



Event Application 2022

Thank you for your interest in the Bull Run Special Events Center as the venue for your event! NOVA Parks is committed to making every event a safe and successful operation and our staff will assist you throughout the planning process. This form is designed to gather specific information about your event. Please make sure it is filled out completely so that your contract and associated paperwork can be completed correctly and in a timely fashion.

Please email your completed form to events@nvrpa.org. You may also fax it to 703-631-0231 or mail to Bull Run Regional Park, 7700 Bull Run Dr. Centreville, VA 20121.

Bull Run Contact Information

Evan Inkley
Events Manager
einkley@nvrpa.org
703-631-0550 ext. 105

Event Information

Name of Event: _____

Type of Event (i.e., festival, concert, race, etc.): _____

Event Date: _____

Event Description (*What kind of event is this, who is the target audience, what activities will you have, etc.*):

Event Start Time (not including set-up): _____ Event End Time (not including take down): _____

Projected Maximum Number of Attendees (including event personnel, vendors, staff, etc.): _____

What part of the venue you will be using:

_____ Special Events Center (amphitheater) _____ Special Events Fields

Type of Organization *(If you are non-profit, you must provide proof to be eligible for tax exemption):*

_____ Commercial _____ Non-Profit _____ Other

Admission Type:

_____ Event Open to the Public/Free _____ Event Charging Ticket Price/Entry Fee

Admission Fees (for ticketed event):

\$_____ General Admission \$_____ Advance Online Tickets \$_____ Special Accommodations

\$_____ Pre-Sale Tickets \$_____ Tickets Sold at the Gate

\$_____ Children's Tickets \$_____ Add-Ons (VIP, Meal Vouchers, etc.)

If you have special accommodation tickets, please specify who they will be for:

Description of Concession Items *(Will you have alcohol, food/beverage, souvenirs, merchandise, etc.?):*

Event Contact Information

Name of Organization: _____

Name of Event Sponsor *(Point of Contact for the Events Specialist):* _____

Mailing Address: _____

Phone Number: _____ Alt. Phone Number: _____

E-Mail: _____ Fax: _____

Public Contact Information (*Who would you like the public to contact for information about the event? Include name, phone number, email, organization/event website URL, etc.*):

Applicant

Name for Contract (if different from above): _____

I have toured the Bull Run Special Events Center: Yes No

NVRPA recognizes that some events may include activities not expressly permitted in the Facility Rental and Use Guidelines and may consider waiving specific requirements. Please list all exceptions to be considered:

By signing this application, I acknowledge that I have received the Facility Rental and Use Guidelines document and have read and fully understand these guidelines. A deposit of 50% of the center rental fee is owed at the time that this application is received to reserve the date for the above event.

Applicant (Please Print): _____

Applicant Signature: _____ Date: _____

Office Use Only

Date Deposit Paid: _____ Amount: \$ _____ Payment Type: _____

If the event is cancelled more than 6 months in advance, the Event Sponsor will receive a 75% refund of the deposit. If the event is cancelled less than 6 months in advance, the deposit will not be refunded. Additional charges beyond the minimum rental fee are owed for dumpster and toilet rentals.