under regulatory inspection)".
- ❖ Temporary event applications must be submitted no later than 10 days before the start of the event (or when the vendor is requesting the inspection).
- ❖ Applications must be submitted for each event the vendor is participating in. Currently there is a \$40 annual fee charged. If a vendor has paid the fee for the calendar year, they do not need to pay again but they do need to attach a copy of their receipt with the application showing that they have paid.

It works best when event coordinators of large events provide a list of food related vendors in advance. Inspections are conducted by our department and permits issued before the vendor can start preparing or serving any foods.



## Consumer Shows Marketing Opportunity

### Consumer Shows Marketing Opportunity

The Meadow Event Park is owned by Virginia Farm Bureau, Inc. who has a membership of over **130,000** spread across the commonwealth. Our goal is to assist our partners with value added cross marketing opportunities.

## **3 Easy Steps!**

**Step 1:** Confirm the type of discount you wish to offer

**Step 2:** Communicate via email the discount offer

**Step 3:** Follow up post show with analytics on the use of the discount

**Examples:** Offer a straight \$ amount off regular admission  
Offer half off during nonpeak hours  
10% off opening day

All members have a membership card that can be shown at on-site ticket sale locations. We can also add a coupon on Farm Bureau's Member's Deal plus portal if you wanted to do a mobile based option.

Members will receive information that promotes these new cross marketing initiatives!

Contact: **Marlene Jolliffe**  
804-994-2802  
[mjolliffe@meadoweventpark.com](mailto:mjolliffe@meadoweventpark.com)

## **RULES: LOGO USE, SIGNAGE, SPONSOR SIGNAGE**

**SIGNAGE** – MEP’s permanent graphics, sponsor signs or displays may not be visibly blocked in any manner nor may temporary signs or decorations be attached to permanent building graphics. Exterior signs and banners may not be fastened to the building superstructure. Temporary exterior directional, information, shuttle bus signs, etc. must be approved in advance by Event Manager.

**EVENT ADVERTISING** - In advertising your event, always refer to our facility as The Meadow Event Park, Doswell, Virginia, Caroline County. False or incorrect advertising is strictly forbidden for any event at The Meadow Event Park. If you need our logo for printing purposes, please let us know in what format you need it. An Event Advertising/Public Information form will be sent along with your Rental Contract.

**MUSIC LICENSING** - Promoter agrees and covenants that it will not permit music, either mechanically reproduced or live, to be played during the Event without first having obtained all requisite licenses from the copyright owner or agent of the copyright owner. The Exhibitor will post all such licenses in the exhibit space; licenses will be available for inspection by representatives of show management and of the American Society of Composers, Authors and Publishers (ASCAP), SESAC, and/or Broadcast Music, Inc. (BMI). Promoter hereby indemnifies and holds Virginia Farm Bureau Holding Corporation (“VFBHC”), harmless from and against any and all claims, damages, losses, liabilities, costs (including attorney fees and court costs, without limitation) arising out of, or in any way connected with, the use by Promoter of any material which may be subject to, or covered by, any State or Federal copyright laws, or infringement upon any person’s or entity’s rights which may arise from any such State or Federal copyright laws.

\*\*Any event that has live music as part of the event or broadcasts music through the p.a. system as part of the event is subject to Music Licensing oversight. A one time use license ranges typically ranges from \$133 to \$155 for events that include music but are not “music focused.” **Please see Index D.**

**MEP** - provides a Calendar of events on our website and this will enable us to relay the right information about your show on our site. Please check The Meadow Event Park website to confirm that the correct information is listed for your event and keep us informed of any changes in phone numbers, event hours and admission cost.

**SIGNS AND BANNERS** - Signs and banners cannot be placed on The Meadow Event Parks buildings or walls without approval from the Event Services Manager. Portable free-standing signs may be used to advertise or direct the public to the event and may be placed the day before an event and must be removed after the event is over.

**SPONSORSHIPS** - Signage rights inside and outside facilities are owned by The Meadow Event Park. Advertising signs and banners that are to be displayed at the facility outside are to be approved by The Meadow Event Park. The Meadow Event Park has an exclusive beverage agreement with PEPSI. Sampling, serving or selling any other beverage (including soft drinks, water, sports drinks, and juice) on the grounds is prohibited.



**MEADOW EVENT  
PARK SPECIAL EVENT/  
FACILITY APPLICATION**

**Address:**  
13111 Dawn Boulevard,  
Doswell, VA 23047  
**Phone:** 804-994-2800

**Promote Your Event – Public Information**

To have your Event Information included on our websites, local media calendar listings and social media outlets please provide the information below:

About the Event

Event Name: \_\_\_\_\_

**Event Location:** \_\_\_\_\_ Farm Bureau Center \_\_\_\_\_ Horse Complex  
\_\_\_\_\_ Meadow Pavilion \_\_\_\_\_ Meadow Hall \_\_\_\_\_ Other

**Event Dates:** \_\_\_\_\_

**Event Hours:** \_\_\_\_\_

**Open to the Public:** \_\_\_\_\_ Yes \_\_\_\_\_ No Admission Fees: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Admission Fees:** \_\_\_\_\_

**Tickets Available Through:** \_\_\_\_\_

**Discounts Available (if yes, please list):** \_\_\_\_\_

**Discounts Available Through:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Additional Event Information**

**Phone:** \_\_\_\_\_ **Name/Company:** \_\_\_\_\_

**Event/Promoter Website:** \_\_\_\_\_

**Facebook:** \_\_\_\_\_ **Twitter:** \_\_\_\_\_

**Images**

Please submit images by email in .JPG, .GIF or .TIF, minimum 300dpi (hi-res) preferred. Images will be displayed as space permits.

**Submit To:**

**The Meadow Event Park**

P. O. Box 130

Doswell, VA 23047

**Phone:** 804.994.2800

**Email:** mjolliffe@meadoweventpark.com

## **MEADOW EVENT PARK POLICIES**

**FIREARMS POLICY** - Unless an exemption is granted in writing by MEP VP of Operations, all events will abide by the properties policy of no open carry or concealed weapons being allowed on property.

**AMERICAN WITH DISABILITIES ACT** – MEP is ADA compliant. As new standards are introduced, it is our goal to implement those changes or upgrades in a timely manner. In accordance with the ADA, we are responsible for permanent premise access accommodations, such as but not limited to, wheelchair ramps, elevator standards, door width standards and restroom accessibility. It is the promoter/tenant's responsibility to provide non-permanent accessibility requirements such as, but not limited to hearing assisted or visually assisted devices, and temporary seating accessibility and/or interpreters. MEP maintains a limited amount of portable stage ramps and related items.

**ANIMALS/PETS** - The Meadow Event Park does not allow pets of any kind in any on site buildings, except for Service Animals and an approved event such as (dog, cat, horse or cattle show). Pets in the Horse Area must always be kept on a leash when not participating in the actual event. Promoter needs prior approval from MEP staff if there's a desire to have a pet friendly event. Certain policies would have to be enforced and would be discussed with Promoter at that time.

**CONDUCT** - Licensee is responsible for the conduct of its employees, agents, or invitees. If any such person fails to comply with applicable rules and regulations, the MEP may restrict the use of the premises or entirely bar the licensee from the building

**SMOKING** - The Meadow Event Park does not allow smoking in any of the buildings, including restrooms at any time. This includes during set-up and teardown also. Also, electronic (vapor) cigarettes will be considered the same as tobacco cigarettes. They will not be allowed.

**CRUELTY TO ANIMALS** - No person shall beat, abuse, or injure any animal while on The Meadow Event Park's property.

**ROOM CAPACITIES** – All exhibits, equipment, displays, etc. must observe the floor load capacities of the MEP. All meeting rooms and exhibit halls have a posted maximum occupant capacity and it is the responsibility of the licensee to observe such limitations. The MEP reserves the right to close any area to occupancy if, in its opinion, public safety is in jeopardy or damage to the facility may occur.

**CURFEW** - All uses conducted on the property that are open to the general public will be conducted between the hours of 6:00 a.m. and 1:00 a.m. There will be no ticket sales for events at the facility after 10:00 p.m.

**WIFI & INTERNET** – Access to building Wi-Fi is provided to the promoter for distribution to participants. Public Wi-Fi is not offered by MEP. Hard wired service is provided in the Farm Bureau Center, Meadow Pavilion and Meadow Hall, however, 30 days notice is required. NOTE – Wi-Fi is not guaranteed for outside events so hotspots are encouraged.

## **FARM BUREAU CENTER, MANSION & MEADOW PAVILION**

### **GENERAL FACILITY RULES**

**CARPET TAPE/CHALK/FLOOR MARKING** - Lessee and lessee's contractors are responsible for the **removal of tape residue marks on the exhibit** floor and/or MEP equipment. Vendors shall use standard stick or ball type chalk, or non-residue marking tape in marking spaces. Use of duct tape, electrical tape, gorilla tape, clear packing tape or any similar tapes are not permitted. Examples of acceptable tape are gaffes tape or painters' tape. Liquid chalk, shoe polish, water paint, or liquids, are expressly forbidden. Cost of removing the markings will be the responsibility of the licensee.

**DECORATIONS, BANNERS AND POSTERS** - Promoter will not damage or deface or permit vendors/exhibitors to damage or deface Meadow Event Park property. If any portion of the premises are damaged, the Promoter will be responsible for the labor and/or materials to restore the property to its original condition. Decorations may not be taped, tacked, or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls. Special decorations are to be cleared through the Event Services Manager as to method and location of installation. Any adhesive backed decals given out or used within the facility must be removed by promoter by end of show or forfeit security deposit.

**HELIUM BALLOONS** - not to be used without approval from the Event Services Manager.

**NAILS** - Nails, screws or staples are not to be driven into any floors, walls, ceilings or equipment provided by MEP

**RIGGING** - All rigging or any other attachments to the facility's ceilings, must be approved by the Event Manager. Plans and specifications for all proposed rigging installations shall be prepared by the lessee and submitted to the Event Manager. This information should be submitted at least 30 days in advance of the event. Rigging plans must show all attachment details. The Event Manager will discuss the detailed plans for the event and make recommendations and suggestions for installation. No modifications or alterations to the buildings structure or interior finishes are permitted.

**VEHICLES IN BUILDINGS** - Vehicles are not permitted in The Meadow Event Parks buildings for loading or unloading without authorization from the Event Services Manager. All freight and material will be loaded and unloaded at the designated areas. Vehicles are permitted in the exhibit areas if it is used for display purposes. . Vehicles with gasoline engines may be displayed with a minimum of  $\frac{1}{4}$  of a tank of gas remaining in the tank. No fuel may be drained in the facility or on the loading dock. A locking gas cap must be installed, or the tank must be adequately sealed by tape or in some other appropriate manner. All battery cables must be disconnected and taped to avoid potential sparks. **Electric cars – source that could cause energy spark removed and/or disabled**

**PROTECTIVE FLOOR COVERING** - Floors need to be covered with a protective covering anytime a display may be using concrete blocks of any kind, sod, ponds or any other landscaping material is used. Also, any display when showing live animals, the floors need to be covered.



## **Rules continued...**

**COOKING REGULATIONS** - Cooking in exhibit booths is permitted in the building on a limited basis and only with the approval of the Fire Chief.

**CRATE STORAGE** - Your decorator provides exhibit crate storage during event. Lessee is to work with decorator to plan for storage of all crates and packing materials. If no decorator is secured, discuss storage needs with Event Manager. No storage of crates is available in the building unless approved by MEP management.

**DAMAGES/ LOSSES** - Any damage made to MEP facilities will be assessed by MEP management and direct billed to the promoter. MEP management will track equipment inventory and prepare a report of any missing items with the cost of the items to be added to the final bill. (Tables, chairs, extension cords etc.) It is the promoter's responsibility to make payment to The Meadow Event Park for any and all damages and losses within thirty (30) days. If invoice is not paid within thirty (30) days of invoice date, a 5% late payment fee will be assessed.

**UTILITIES** - The Farm Bureau Center provides electric services in floor boxes and walls, water and drain service is located on the exterior hall in limited locations. Exhibitors requiring the services should coordinate needs with the Event Manager. Electrical and plumbing services are offered exclusively through the MEP utilities department. You will be supplied a copy of the utility services order form which should be included in your exhibitor kits.

**ABANDONED EQUIPMENT** - All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the Licensee contract. Items left beyond this time will be treated as abandoned equipment and disposed of as the facility sees fit. Event manager will approve any deviation from this policy.

**HOUSEKEEPING AND TRASH REMOVAL** - General custodial services such as the cleaning and restocking of restrooms, sweeping public entrances and aisle ways and emptying trashcans will be provided by The Meadow Event Park. Other items such as vacuuming of aisle carpet or cleaning or emptying trashcans from vendor/exhibitors' booths, will not be provided. If an event generates excessive amounts of trash, show management should advise their Event Manager in advance so that additional dumpsters may be ordered. Charges will be included on final invoice.

**WASTE MATERIALS** - Under no circumstances may grease or other waste material be poured into drains or receptacles. Grease and any hazardous materials must be removed by the Licensee in proper containers.

*Events or circumstances not covered in these operating policies and procedures may be subject to special consideration and stipulations as deemed appropriate by MEP Management*

**EVENT PLAN** - outlining event related information and facility needs is required 30 days prior to the event move-in. A comprehensive Event Plan must be submitted to your Event Manager no later than 2 weeks prior to the first move in date and should include the following information:

- ❖ Registration or mission information, anticipated attendance
- ❖ Publicity information
- ❖ A timeline of activities, including decorator, vendors, and rehearsal times
- ❖ Room set-up requirements
- ❖ Sound & lighting equipment
- ❖ A/V equipment requirements
- ❖ All plans should be drawn to scale
- ❖ Primary entrance and exit doors should be readily determined
- ❖ All points of ingress and egress should have a minimum of 10 feet clear space on all sides
- ❖ All cross aisles must be a minimum of 8 feet wide
- ❖ Fire hoses, extinguishers, standpipe cabinets, strobe lights and pull stations must be kept clear of obstructions
- ❖ Signage plans
- ❖ Contact names phone numbers for key event staff members
- ❖ Contact names phone numbers for all contractors providing services
- ❖ Building graphics, restroom and storage areas must not be blocked
- ❖ A minimum of 20 feet must be maintained in front of concession area

Any changes within 2 weeks prior to the first date of your event may be assessed additional late charges for staff time. Requests for adjustments after set-up will be handled as expeditiously as possible and you will be advised, when possible, of the approximate cost of those changes. MEP reserves the right to charge for excessive, unplanned changes or numerous changes per day.

Many events require pre-event and post event meetings with the Event Manager and other in-house personnel. Contact your Event Manager to discuss whether a pre-event and/or post-event meeting is necessary.

**BUILDING ACCESS - USAGE HOURS** - Rental fees cover the use of the facility from 7:00am until 10:00pm unless otherwise stipulated in the contract. No event will be permitted to continue after 10:00pm unless agreed in writing by The Meadow Event Park.

**SET-UP & TEARDOWN** - Set-up and Teardown days are designed to give you days for your exhibitors to move in and move out. Building hours on set-up and teardown days are 7:00am – 10:00pm. After 10:00pm all lights will be cut off and all gates will be locked. (Unless waived by written agreement, tenant will be charged a rate of \$225 per hour after 10 p.m. if a MEP staffer must remain on site.) Set-up and Teardown days does not include full lighting, heating or air conditioning. However full lighting, heating and air conditioning is available for a fee of \$225.00 per hour.

**SHOW DAYS** - Building hours on your show days are 7am – 10pm. If your event hours extend past 10 p.m. you need to notify the Event manager when you place your amenity order. The fee for extending the hours past 10:00pm will be \$225.00 per hour. The Event Services Manager will be onsite each day of your show as well as set-up, teardown and cleanup days.

**ACCESS** – Access to the facility is restricted during off-event hours. On a normal event day, the MEP will be open 8 am – 5 pm unless otherwise discussed with your event manager

**LOBBY AREAS** - The lobby areas in the Farm Bureau Center are for the general public to enter and exit. They are not to be used for display areas. The Meadow Event Park has provided a show office in the lobbies of the Farm Bureau Center for the Promoters to use during your event. There are also ticket counters that may be used as well. There is to be no loading or unloading of any material or items through the lobby doors.

**KEY POLICY** - Keys to the offices are available to the Promoters for use during your event and must be returned at the conclusion of your event. A \$200.00 charge will be billed to Promoter for any key/keys not returned at conclusion of the event.

**COMMERCIAL DECORATORS**- Depending upon your needs an outside contractor may be required. If you use an outside decorating company to set-up your event, they must conform to y our set-up and teardown schedule.

**SHIPMENTS & DELIVERIES** - You are welcome to have materials shipped to us three (3) days prior to your show. All shipments must be sent to the attention of the show at the address listed on the last page of this manual with the following information: Exhibitor's Name, Name of Booth and Booth Number. Under no circumstances will COD orders be accepted. Also, any materials delivered earlier than stated above may possibly be sent back with the delivering company. The Meadow Event Park will accept shipments but are not responsible for lost, stolen or damaged material. Outgoing shipments left at The Meadow Event Park Must be palletized, wrapped, labels attached and placed in designated area. Check with the Event Service Manager to find out where that place will be. All shipments must be picked up immediately following the event or (for events that close on Sunday night, shipments can be picked up Monday). The Meadow Event Park will not be responsible for any shipments left at the facility. Also, The Meadow Event Park is not a storage facility, we have limited space and cannot offer this service.

**RECREATIONAL VEHICLES** - RV parking is available throughout the year during events, however it is only allowed in the main campground and horse campground. There is a daily charge for use of an RV site. Anyone wishing to use an RV space should contact the Event Services Manager upon arrival. Water, electric and sewer are available in some sites. (Water hookups are not available November through March) **OVERNIGHT CAMPING IS ONLY PERMITTED IN THE RV LOT.**

**OPEN BURNING** - Use of fire rings at campsites must be preapproved. Any open fire/bonfire activity must be preapproved and may require a permit by Caroline County Fire and Rescue.

## **CATERING/ FOOD AND BEVERAGE/ ALCOHOL SALES**

**CATERING** - Clients of the Meadow Event Park may use any caterer they desire, however, if Two Kings Concessions, the year round caterer on site, is not used, the caterer must provide a certificate of insurance naming Virginia Farm Bureau Holding Corporation as certificate holder and additional insured and a buyout fee will be assessed based on number of guest. For 1-50 guests the fee is \$50, for 51-250 guests it's \$250 and for anything above 250 is \$400.

**ALCOHOL** - Other than private catered events (closed to the public) where the Promoter has the appropriate insurance and banquet or special occasion licenses, the Promoter is not permitted to sell or contract to be sold, sampled or given away any type of alcoholic beverages on the grounds without written permission from The Meadow Event Park and the appropriate permits from The Virginia ABC Board. MEP or its agent will be the exclusive vendor of alcoholic beverages within the facility unless specific arrangements are made in advance. Alcoholic beverages will not be served to minors or to persons who appear intoxicated. No alcoholic beverages are allowed in the exhibit halls during move-in or move-out. MEP reserves the right to terminate the service of alcoholic beverages if your event is in violation of Federal, State, County or City laws relating to the service of alcoholic beverages or if deemed to be necessary for public safety reason.

**CONCESSION SERVICE** - Concession Service is the sale of "over the counter" food and beverages such as but not limited to hamburgers, hot dogs, sandwiches, BBQs, popcorn, pastries, soft drinks, bottled water and juice, etc.

**Farm Bureau Concessions** - Two Kings Concessions has the exclusive rights to all concession food and beverage service in this facility including the sales of alcoholic beverages. Should a large event necessitate the use of concessions in addition to Two Kings, Inc. the concessions/or event will be assessed a \$25 per day fee for each unit. The MEP staff serving in the lead role for the event will make the final decision on the number of food vendor locations. This will be made in conjunction with the client with the goal being to adequately serve the needs of the event and event attendees. Contact Mark Jones with Two Kings at (540) 760-8955 or markjones@atlas42.com.

**Equine Area, Meadow Pavilion & Other Outdoor Events** - Two Kings Concessions has first right of refusal for concession service in these areas. This does not guarantee exclusivity for concessions but for additional vendors, a mutual decision will be made between promoters and MEP based on the scope and size of the event, desired variety of foods and price points.



## **AMENITIES – RENTALS**

The Meadow Event Park offers basic rental of amenity items that support your event: tables, chairs, benches, staging etc. (Appendix B). There are fees for these items, so it is important to plan your amenity order early in the rental process. You will place the order directly with the Event Services Manager who will also discuss audio visual needs, set-up, teardown, cleanup, electrical needs, and banners and signage. Payment of all amenity orders and any broken or damaged equipment will be billed at the conclusion of the event. MEP does not have an in-house Audio-visual provider; however, we are able to assist you in utilizing our partners to provide the A/V equipment needed to make your event successful.

1. At the time of contract signing, a projected amenity order will be drafted.
2. 30 days ahead of your event a conversation will take place to determine if the draft amenity order needs to be increased, decreased etc.
3. 10 days ahead of your event, a final amenity order will be drafted

**DECORATOR SERVICES** – Please contact MEP for recommended partners.

**ATM MACHINES** - ATM's are in select locations on the grounds and are maintained by The Meadow Event Park. Outside ATM's are not allowed on the grounds.

**PARKING** - MEP has the following amount of flat asphalt parking spaces available for event use:

Farm Bureau Center – 1,291 cars

Meadow Pavilion and Meadow Hall – 100 cars

Grass parking/gravel parking throughout the property can support up to 15,000 cars per day

*Parking lots may be shared by more than one event. The parking lots shall not be used for any type of commercial purposes such as passing out or putting brochures or flyers on vehicles windshields, or for vendor spaces or overnight RV parking.*

**Services not included in basic rental pricing:**

- ❖ Police Detail (event and traffic related)/Event related Security
- ❖ Medical Personnel/Fire Marshall (if necessary)
- ❖ Event Related Cleaning
- ❖ Coat Check
- ❖ Box Office Service & Personnel/ Ticket Takers / Ushers
- ❖ Event Utility Services
- ❖ Special equipment such as staging, dance floors, rigging of signs etc.
- ❖ Camping
- ❖ Tables
- ❖ Chairs

**INDOOR FACILITY SPACE:**

<b>Farm Bureau Center</b>	63,354 square ft. of open space or can be split into two halls each consisting of 31,677 sq. ft.
<b>Meadow Pavilion</b>	6,816 sq. ft. of open space; can be used as an open-air pavilion or a closed facility
<b>Meadow Hall</b>	Beautiful structure with a variety of layouts available for Weddings or Corporate Meetings.

**OUTSIDE EXHIBIT SPACE**

Outside Exhibit Space is normally available in the immediate area of the facility that is being rented. MEP maintains the right to determine the quantity and the location of outside space that can be used by the Promoter. At all times, fire lanes and access to restrooms, food and beverage concessions and grounds office as well as other buildings must be kept clear. Rental fees may be imposed depending on the extent of outside space needed for an event on a per square foot basis. All use of outside space must be approved in advance by The Meadow Event Park.

**EVENT MANAGER**

Following the execution of the Lessee agreement for your event, an Event Manager will be assigned to work with you on event planning and implementation and will contact you to work through the details of your event. The Event Manager will remain your primary contact through the conclusion of your event and is responsible for disseminating all information to our in-house operating departments.

***You will receive an estimate of ALL charges before proceeding with your event and signing a final lease agreement. Changes to the initial meeting room setup during the day and/or during the event are subject to additional labor costs.***

## **FINANCIAL SETTLEMENTS & PAYMENTS**

**SETTLEMENT** – It is the policy of MEP that all settlements of events will be finalized within 30 days of the conclusion of the Event.

**CONTRACTS & DEPOSITS** Upon signing of your contract a deposit of 25% of the rental is required. All other due dates are listed in your contract. Due dates must be adhered to or MEP reserves the right to cancel your event. If for any reason a deposit check is returned to The Meadow Event Park you will be required to pay by cash or cashier's check. In addition, a \$50.00 fee will be charged for all returned checks. You may also pay by credit card however the same rules apply as for checks. A credit card must remain on file with The Meadow Event Park in case there are damages or lost equipment pertaining to your event,

### **All checks must be made payable to VFB Holding Corporation**

**LATE PAYMENT CHARGES** - Payments postmarked 7 days after due date will be charged a late fee of \$25.00. Accounts thirty days past due will pay interest at the maximum legal rate on the principle balance.

**INSURANCE** - Anyone who holds an event on the grounds, must have a Commercial General Liability Policy that shall provide and maintain throughout the occupancy of The Meadow Event Park premises (set-up, event, teardown & cleanup) which shall be \$1,000,000.00 each occurrence with a minimum of \$1,000,000.00 Products/Completed Operations and \$2,000,000.00 General Aggregate. On your certificate of insurance, the section that is titled "Description of Operations/Vehicles/Exclusions Added by Endorsement /Special Provisions" make sure that the proper language, as stated below, is being used. **Virginia Farm Bureau Holding Corporation** and their shareholders, officers, directors, agents, employees, related or affiliated companies, trustees, subsidiaries, receivers, and assigns.

## **GENERAL SERVICES & FACILITIES INCLUDED IN RENTALS**

Public space, 100% house lighting and HVAC during show hours; minimal work lighting during move-in and move-out hours; show office space upon availability, exhibit hall public address system with microphone and janitorial services during event.





# MEADOW EVENT PARK SPECIAL EVENT/ FACILITY APPLICATION

**Address:**  
13111 Dawn Boulevard,  
Doswell, VA 23047  
**Phone:** 804-994-2800

*Please answer ALL questions, indicating N/A if  
the question does not apply to your event*

**Event/Rental Name**

**Brief Description of Event**

**Is this a first-time event at MEP?**

Yes  
 No

**Has the event been held at another facility?**  Yes  No

**Proposed Date and Time**

mm/dd/yyyy

hh:mm am/pm

mm/dd/yyyy

**Applicants Name**

**Are you representing yourself?**

Yes  
 No

**Are you representing an organization?**

Yes  
 No

**Business Name/Organization Name**

**Are you a For-Profit Business?**

Yes  
 No

**Address 1**

**Address 2**

**City**

**State**

**Zip code**

**Daytime Phone**

**Evening Phone**

**Fax**

**Cell**

**Email**



# MEADOW EVENT PARK SPECIAL EVENT/ FACILITY APPLICATION

**Address:**  
13111 Dawn Boulevard,  
Doswell, VA 23047  
**Phone:** 804-994-2800

## ABOUT THE EVENT/RENTAL

### This event is a.....Please check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Sporting/Competition Event | <input type="checkbox"/> Show - Exhibit                                   |
| <input type="checkbox"/> Music Concert              | <input type="checkbox"/> Private Party/Wedding/Graduation                 |
| <input type="checkbox"/> Indoor Exhibit-Car/Boat    | <input type="checkbox"/> Camping/RV Rally                                 |
| <input type="checkbox"/> Carnival/Circus            | <input type="checkbox"/> Animal based Event (horse, dog, livestock, etc.) |
| <input type="checkbox"/> Festivals                  | <input type="checkbox"/> Sporting Events                                  |
| <input type="checkbox"/> Farmers Market             | <input type="checkbox"/> Fundraiser                                       |
| <input type="checkbox"/> Other <input type="text"/> |   |

### This Event is....

- Open to the General Public (Free Admission)
- Private (by Invitation Only)
- Ticket Sale

### This event will be using.....

- |  |   |
|--|---|
| <input type="checkbox"/> Entire Grounds                              | <input type="checkbox"/> Farm Bureau Building |
| <input type="checkbox"/> Mansion                                     | <input type="checkbox"/> Stables              |
| <input type="checkbox"/> First Bank & Trust Co Pavilion              | <input type="checkbox"/> Some off-site use    |
| <input type="checkbox"/> All Buildings                               | <input type="checkbox"/> Pavilion             |
| <input type="checkbox"/> Dominion Building                           | <input type="checkbox"/> Arena                |
| <input type="checkbox"/> Other                                       |   |
| <input type="checkbox"/> Select Grounds area(s) <input type="text"/> |   |

### Please note the range of TOTAL anticipated attendees (including spectators and participants)

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Less than 1,000 | <input type="checkbox"/> 1,000 - 2,500   | <input type="checkbox"/> 2,500 - 5,000 | <input type="checkbox"/> 5,000 - 7,500 |
| <input type="checkbox"/> 7,500 - 10,000  | <input type="checkbox"/> 10,000 - 15,000 | <input type="checkbox"/> 15,000+       |  |

## Food, Non-Food and Other Vendor Information

### Food will be....

- |   |   |
|---|---|
| <input type="radio"/> No Food/Services                | <input type="radio"/> Served                    |
| <input type="radio"/> Sold                            | <input type="radio"/> Catered                   |
| <input type="radio"/> Prepared Outdoors               | <input type="radio"/> Prepared in FB Kitchen    |
| <input type="radio"/> Delivered from another Location | <input type="radio"/> Using Mobile Food Vendors |

### Time and Date of food vendor(s) set up?

---

### ALCOHOL

**Alcohol will be.....**

- Sold
- Served
- No on-site alcohol

Times/Dates during the event that alcohol will be served/sold?

**Will Tailgating be allowed?**

- Yes
- No

---

### Fire and EMS

**Will you have open fires (bonfires) or candles?**

- Yes
- No

**Does your event require dedicated EMS?**

- Yes
- No

**Will you be having pyrotechnics?**

- Yes
- No

---

### Structures, Riding, Tents, Bleachers and Stages

**Tents...**

**Will you have any tents?**

- Yes
- No

**Will any tents have a square footage of 900' or more?**

- Yes
- No

**Will any tents be used for cooking?**

- Yes
  - No
- 
- 

## **Camping...**

**Will any camping sites be needed?**

- Yes
- No
- If yes, How many?

## **Rides...**

**Will your event have Amusements/Playground type rides?**

- Yes
- No

**Will you have inflatable rides/bounce house?**

- Yes
- No

## **Construction, Bleacher, Stages...**

**Will you be using bleachers or large chair placement?**

- Yes
- No

**Will your event be using a stage or elevated platform?**

- Yes
- No

**Will your event be constructing or assembling any temporary or permanent structure?**

- Yes
- No

**Will any aspect of your event be connecting into electrical panels on-site?**

- Yes
- No

---

## **Parking**

**Will you be needing a contractor for parking cars?**

- Yes
- No

**Will your parking needs require a VDOT permit?**

- Yes
- No



**MEADOW EVENT  
PARK SPECIAL EVENT/  
FACILITY APPLICATION**

**Address:**  
13111 Dawn Boulevard,  
Doswell, VA 23047  
**Phone:** 804-994-2800

---

**SECURITY**

**Will you need Police/Security at Event?**

- Yes
- No

**Will you need overnight security?**

- Yes
- No

---

**SOIL AND EROSION**

**Will you be disturbing more than 2,500 square feet of land?**

- Yes
- No

**Will you be having activities within 100' of the North Anna River?**

- Yes
- No

**Will you be having activities within the designated wetlands?**

- Yes
- No

---

**SOIL AND EROSION**

**Does your Group have Liability Insurance for Event?**

- Yes
- No

**Insurance Carrier**

**Policy Number**

**Insurance Agent**

**Phone Number for Agent**

*Applicants Signature*

*Date*

## Appendix - A

### FIRE CODE REGULATIONS

Listed below are the most common Fire Code Regulations that pertain to events in the MEP. Not all regulations are listed. If there is a concern regarding an exhibit or event, please contact your Event Manager.

Show management, exhibitors, service contractors and all other involved parties must comply with all Federal, State and municipal fire codes that apply to places of public assembly.

Sections of the Life Safety Code Book, which are pertinent to places of public assembly, shall be considered part of all eases whether specifically referenced or not.

1. All drapes, curtains, table coverings and skirts, carpet or any materials used in exhibits must be flame retardant. Flame retardant chemical certificates must be current and available to the Fire Marshall upon request. All such material is subject to flame testing by the Fire Marshal. Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers and fire hose cabinets, fire alarm pull stations, standpipes and exit signs.
2. Exhibit booths and other structures constructed within an area equipped with an automatic sprinkler system, shall not be constructed with any roof, ceiling, or other enclosure which would prevent the sprinkler system from protecting the booth area. For approved canopy structures, contact the Fire Marshall. Any multi-level booth may require approval by the Caroline Building Official and may require floor plans in advance.
3. Crates, wooden boxes, packing material, etc., may not be stored in public spaces, meeting rooms, ballrooms or exit areas. Lessee and Service Contractors are expected to make arrangements for proper storage of all crates and packing material. Vehicles with gasoline engines may be displayed with a minimum of  $\frac{1}{4}$  of a tank of gas remaining in the tank. No fuel may be drained in the facility or on the loading dock. A locking gas cap must be installed, or the tank must be adequately sealed by tape or in some other appropriate manner. All battery cables must be disconnected and taped to avoid potential sparks. No vehicles may be moved during event hours. Liquid petroleum fuel tanks shall be removed.
4. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, inside the facility. Refueling must be done a minimum of fifty (50) feet beyond the exterior of the facility.
5. Access to fire exit doors, corridors, switch gear, fire hose cabinets, standpipes, extinguishers and alarms must always remain visible and accessible.
6. The use of pyrotechnics, welding equipment, open flames or smoke emitting material as part of an exhibit must be specifically approved on an individual basis by the Caroline County Fire Department.
7. Depending on the event, extra fire extinguishers may be required by the Fire Marshall at the expense of the Lessee.
8. Propane tanks are not permitted in the building.
9. The exhibit halls, ballrooms and meeting rooms have limited areas for storage. Corridors are designated as fire exits and may not be used to store equipment of any kind.

## **Department of Fire-Rescue and Emergency Management**

### **Timelines, Submittal and Approval**

- ❖ Events with more than 2,500 people on property will require a Special Event Application from Caroline County.
  - From which the Fire Chief will determine what, if any, levels of Fire/EMS coverage and Emergency action plans are necessary.
  - Promoters are urged to set-up a meeting with the Caroline County Fire-EMS Department as early as possible to discuss required planning and operational elements.
  - Only a complete set of planning elements will be reviewed. Partial plans shall only be accepted, in advance of the 21-day business day submittal timeline.
  - The Fire Chief may determine, based on the activity or event, additional review time will be required. In such cases, the Fire Chief will document in writing the required time.
- ❖ Review and comments shall be submitted to the event promoter and VFBHC within 10 business days of the complete submittal.
- ❖ A letter of Approval or Denial with comments will be forwarded to the event promoter and Virginia Farm Bureau Holding Corporation (VFBHC).
- ❖ All planning elements shall have (1) point of contact for communication.

### **Emergency Action Plans**

- ❖ A hazard assessment will be provided by the Fire Chief, detailing what Emergency Action Plans (EAP) will be required of the Event Promoter or VFBHC for the associated risks with an event.
- ❖ An Emergency Action Plan, or EAP, is a formal written plan, developed by the event promoter that identifies potential emergency conditions at the event site and prescribes the procedures to be followed to minimize or prevent loss of life and property.
  - An EAP is needed for two main reasons:
    - ▲ To define the coordination of necessary actions by the sponsor of the event and the responsible municipal, county, and state officials to provide for timely notification, warning, and evacuation in the event of an emergency, to include catastrophic emergencies beyond the normal expected hazards, i.e., weather phenomenon, etc.
    - ▲ To reduce risk of loss of life and property damage resulting from an emergency. Unique situations do sometimes develop that may result in emergencies. Therefore, it is prudent for the sponsor to identify conditions that could lead to on-site or site related disasters, in order to initiate emergency measures that could prevent or minimize the consequences to life and property.

### **Fire Services**

- ❖ All events, renters, promoters and users of the facility will adhere to the provisions of the Virginia Uniform Fire Code. Virginia State Fire Marshal's office will provide fire inspections at events when necessary.
- ❖ Contingent upon the hazard assessment, the Fire Chief shall determine if stand-by services are needed. Example: Engine Companies, Fire Marshals, Command Staff, etc.
- ❖ **Pyrotechnics Permit**
  - If your event includes any pyrotechnic display (aerial fireworks/proximate effects etc.), you must obtain a separate permit for the use of fireworks from the Department of Fire-Rescue.

## **Emergency Medical Services Requirements**

### **Timelines, Submittal and Approval**

- ❖ An essential requirement when planning a special event is the adequate provision of first aid and/or emergency medical services. It is imperative that normal emergency medical services operations for the County are not hindered by the staging of a special event. The Department of Fire-Rescue must review and approve your plans for first aid and/or emergency medical services to ensure that provisions are in place for coverage by proper licensed/certified personnel.

Meadow Event Park requires events that have attendance over the 2,500 threshold to schedule on-site emergency medical personnel (EMS) with one of VFBHC's preferred EMS providers. Should MEP management and promoter propose an alternative to the present providers, the contracted medical provider shall conform to all Virginia Office of EMS regulations, and meet the conditions and criteria set by Caroline County for service delivery.

### **All contract EMS providers must comply with the Following:**

- I. VA Code: 12VAC5-31-30 Paragraph (B).
  1. No person may establish, operate, maintain, advertise or represent themselves, any service or any organization as an EMS agency or as EMS personnel without a valid license or certification, or in violation of the terms of a valid license or certification issued by the Office of EMS.
  2. A person providing EMS to a patient received within Virginia whether treated and released or transported to a location within Virginia must comply with these regulations unless exempted in these regulations"
- II. Be pre-approved by Caroline County Fire-Rescue to provide EMS service in Caroline County (Chapter 15, local ordinance.)

The Code of Caroline states **Fire-EMS Chief** - "shall be responsible for regulating and managing the provision of pre-hospital emergency patient care and services and for regulating providers of the non-emergency transportation of patients requiring medical services" (Chapter 15-4(a)). The Fire Chief requires that **all persons** or **business** providing pre-hospital care in Caroline County follow Virginia State EMS Regulations, to include VA Code: 12VAC5-31-30 Paragraph (B). 1. No person may establish, operate, maintain, advertise or represent themselves, any service or any organization as an EMS agency or as EMS personnel without a valid license or certification, or in violation of the terms of a valid license or certification **issued by the Office of EMS.**

### **Things to be aware of:**

- Anyone certified or non-certified in Virginia may provide treatment to the Basic First Aid level to include CPR and AED.
- Anyone providing EMS care in Caroline beyond "Basic First Aid/CPR" must be operating through a licensed Virginia EMS agency, and certified in Virginia as a First Responder, EMT, EMT-E or EMT-I or EMT-P and subject to all the rules of the office of EMS.
- EMT's are certified and as such must work under a Doctor's License & Insurance. Many times, EMT believe they are free to practice as an EMT with or without compensation using their existing Operational Medical Directors consent.
- As such any individual contracted or providing volunteer EMT or above service in Caroline County is required to have a letter from their OMD stating his/her consent and liability coverage.
- These individuals must also provide permission to practice in either the ODEMSA or REMS region.
- Have an approved means of reporting / documenting the incident and treatment.



**Physicians.**

Are regulated by Virginia Board of Medicine. See Regs.

[https://www.dhp.virginia.gov/medicine/leg/Medicine\\_07162015.doc](https://www.dhp.virginia.gov/medicine/leg/Medicine_07162015.doc)

Physicians must be licensed to practice medicine in Virginia. Physicians that are going to act as an Operational Medical Director (have EMT's, Paramedic's Etc.) would need to follow State Regulations for EMS Licensure.

Out of state physician can practice in Virginia without a VA state license if its pro-bono (18VAC85-20-22)

The following is a guide based solely on the number of people anticipated at an event. The following conditions may affect the staffing/response levels of your event: nighttime vs. daytime, availability of alcohol, location of event or dynamic events, number of patrons/spectators, type of event, weather and time of year, length of event, crowd demographics, event medical history, density of crowd, on-site camping, among others. Additional EMS response resources not included on the matrix that may be required are: EMS bike teams, foot patrol teams, golf cart/UTV response teams, mass casualty incident response equipment, or other specialty teams as needed.

Crowd Size	On-Site First Aid	On-Site BLS	Ambulance BLS	Ambulance ALS	Care Center ALS	Team Mobile	Command & Control	Specialty Units
<1000	✓							
1000-2500	✓	○						
2500-5000			●	○				
5000-7500			●	●	○	○	●	○
7500-10,000			●	●	●	●	●	○
10,000+			●	●	●	●	●	○

- - Required
- ✓ - Reliance on 911 system

- - MAY be required
- # - Multiple units may be required

**Emergency Training Services**

**Steve Woods**

☎ 804-512-0921  
✉ [etsinformation@aol.com](mailto:etsinformation@aol.com)

**American Medical Response**

**Randy Stevens**

☎ 804-585-3635  
✉ [randy.stevens@amr.net](mailto:randy.stevens@amr.net)



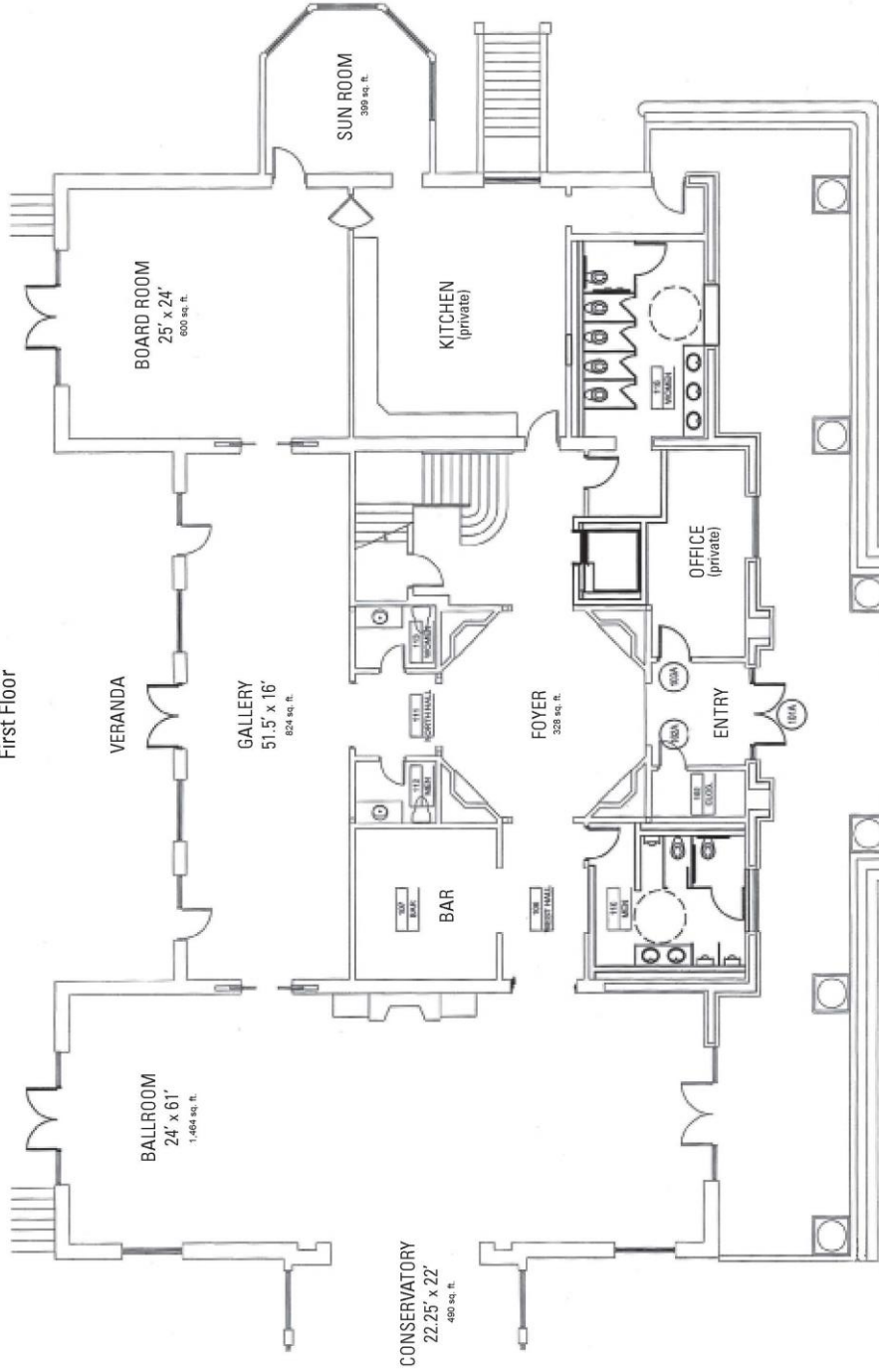
## **Meadow Hall**

### Weddings & Corporate Events

This 2 story Southern style mansion is perfect for weddings and corporate events! It is ideal for breakout sessions, training seminars, and is ADA accessible. The facility is heated and air conditioned.

**Appendix - B**

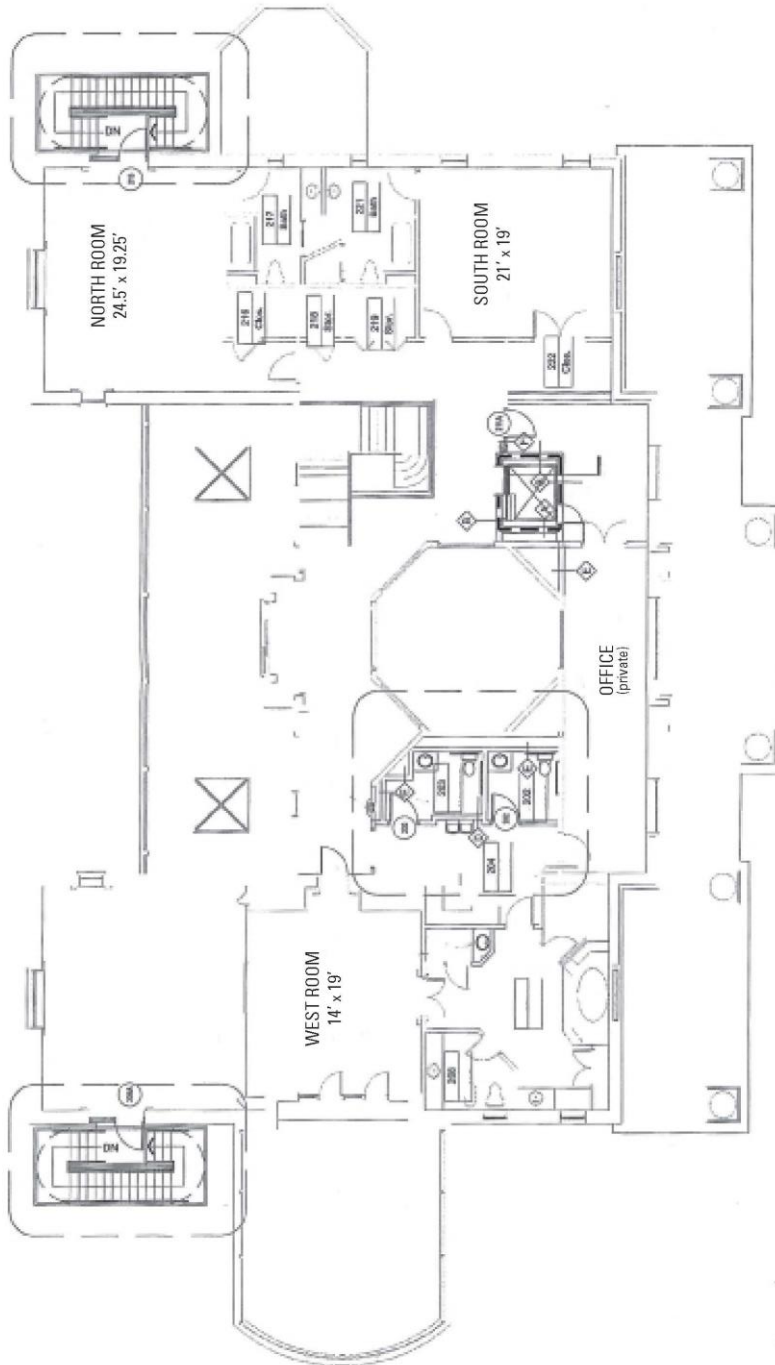
**MEADOW HALL**  
 First Floor



v. 2018/02

## Appendix - B

### MEADOW HALL Second Floor



2/2014

## **Appendix - B**

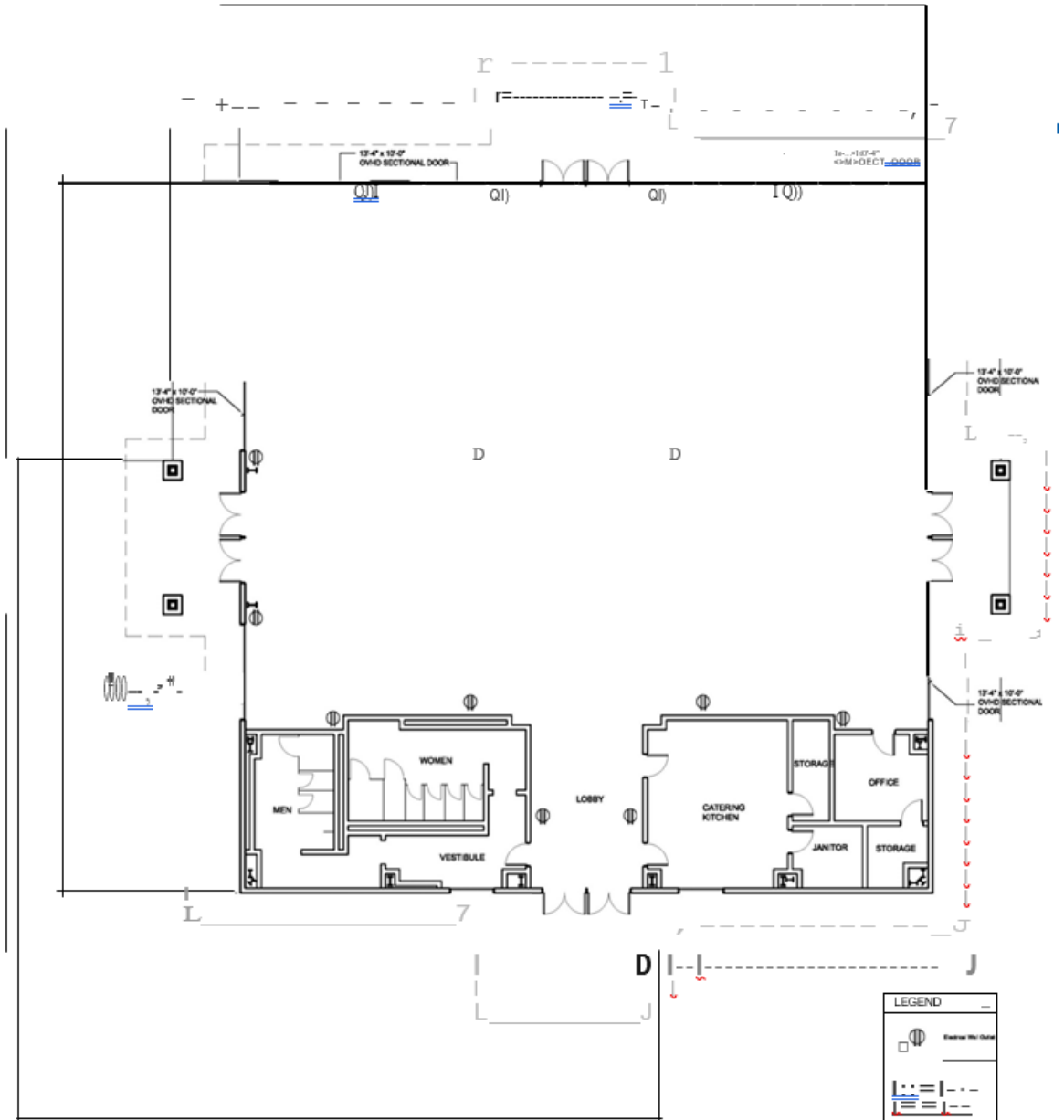


### **Meadow Pavilion**

#### **Meetings & Events**

The 6,984 square-foot Meadow Pavilion is a multi-purpose facility bathed in light from its central skylight and sectional glass doors. The eight doors can be left open in warm weather.

## Appendix - B



## **Appendix - B**



### **Farm Bureau Center**

#### **Conventions & Consumer Shows**

The 75,000-square-foot exhibition hall is climate-controlled and equipped with a show office, meeting room, ticket offices and a full kitchen and concession stand. Built in 2009, this facility promises to offer an attractive and diverse space for a range of events.

## Appendix - B

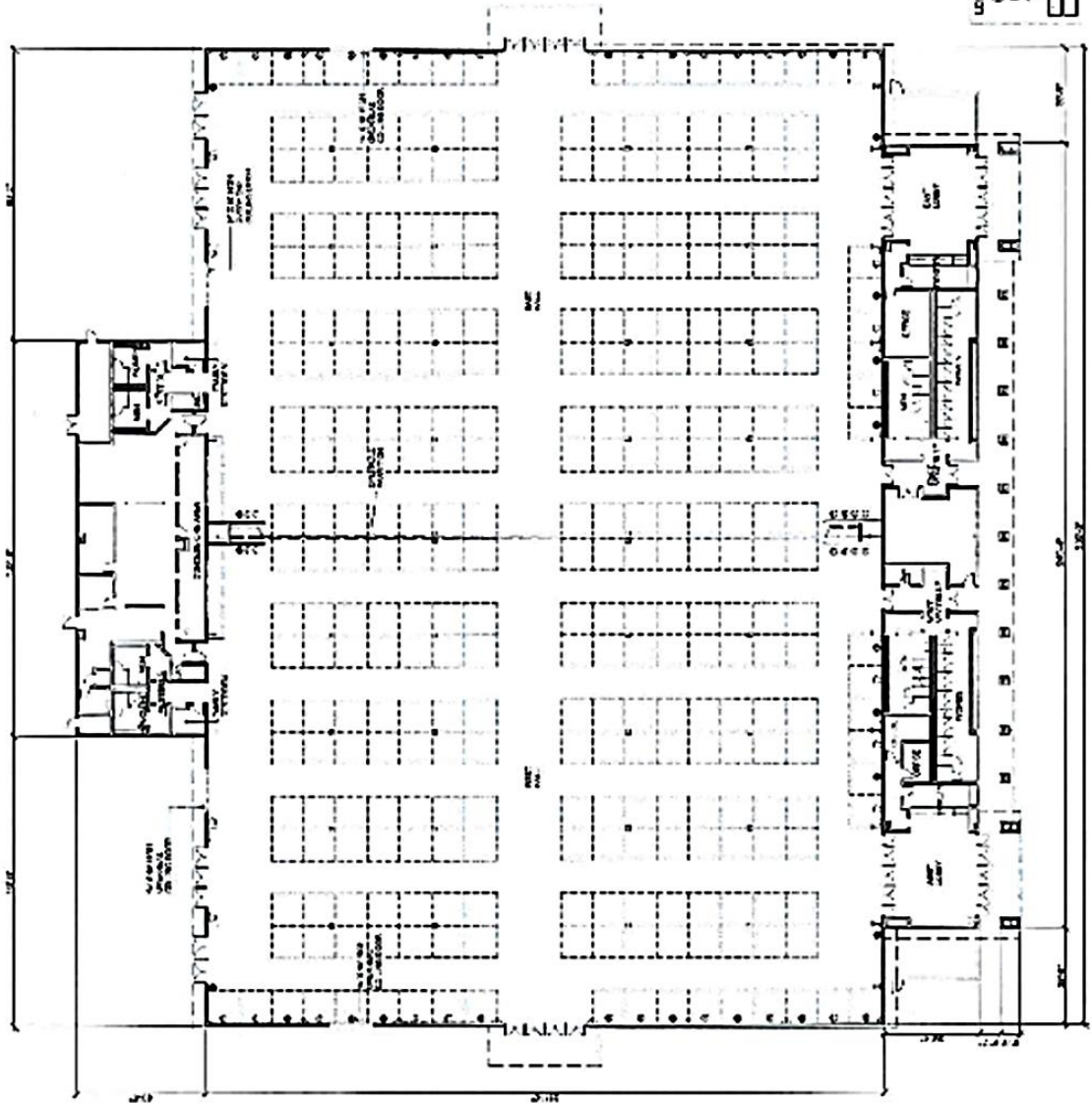
### Farm Bureau Center



#### Additional Details:

- Total square footage of useable space is 63,175
- Can be divided into two areas of 31,587.5 square feet of useable space with an optional floor to ceiling room divider
- Parking adjacent to building
- Heating and air conditioning
- Additional 40,000 sq. ft available on two 20,000 square foot asphalt pads adjacent to building suitable for clear span climate controlled structures
- 5.5 acre festival loop area adjacent to facility also can support events
- Phone/fax/Internet capability
- Two ticket offices available
- Show office available
- Full kitchen for concessions and bar/quiz
- Electric and water available

More information is available at [www.meadoweventpark.com](http://www.meadoweventpark.com)





## Appendix - B

### Equine & Livestock Complex



As the birthplace of Secretariat, The Meadow Event Park has taken special care in designing the Equine & Livestock Complex. The 80-acre complex offers all the amenities necessary to host your next equine or livestock event.

- 143 permanent stalls (Pads available for portable stalls)
- 4 outdoor arenas with lights
  - Ring 1 is 150' x 300'
  - Ring 2 is 125' x 300'  
(Rings 1 and 2 are suitable for all equine events, including rodeos and cattle-working events)
  - Rings 3 and 4 are 125' x 250'
- First Bank & Trust Co. Pavilion and Southern States Club Master Arena
  - Suitable for livestock shows and expos or use as a horse arena
  - 160' x 250' x 16' Clear Span building
  - 120' x 240' arena with bleachers
  - Sand/clay floor
- Show office and registration area
- Participant restrooms and showers
- RV spaces with hookups (32 spaces in the Equine & Livestock Complex)
- Bold Ruler House available to host your judges or hospitality event
- Vet/farrier building

Phone: 804-994-2858

E-mail: [gmartin@meadoweventpark.com](mailto:gmartin@meadoweventpark.com)

#### Show Office

Participant support facility available for use by event organizers:

- Check-in area and office available within close proximity to stable
- 1 facility staff office: 11' x 11'
- 1 show office: 11' x 13'
- 1 show office: 11' x 11'
- Restrooms/showers available for participants
- Capability to host phone/fax/computers
- Furnished with desks and chairs

#### Amenities

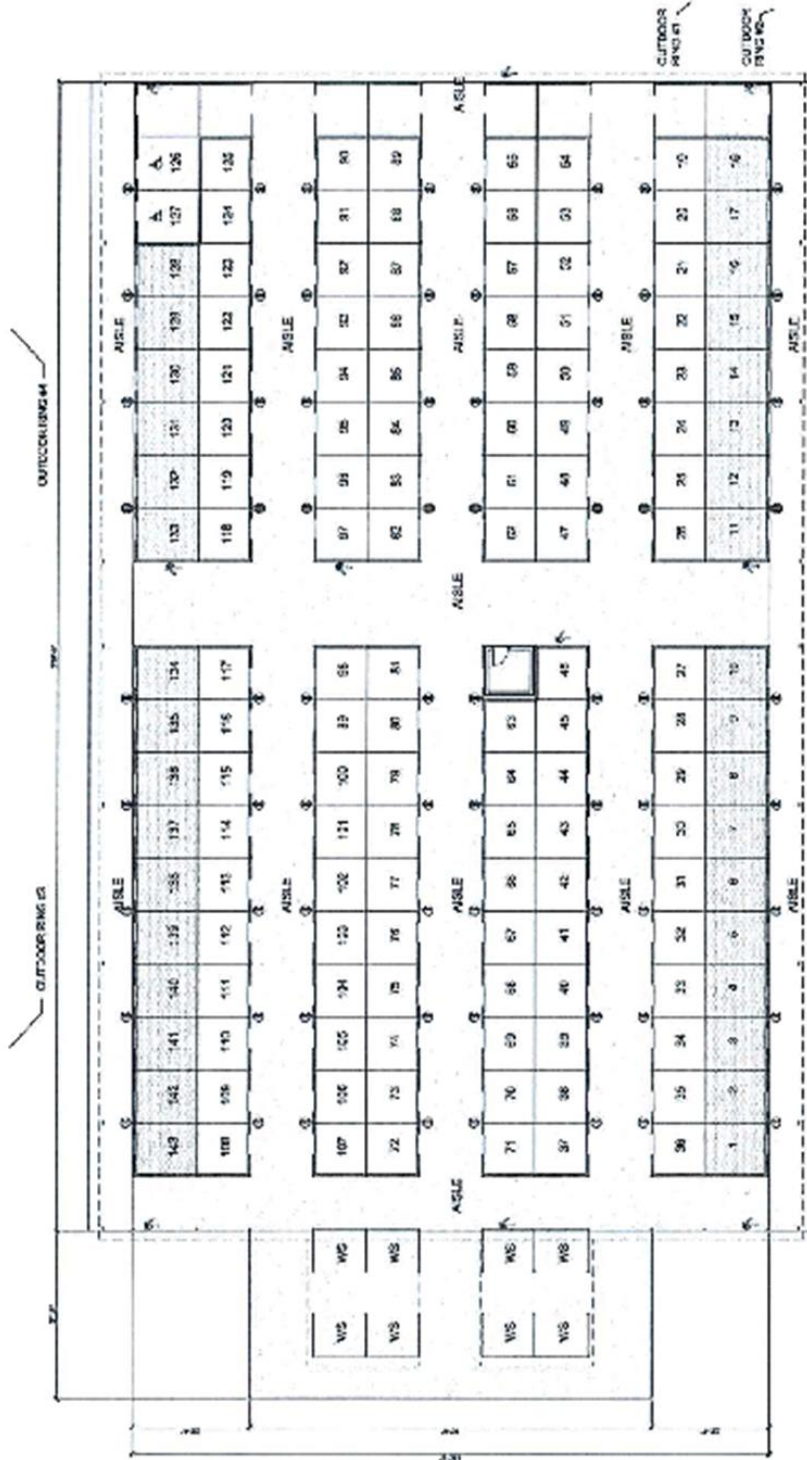
- Shavings
- Jumps and other props
- All food and beverage services provided through facility
- Vendor electric and water available
- Plenty of stabilized parking



## Appendix - B



## Appendix - B



Southern States Legend Stable

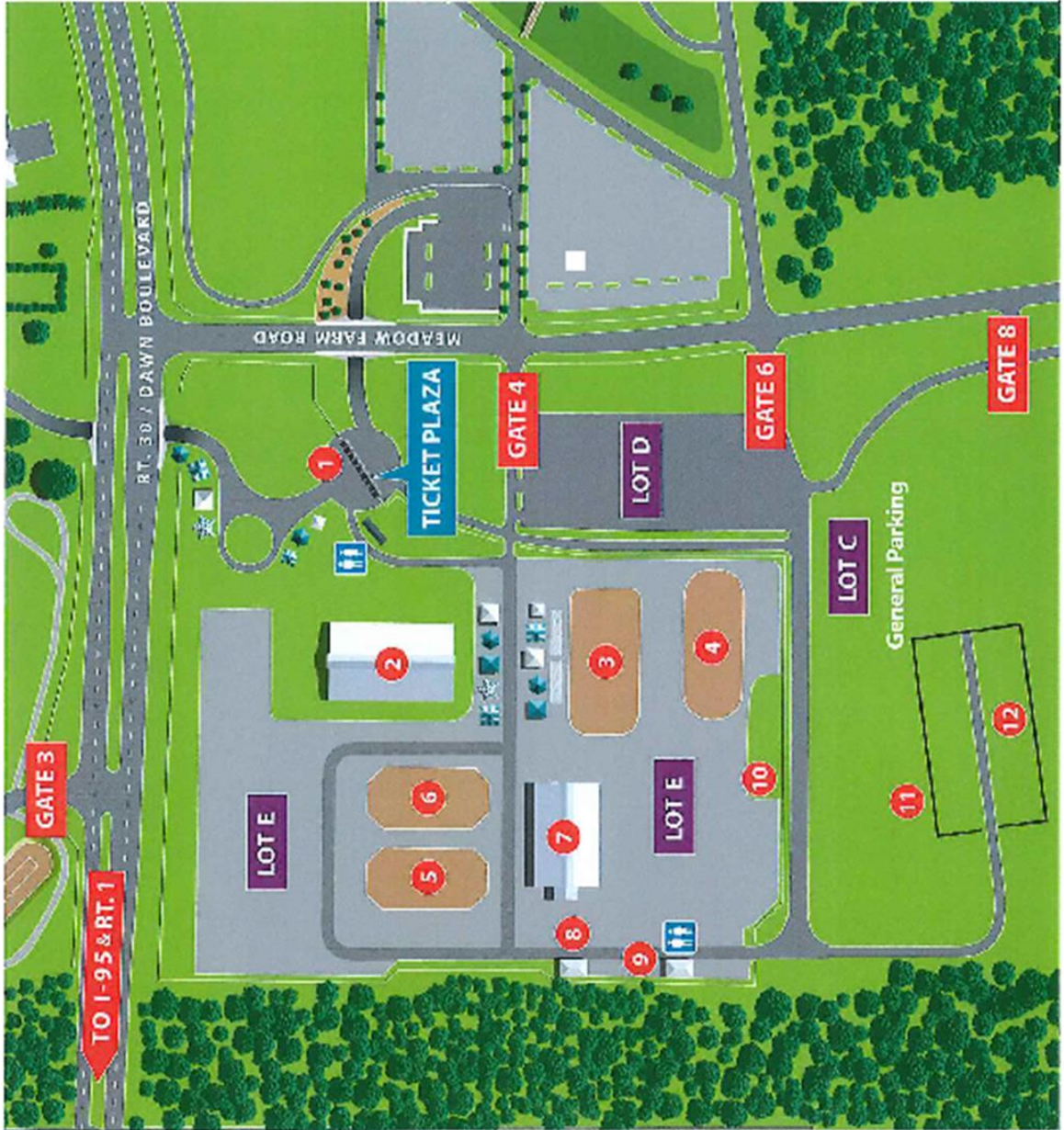
**Additional Details:**

- All 149 stalls have access to an electrical outlet.
- 107 stalls are 10' X 10'
- 36 stalls are 10' X 12' (along outside walls)
- Eight wash stalls have cold water

## Appendix - B

### Equine & Livestock Complex Map Key

- 1 Ticket Plaza
- 2 First Bank & Trust Co. Pavilion and Southern States Club Master Arena
- 3 Outdoor Ring 1
- 4 Outdoor Ring 2
- 5 Outdoor Ring 3
- 6 Outdoor Ring 4
- 7 Southern States Legend's Stable
- 8 Britt-Watson Vet/Farrier Building
- 9 Horse Show Office
- 10 Historic Secretariat's Foaling Shed, Meadow Farm Training Barn
- 11 Bold Ruler House
- 12 South Campground
-  Restrooms



## Appendix - B

Service/Amenity	Quantity Needed
A Lot (grass)	
Any hours after 10pm	
Any hours before 7am	
Barricades	
Benches	
Bleachers - 10 high	
Bleachers - 5 high	
C Lot (grass)	
Chairs - plastic	
Chairs - resin padded	
Cocktail Hi Top Tables	
Dominion Classroom	
Electric	
Festival Loop	
Festival Loop	
Fork lift	
Janitorial staff	
Midway lot	
Operations Staff	
Overnight Security	
Parkers	
Picket Fence	
Picnic Tables	
Podium	
Police	
Portable PA System	
Projector Screen (large)	
Projector Screen (small)	
RV Spaces	
Scissor lift	
Security	
Stage sections 4x8	
Stanchions	
Tables 5' round	
Tables 6' rectangle	
Tables 8' rectangle	
Ticket Sellers/Takers	
Trams & drivers	
Water	

## Appendix - C

### SESAC MUSIC PERFORMANCE LICENSE FOR SPECIAL EVENTS AND FESTIVALS

This License Agreement, including any attached and referenced Schedules (the "Agreement"), is made in New York by and between SESAC LLC ("SESAC"), a Delaware limited liability company, with offices at 35 Music Square East, Nashville, TN 37203, and

LICENSEE Information			
			("LICENSEE")
<i>(Legal Entity Name)</i>			
Business Entity(select one): <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other: _____			
<i>(State of Incorporation, if applicable)</i>		<i>(Taxpayer ID #)</i>	
<i>(Street Address)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<i>(Telephone #)</i>	<i>(Fax #)</i>	<i>(Email)</i>	
Billing Information			
<input type="checkbox"/> Same as LICENSEE Information			
<i>(Street Address)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<i>(Telephone #)</i>	<i>(Fax #)</i>	<i>(Email)</i>	

A special event/festival owned, promoted or operated by the entity for which the above information applies and reported to SESAC pursuant to Schedule "A" is referred to herein as an "Event," and solely during the occurrence of such an Event, the physical location thereof is referred to herein as a "Premises."

SESAC and LICENSEE hereby mutually agree as follows:

#### 1. GRANT OF RIGHTS

Effective as of \_\_\_\_\_ 1, 20\_\_\_\_ (the "Effective Date"), and subject to the terms and conditions of this Agreement, SESAC grants to LICENSEE the non-exclusive right and license to publicly perform non-dramatic renditions of all of the musical compositions for which SESAC is authorized to license the public performance right (the "Compositions") solely on the Premises.

## **Appendix - C**

### **2. LIMITATIONS OF RIGHTS**

- A. Except as specifically described in Paragraph 1, above, nothing contained herein shall be construed as permitting LICENSEE to publicly perform, transmit, re-transmit or reproduce any Composition by any means, medium, method, device or process now or hereafter known, or as permitting LICENSEE to grant any such right to others.
- B. The rights granted pursuant to Paragraph 1, above, shall exclude "Grand Rights" in and to the Compositions ("Grand Rights" include, but are not limited to, the right to perform, in whole or in part, dramatico-musical and dramatic works in a dramatic setting).
- C. The rights granted pursuant to Paragraph 1, above, shall exclude performances of the Compositions: (i) which are part of a background music service originating from any location, including the Premises, which performances are authorized by SESAC pursuant to a separate license agreement, regardless of the means by which such performances are transmitted on or to the Premises, and/or (ii) by coin-operated phonorecord players ("jukeboxes"), as defined in 17 U.S.C. § 116.
- D. The authorization provided in this Agreement shall be limited to public performances made in the United States of America, its territories, possessions and the Commonwealth of Puerto Rico.
- E. The rights granted pursuant to Paragraph 1 exclude the right to publicly perform the Compositions during political campaign events and/or events organized by political organizations.

### **3. LICENSE FEE**

- A. In consideration of the rights granted herein, LICENSEE shall pay to SESAC a license fee (each, a "License Fee") for each calendar semi-annual period during the Term (each, a "License Fee Period") in accordance with Schedule "A," which is attached hereto and incorporated herein.
- B. Notwithstanding anything to the contrary contained in this Agreement, SESAC shall have the right, upon notice to LICENSEE, to make changes to Schedule "A." In such event, LICENSEE shall have the right to terminate this Agreement as of the date such change(s) are to take effect, provided that LICENSEE gives notice to SESAC of such termination specifically referencing this Paragraph, not later than thirty (30) days after SESAC notifies LICENSEE of such change(s). For the avoidance of doubt, annual rate adjustments made pursuant to Paragraph 3.E below shall not be considered a change to Schedule "A."
- C. Notwithstanding anything to the contrary contained in this Agreement, SESAC shall have the right, but not the obligation, to verify through independent sources any information required to be reported by LICENSEE pursuant to Schedule "A," and SESAC may adjust the License Fee(s) as may be appropriate based on information obtained from such sources.
- D. In the event SESAC is determined by any taxing authority or court to be liable for the payment of a gross receipts, sales, use, business use or other tax which is based on the amount of SESAC's receipts from LICENSEE, then LICENSEE shall reimburse SESAC, within thirty (30) days of notification to LICENSEE therefor, for any such tax derived from receipts received from LICENSEE.
- E. Effective each January 1 following the Effective Date, the rates set forth in the Fee Schedule shall be increased by an amount equal to the percent increase in the Consumer Price Index – All Urban Consumers (CPI-U) as published by the Bureau of Labor Statistics, U.S. Department of Labor, between the most recent October and the preceding October or five percent (5%), whichever amount is greater.

## **Appendix - C**

### **4. BREACH AND CURE; LATE PAYMENT CHARGE**

A. In the event LICENSEE is in default or breach of any provision of this Agreement, including failure to make any payment when due hereunder, and LICENSEE has not cured such default or breach within thirty (30) days following SESAC's notice to LICENSEE thereof, then SESAC shall have the right to terminate this Agreement in addition to pursuing any and all other rights and/or remedies.

B. SESAC shall have the right to impose a late payment charge of one and one-half percent (1.5%) per month for any License Fee payment that is more than thirty (30) days past due. SESAC shall also have the right to impose a charge of \$35.00 for each dishonored check or other form of payment. In the event SESAC incurs any expenses in connection with the collection of any amounts past due to SESAC hereunder, including but not limited to attorney's fees, LICENSEE shall be responsible for promptly paying such amounts to SESAC.

### **5. RIGHT OF VERIFICATION**

A. LICENSEE agrees to maintain all necessary information in its books and records to allow SESAC to verify LICENSEE's reports, payments, statements and computations required by this Agreement. SESAC shall have the right, on at least ten (10) days prior written notice, to examine LICENSEE's books and records during customary business hours to such extent as may be necessary to verify any and all reports, payments, statements and computations made or required hereunder. In connection with such an examination, LICENSEE agrees to furnish all pertinent books and records, including electronic records in industry standard format, to SESAC's authorized representatives. Such books and records shall be kept by LICENSEE for at least three (3) years following any termination of this Agreement.

B. In the event an examination reveals that LICENSEE has underpaid any License Fee due SESAC, LICENSEE shall submit the additional amount due within forty-five (45) days from SESAC's written request for such payment. Should such an examination reveal that LICENSEE has underpaid SESAC any License Fee by five percent (5%) or more, LICENSEE shall pay the reasonable costs and expenses of the examination, including travel expenses.

C. SESAC's rights and LICENSEE's obligations arising from this Paragraph 5 shall survive any termination of this Agreement. SESAC agrees that any non-public information discovered by SESAC as part of any examination instituted under this Paragraph 5 shall be treated as confidential and shall not be disclosed to any third party (other than SESAC's attorneys, accountants and other professional advisors) without LICENSEE's prior written consent, except as may be required by law. SESAC's exercise of any rights under this provision shall not prejudice any of SESAC's other rights or remedies, including the right to dispute any amounts owed to SESAC under this Agreement.

### **6. TERM OF LICENSE**

A. The term of this Agreement shall be for an initial period that commences on the Effective Date and continues for a period of twelve (12) calendar months (the "Initial Period"). Thereafter, this Agreement shall automatically continue in full force and effect for successive additional periods of twelve (12) calendar months (each, a "Renewal Period"). Either party may terminate this Agreement effective as of the last day of the Initial Period or as of the last day of any Renewal Period, upon advance notice to the other party specifically referencing this Paragraph at least thirty (30) days prior to the commencement of the upcoming Renewal Period. The Initial Period and any Renewal Period(s) shall be collectively referred to herein as the "Term."



## Appendix - C

B. Notwithstanding anything to the contrary contained herein, SESAC shall have the right to terminate this Agreement: (i) at any time upon notice to LICENSEE in the event LICENSEE is adjudicated bankrupt, or a petition in bankruptcy is filed with respect to LICENSEE, or LICENSEE is declared or becomes insolvent; or (ii) upon thirty (30) days' notice to LICENSEE by reason of any law, rule, decree or other enactment having the force of law, by any authority, whether federal, state, local, territorial or otherwise, which results in substantial interference in SESAC's operation or a substantial increase in the cost of conducting its business.

### 7. MISCELLANEOUS

A. This Agreement shall be governed by and subject to the laws of the State of New York, applicable to agreements made and to be wholly performed in New York. This Agreement supersedes and cancels all prior negotiations and understandings between SESAC and LICENSEE in connection with the subject matter hereof. If any part of this Agreement is determined invalid or unenforceable by a court of competent jurisdiction or by any other legally constituted body having the jurisdiction to make such determination, the remainder of this Agreement shall remain in full force and effect. No waiver of any breach of this Agreement shall be deemed a waiver of any preceding, continuing or succeeding breach of the same, or any other provision of this Agreement.

B. SESAC shall have the right, upon notice to LICENSEE, to withdraw from the scope of this Agreement the right to publicly perform any Composition (or collection of Compositions) as to which any action has been threatened, instituted or a claim made that SESAC does not have the right to license the performance rights in such Composition (or collection of Compositions).

C. This Agreement shall not be assignable by LICENSEE without SESAC's prior written permission. Subject to the preceding sentence, this Agreement shall be binding upon and inure to the benefit of SESAC's and LICENSEE's successors and assigns, but no assignment shall relieve SESAC or LICENSEE of its respective obligations under this Agreement. LICENSEE shall notify SESAC within thirty (30) days of any change of ownership or control of LICENSEE's operations.

D. This Agreement shall not be valid until executed by an authorized signatory of SESAC. This Agreement has been read and is understood by both parties and contains their entire understanding with regard to the subject matter hereof. No waiver, addition or modification shall be valid unless in writing, executed with the same formality as this Agreement.

E. All notices required or permitted herein shall be in writing and deemed given to the other party hereto when sent to an address for such party set forth in this Agreement or such other address as such party may designate by written notice.

IN WITNESS THEREOF, the parties have caused this Agreement to be duly signed as of

(please insert today's date)

**LICENSEE**

By:

(Signature)

(Type or Print Name)

Title:

**SESAC**

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Type or Print Name)

Title: \_\_\_\_\_

## Appendix - C

### Schedule "A" to the SESAC Music Performance License for Special Events and Festivals

#### 1. FEE SCHEDULE/LICENSE FEE CALCULATION.

The License Fee for each License Fee Period shall equal the Per Event License Fee for each Event occurring during such License Fee Period aggregated into a single amount. The "Per Event License Fee" for each Event shall be calculated using the Fee Schedule (the current version of which is set forth below) and shall be based upon the number of days that the Event is open and whether the Event is a Music Oriented Event or a Non-Music Oriented Event.

#### 2023 Fee Schedule

Days Open	Music Oriented Events	Non-Music Oriented Events
1 – 10	\$200 per day	\$133 per day
11 – 30	\$157 per day	\$121 per day
31 – 60	\$133 per day	\$106 per day
61 & over	\$121 per day	\$96 per day

#### 2. LICENSE FEE PAYMENT.

Upon the execution of this Agreement, LICENSEE shall submit a License Fee to SESAC for the initial License Fee Period. The License Fee for each License Fee Period thereafter shall be submitted to SESAC on or before the commencement of such License Fee Period.

#### 3. REPORTING.

A. Upon the execution of this Agreement, LICENSEE shall submit to SESAC a license fee report (each, a "License Fee Report") in the form set forth on Schedule "B," which is attached hereto and incorporated herein. Said License Fee Report shall identify: (i) the number of Music-Oriented Events that will occur during the initial License Fee Period, (ii) the name and address of each such Event, (iii) the day(s) of the year during which each such Event will occur, (iv) the number of Non-Music Oriented Events that will occur during the initial License Fee Period, (v) the name and address of each such Event and (vi) the day(s) of the year during which each such Event will occur.

B. On or before each May 1 and October 1 during the Term following LICENSEE's submission of the initial License Fee Report, LICENSEE shall submit to SESAC a revised License Fee Report setting forth the information identified in Paragraph 3.A above for the ensuing License Fee Period; provided, however, LICENSEE shall not be required to submit any License Fee Report for any period from January – June or July – December which would solely contain the same information as the most recently submitted License Fee Report for the preceding January – June or July – December, as applicable.

C. All reports under this Agreement shall be submitted by LICENSEE, by electronic means if possible, in Excel or similar format if applicable, to [reporting@sesac.com](mailto:reporting@sesac.com), or by regular mail addressed to:

SESAC  
Attn: Licensing Administration  
35 Music Square East  
Nashville, TN 37203

D. **CERTIFICATION.** LICENSEE represents and warrants that all information which has been, or which will be, provided by LICENSEE pursuant to this Schedule "A" to be complete, true and accurate.

#### 4. DEFINITIONS.

A. **"Music-Oriented Event"** means an event for which the performance or appreciation of music is a primary focus. Examples of such special events/festivals include, but are not limited to, jazz festivals, folk festivals or local music extravaganzas.

B. **"Non-Music Oriented Event"** means an event for which the performance or appreciation of music is not a primary focus. Examples of such special events/festivals include, but are not limited to, craft fairs, food festivals, etc.

## Appendix - C

Schedule "B" to the SESAC Music Performance License  
for Special Events and Festivals  
License Fee Report Form

Music Oriented Events

Name of Event	
Address of Event	
Days Event is Open	

Name of Event	
Address of Event	
Days Event is Open	

Name of Event	
Address of Event	
Days Event is Open	

Name of Event	
Address of Event	
Days Event is Open	

Name of Event	
Address of Event	
Days Event is Open	

Name of Event	
Address of Event	
Days Event is Open	

Non-Music Oriented Events

Name of Event	
Address of Event	
Days Event is Open	

Name of Event	
Address of Event	
Days Event is Open	

Name of Event	
Address of Event	
Days Event is Open	

Name of Event	
Address of Event	
Days Event is Open	

Name of Event	
Address of Event	
Days Event is Open	

Name of Event	
Address of Event	
Days Event is Open	

## Appendix - C

### GENERAL DISCLOSURE STATEMENT

This is notice that, in compliance with state music licensing statutes, SESAC LLC ("SESAC") is required to provide you with the following information, in writing, at least seventy-two (72) hours prior to the execution of any contract requiring you to pay license fees to SESAC.

- (1) The performing rights license agreement you have been offered by SESAC contains a schedule of the rates and terms of license fees under the contract, and upon your request amounts and terms of any discounts offered to proprietors of comparable businesses in your area. Be advised that the rates and terms of SESAC's performance rights license are contained within the body of the license and the fee schedule attached thereto and made a part thereof.
- (2) SESAC has a toll-free telephone number 800-826-9996, from which you may obtain answers to inquiries concerning SESAC's repertory.
- (3) You may obtain, upon written request, and at your sole expense, the most current available list of SESAC affiliated writers and publishers and/or those copyrighted musical works in SESAC's repertory.
  - a. SESAC's repertory and list of affiliates may also be accessed and/or downloaded free of charge at [www.sesac.com](http://www.sesac.com).
  - b. SESAC's electronic address is [customerservice@sesac.com](mailto:customerservice@sesac.com). Any request for the most current list of SESAC's repertory or affiliates should be addressed to SESAC LLC, 35 Music Square East, Nashville, TN 37203; Attention: Licensing Department. If you request a printed copy, you will be charged the actual cost of the copy which will be communicated to you in advance.
- (4) SESAC complies with all federal law and orders of courts having appropriate jurisdiction regarding the rates and terms of license fees and the circumstances under which licenses for rights for public performances are offered to any proprietor.
- (5) This is notice that you are entitled to the information as provided herein, and that failure of SESAC to provide this information is unlawful and you may be entitled to bring an action against SESAC or assert a counterclaim in an action brought by SESAC.

### STATE SPECIFIC DISCLOSURES

- (1) Alaska (AS § 45.45.500): The most current list of SESAC's affiliates and the works in SESAC's repertory is additionally available through the Cabaret Hotel and Restaurant Retail Association.
- (2) Arkansas (Ark. Code § 4-76-103): See General Disclosure Statement.
- (3) California (CA Bus. & Prof. Code § 21750): See General Disclosure Statement.
- (4) Colorado (C.R.S. § 6-13-102 et seq):
  - a. SESAC shall publish and file with the secretary of state its form contracts and a schedule of fees it charges a proprietor to license music for public performance. A link to the schedule shall be filed with the secretary of state, who publishes the link.
  - b. Upon request from the secretary of state, SESAC shall provide information concerning a proprietor's rights and duties for public performances. The secretary of state must post the information on the secretary's website.
  - c. SESAC shall publish a catalog of musical works the society licenses. A link to the catalog shall be filed with the secretary of state, who publishes the link.
  - d. You should consider obtaining a separate license or other form of authorization from those performing rights societies or copyright owners whose copyrighted musical works are not licensed pursuant to SESAC's performance rights contract.
- (5) Florida (FL Stat. § 501.93):
  - a. A copy of each form of contract or agreement offered by SESAC to a proprietor in this state shall be made available upon request of any proprietor.
  - b. You should consider obtaining a separate license or other form of authorization from those performing rights societies or copyright owners whose copyrighted musical works are not licensed pursuant to SESAC's performance rights contract.
- (6) Idaho (ID Code § 48-1303): See General Disclosure Statement.
- (7) Illinois (815 ILCS 637/10): See General Disclosure Statement.
- (8) Indiana (IC 32-37-3): See General Disclosure Statement.
- (9) Iowa (IA Code § 549.3): See General Disclosure Statement.

## Appendix - C

- (10) **Kansas** (KS Stat. § 57-222): See General Disclosure Statement.
- (11) **Maryland** (MD Comm. L. Code § 11-1402): See General Disclosure Statement.
- (12) **Michigan** (MI Comp. L. § 445.2104):
- Upon request, a schedule of the rates and terms of license fees under contracts offered to proprietors of comparable businesses in Michigan within the past 12 months can be made available.
  - There are exemptions that may exclude you from liability under the copyright laws. The United States Copyright Act is set forth at 17 U.S.C. §§ 101 et. seq. Exemptions under that Act are set forth at 17 U.S.C. §§105 - 110. Please contact your attorney for advice as to the applicability of any exemptions to your premises.
- (13) **Minnesota** (MN Stat. § 325E.51): See General Disclosure Statement.
- (14) **Missouri** (MO Rev. Stat. § 436.155): SESAC shall file a printed listing of works licensed by SESAC with the attorney general, and provide or make available, upon request, a listing on suitable electronic media to bona fide trade associations representing groups of proprietors. A list shall be provided to the proprietor by electronic or other means, solely at the proprietor's expense.
- (15) **Nebraska** (NB Rev. Stat. § 59-1403.02(1)(b)): An electronic copy of each form of contract or agreement offered by SESAC to any proprietor in this state shall be made available upon request of any proprietor.
- (16) **New Jersey** (NJ Rev. Stat. § 56:3A-3):
- SESAC shall make available in electronic form on the largest nonproprietary cooperative public computer network a current list of not less than the titles of the performed copyrighted musical works for which SESAC collects license fees on behalf of copyright owners and shall update the list at least weekly and shall provide the electronic address to the Secretary of State.
  - Upon request, any person may view the list in electronic form through the Office of the Secretary of State.
- (17) **New York** (NY Arts & Cult. Aff. L. § 31.04): See General Disclosure Statement.
- (18) **North Dakota** (ND Cent. Code § 47-21.2-02): See General Disclosure Statement.
- (19) **Oklahoma** (15 OK Stat. § 15-790): SESAC shall give annual notice, in a form prescribed by the Attorney General, that the proprietor is entitled to a schedule or the rates and terms of license fees under the contract.
- (20) **Oregon** (OR Rev. Stat. § 647.700): See General Disclosure Statement.
- (21) **Texas** (TX OCC § 2102.0003): See General Disclosure Statement.
- (22) **Utah** (UT Code § 13-10a-4): See General Disclosure Statement.
- (23) **Virginia** (VA Code § 59.1-461): SESAC shall file with the State Corporation Commission a certified copy of each form of document that is used by SESAC to enter into a contract with a proprietor doing business in the state and that SESAC will make available, upon your written request, at your sole expense, copies of such documents as are filed with the department.
- (24) **Washington** (WA Rev. Code § 19.370.070): See General Disclosure Statement.
- (25) **West Virginia** (WV Code § 47-2A-3): SESAC shall, at least annually, provide notice of the license fee rate and the means of its computation to proprietor. The notice shall be satisfied if the copyright owner or SESAC publishes the required information in a Class II-0 legal advertisement in a qualified newspaper published in this state with a bona fide circulation of forty thousand or more, or if the copyright owner or SESAC files copies of its license agreements containing the information required under subsection (a) of this section with the secretary of state's office.
- (26) **Wisconsin** (WI Stat. § 100.206):
- Upon written request, and at your sole expense, SESAC shall make the most current list of affiliates and repertory filed with the Wisconsin Department of Agriculture, Trade, and Consumer Protection available.
  - SESAC shall file with the Wisconsin Department of Agriculture, Trade and Consumer Protection a certified copy of each form of document that is used by SESAC to enter into a contract with a proprietor doing business in the state and that SESAC shall make available, upon your written request, at your sole expense, copies of such documents as are filed with the department.
- (27) **Wyoming** (WY Stat. § 40-13-302): See General Disclosure Statement.

# Appendix - C



County of Caroline County, Virginia  
**FESTIVAL AND SPECIAL EVENT**  
**PERMIT APPLICATION**  
 Planning & Community Development  
 233 West Broadbudd Avenue  
 Bowling Green, VA 22427  
 Phone 804.633.4303

App/Permit # /App Date
------------------------

**Applicant:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Event Property Information**

Property Address: \_\_\_\_\_  
 Tax Map ID: \_\_\_\_\_ Voting District: \_\_\_\_\_  
 Parcel Size: \_\_\_\_\_ Acreage used for Event: \_\_\_\_\_

**Special Entertainment Event Information**

Name of Event: \_\_\_\_\_ Type of Event (ex. Circus, parade, fair): \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Rain Date (if applicable): \_\_\_\_\_  
 Brief Description of the Event: \_\_\_\_\_  
 \_\_\_\_\_  
 Anticipated # of Participants: Total \_\_\_\_\_ Total Per Day \_\_\_\_\_

Please note the following:

1. A complete application and response to all checklist items must be provided in order to process the Festival & Special Event Permit Application for review. Submission of an application without all required information will be deemed incomplete and not reviewed until all required information is provided for a complete review packet.
2. The Special Entertainment Permit must be APPROVED AND ALL FEES PAID before the event is held on/at the designated site area.

**Accepted Forms of Payment:** Payment is accepted at the Planning Department by Money Order, Check, Debit or Credit Card.

Property Owner Signature (Required)*	Date	Printed Name
--------------------------------------	------	--------------

\*I have read this Application, understand its intent and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to Caroline County Officials and other authorized government agents on official business to enter the property to process this application and determine compliance with all applicable County Code requirements and/or other federal, state, and local regulations.

## Appendix - C



### FESTIVAL AND SPECIAL EVENT PERMIT APPLICATION

#### OVERVIEW

Outdoor musical and/or entertainment festivals are required to have a Festival and Special Event Permit approved by the Board of Supervisors.

*FESTIVAL and SPECIAL EVENT* shall mean any indoor or outdoor gathering, musical entertainment, festival, carnival, circus, cultural event, parade, road race, competitive event, extreme sport or event, show or exhibition, as defined in this Chapter, where: (1) entry is open to the general public, or (2) entry is on the basis of paid admissions, donations or solicited contributions, or (3) more than 300 people (2500 people, 2500 with alcohol sales or an alcohol centered event at the Meadow Event Park, and 2500 people at the Caroline County Agricultural Fair) are in attendance at any one time at a facility or property where a usage fee or compensation is required, or (4) any event that alcohol will be served or available for purchase.

*SINGLE EVENT PERMIT* shall mean a permit authorizing the conduct of a single Festival or Special Event in accordance with the terms and conditions specified with the approval for such permit. A Single Event may extend over multiple days.

*MULTIPLE EVENT PERMIT* shall mean a permit authorizing the conduct of multiple Festivals or Special Events at one location in accordance with the terms and conditions specified with the approval for such permit.

*MUSICAL OR ENTERTAINMENT FESTIVAL* shall mean any gathering of groups or individuals for the purpose of listening to or participating in entertainment which consists primarily of musical renditions conducted in open spaces.

A staff review of the application is completed and forwarded to the Board of Supervisors for approval. Other special events outside the "Festival and Special Event" definition noted above are instead required to have a Temporary Use Permit for the special event which is a separate application.

A single event permit application shall be submitted at least forty-five (45) days prior to the date of the proposed event. A multiple event permit application shall be submitted at least ninety (90) days prior to the date of the first proposed event. Please note, Festival & Special Event Permits must be approved by the Board of Supervisors following a technical review from all applicable County agencies including Zoning, Building, Health Department, Fire & Emergency Services, Commissioner of Revenue, and Sheriff's Office. Prior to application submission, applicants are strongly encouraged to contact all agencies involved in the review to ensure all issues are addressed. A formal technical review of the application only occurs once the application is deemed complete, all checklist items below are included and addressed appropriately, and required fees are paid.

Fees: \$250.00

## Appendix - C

### SECTION 1: REQUIRED DOCUMENTS CHECKLIST (PURSUANT TO COUNTY CODE SEC. 49-8 AND 49-9)

*Each application for a festival permit shall contain the following information:*

- Contact information, including but not limited to names, mailing addresses, telephone numbers, and electronic mail addresses, of the applicant, the festival promoters, the persons responsible for insurance coverage of the festival, and the owners of the property on which the festival shall be held, and the interest of each party in, or the relationship of each party to, the festival.
- The location, date(s) and time(s) of the festival.
- The nature of the festival, and the names of all persons or groups who will perform at, or participate in such festival.
- Sponsor and/or organizer of the festival.
- If the applicant is not the property owner, a notarized letter from all property owners(s) authorizing the use of the property for the festival.
- The total number of tickets to be offered for sale and the best reasonable estimate of the number of attendees.
- Whether alcoholic beverages will be sold or served, and if so, a copy of the Virginia Alcohol Beverage Control license allowing alcoholic beverages to be served must be attached to the application.
- A plan, drawn to scale, which identifies the location of attributes of the event, including distance to property boundaries of the event, boundaries of the area devoted to the event, the location of parking, stages, vendors, restrooms and water facilities, fire and emergency medical services, ingress/egress lanes, and any other information deemed necessary by review departments/agencies.
- Verification from the County Treasurer that all delinquent taxes have been paid.
- The applicant shall authorize the Board of Supervisors; its lawful agents, including but not limited to those officials' approving plans and providing verifications of compliance as required by this Chapter, and duly constituted law-enforcement officers to go upon the property at any time for the purpose of determining compliance with the provisions of this Chapter.
- The applicant shall certify that the festival will be held in accordance with all applicable federal, state, and local laws and regulations, including any conditions required for compliance with a permit issued under this Chapter. Failure of the applicant to hold the event in accordance with applicable regulations or conditions shall be cause for the County to deny future applications, or in the case of a multiple event permit, to revoke the permit for any remaining events.



## Appendix - C

### SECTION 1: REQUIRED DOCUMENTS CHECKLIST (PURSUANT TO COUNTY CODE SEC. 49-8 AND 49-9)

#### **Required Plans, statements, approvals and Information.**

*The following plans shall be submitted with an application for permit under this Chapter. No permit shall be issued under this Chapter unless the following conditions are met and the following plans, statements and approvals are submitted to the County Administrator or his designee with the application:*

*All such plans must meet the requirements of applicable federal, state and local statutes, ordinances and regulations and must be submitted to and approved by the specified official prior to issuance of a permit:*

- Lighting plan. If outdoor lighting is to be used, a plan for the location of outdoor lights or lighting and shielding devices or other equipment to prevent unreasonable glow and glare beyond the property line, and ensure compliance with Article XV, Section 15.7.D of the Zoning Ordinance. All lighting shall be downward directed. Such plan to be approved by the Director of Planning and Building Official.
- Water supply. The applicant shall provide an ample supply of potable water for drinking and sanitation purposes on the premises of the festival. The location and type of water facilities on the premises shall be approved by the Virginia Department of Health prior to the issuance of a permit under this Chapter.
- Toilet and/or lavatory facilities. The applicant shall provide a statement and plan concerning adequate toilet and/or lavatory facilities. A description of the type (flush type or portable chemical) and number of toilets available shall be provided. This plan shall be approved by the Virginia Department of Health.
- Waste management. The pickup and removal of refuse, trash, garbage and rubbish from the site of a festival shall be at least once a day and more often if required by the Virginia Department of Health. Removal of all trash and refuse shall be at the applicant's expense. The applicant shall clean up the premises and remove all trash and debris therefrom within 48 hours after the conclusion of the festival.
- Food and beverages. A plan for the provision of food and beverages, if food & beverages are to be provided. Such plan to be approved by the Virginia Department of Health. The applicant shall obtain a temporary food service permit from the Virginia Department of Health if food is to be served on-site.
- A noise and vibration study. The study shall identify any necessary mitigation measures to ensure occupied residential properties adjacent to the site are not adversely impacted by the event, and to ensure compliance with the noise limitations set forth in Chapter 68 of the Code of Caroline County.
- Emergency medical services plan. A medical plan is to be submitted to describe the measures that will be taken to ensure adequate provision of emergency medical services. The plan is to be reviewed and approved by the Chief of Fire and EMS. The applicant shall bear the costs thereof.
- A plan for parking and traffic control in and around the festival area. The plan shall be reviewed and approved by the Sheriff's Office and the Virginia Department of Transportation.
- Security plan. The applicant shall provide an adequate plan for security in and around the festival indicating the number of deputies (if required). The plan shall be reviewed and approved by the Sheriff or his designee. The applicant shall bear the costs thereof.
- Fire protection. The applicant shall provide a plan for adequate fire protection as approved by the Chief of Fire and EMS; the applicant shall bear the costs thereof.
- An emergency management plan to be reviewed and approved by the Sheriff's Office, Chief of Fire and EMS, and other departments/agencies deemed appropriate by the County Administrator, the applicant shall bear the costs thereof.
- Dates and hours of festival. The applicant shall provide the date or dates and hours during which the festival is to be conducted, together with an estimate or schedule of the dates and hours of any performances, entertainments or other events.

## Appendix - C

- Type and nature of festival. The applicant shall provide a description of the festival and the type and nature of any performances, entertainment, floor shows, or vendors, together with the names of the expected performers or vendors.
- If the festival or special event will be held on County property, an insurance policy, which names the County as additional insured and certificates of insurance so indicating, shall be delivered to the County Administrator at least 14 days prior to the festival. Said policy shall be approved by the County Administrator and County Attorney as to the amount, type and form of insurance.
- Communication system. If the premises are without a phone, the applicant shall make arrangements, approved by the Sheriff and Chief of Fire and EMs, for other means of communication.
- Site plan. The applicant shall furnish a site plan showing:
  1. All physical facilities existing or to be constructed on the premises, including, but not limited to, fences, ticket booths, tents, grandstands, and stages.
  2. The location, capacity, and nature of all lighting, sound, and public address facilities.
  3. The location, capacity, and nature of all water, toilet, and all other public health-related facilities.
  4. Vehicle ingress, egress, and parking.
  5. The event boundaries which shall at a minimum, meet the required setbacks for the zoning district in which the event is held, except that greater setback may be required to ensure the use is compatible with the public health, safety or welfare of citizens in the area.
  6. Lighting Plan. If outdoor lighting is to be used it shall be downward directed and a plan for the location of outdoor lights or lighting and shielding devices or other equipment to prevent unreasonable glow and glare beyond the property line, and shall ensure compliance with Article XV, Section 15.7.D of the zoning ordinance.

## Appendix - C



### Section II: Supplemental Information

Yes  No  Are you a professional/experienced event planner? \_\_\_\_\_

Yes  No  Is the event in cooperation with an organization? (ex. Town, Parks & Recreation) \_\_\_\_\_

Yes  No  Will food be served? \_\_\_\_\_

Yes  No  Will there be any portable stages? \_\_\_\_\_

Yes  No  Will there be any amusement rides, bounce houses, inflatables, etc.? \_\_\_\_\_

Yes  No  Will tents be erected larger than 900 sq. ft.? \_\_\_\_\_

Yes  No  Will water be provided?

Yes  No  Will any streets need to be closed? \_\_\_\_\_

Yes  No  Will vehicular traffic be entering or exiting onto public road/roadways? \_\_\_\_\_

Yes  No  Will traffic be blocked or rerouted?

Yes  No  Will there be any use of fireworks, lasers, black powder or other pyrotechnics? \_\_\_\_\_

Yes  No  Will there be alcoholic beverages? \_\_\_\_\_

Yes  No  Will there be onsite camping? \_\_\_\_\_

Yes  No  Are animals involved in any aspect of your event? \_\_\_\_\_

Yes  No  Will any sales activities be conducted?

Yes  No  Do you have any Emergency Medical Services or police/Sheriff Services reserved or on standby?  
 If yes, please provide detailed plan and narrative as noted in Section I.

Yes  No  Is there a plan for trash disposal?  
 If yes, please provide detailed plan and narrative as noted in Section I, including:  
 1) Number of trash cans  
 2) Number of dumpsters  
 3) Collection frequency  
 4) Contact information for trash collector

Yes  No  Is there a plan for collecting recyclables?  
 If yes, please provide detailed plan and narrative as noted in Section I, including:  
 1) What will be collected for recycling  
 2) Number of recycling bins  
 3) Number of dumpsters  
 4) Collection frequency  
 5) Contact information for recycling collector

For any "YES" response above, attach additional sheets as necessary to explain fully.

## Appendix - C

FOR OFFICE USE ONLY - APPROVALS

- |  |   |
|--|---|
| <input type="checkbox"/> Building Official       | <input type="checkbox"/> Sheriff's Office   |
| <input type="checkbox"/> Zoning Administrator    | <input type="checkbox"/> VA Dept. of Health |
| <input type="checkbox"/> Fire & EMS              | <input type="checkbox"/> VDOT               |
| <input type="checkbox"/> Commissioner of Revenue |   |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**MEADOW EVENT  
PARK SPECIAL EVENT/  
FACILITY APPLICATION**

**Address:**  
13111 Dawn Boulevard,  
Doswell, VA 23047  
**Phone:** 804-994-2800

**NOTES**



**MEADOW EVENT  
PARK SPECIAL EVENT/  
FACILITY APPLICATION**

**Address:**  
13111 Dawn Boulevard,  
Doswell, VA 23047  
**Phone:** 804-994-2800

**NOTES**



Doswell, VA  
Caroline County