



# Event Application 2023



Thank you for your interest in the Bull Run Special Events Center as the venue for your upcoming 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 in a timely fashion.

Please email your completed form to [events@nvrpa.org](mailto: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

F. 703.631.0550 x 105  
703.631.0231  
[events@nvrpa.org](mailto:events@nvrpa.org)

## Event Information

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

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

Event Description: *(What kind of event is this, what is the target audience and what types of activities will you have?)*

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Event date: \_\_\_\_\_ Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Projected maximum number of attendees: \_\_\_\_\_

What venue will you be using? ☐ Special Event Center OR ☐ Special Event Fields

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

☐ Commercial ☐ Non-Profit ☐ Other

Admission Fees: *(what are you charging the public?)*

\$ \_\_\_\_\_ General Admission

\$ \_\_\_\_\_ Advance Online Tickets

\$ \_\_\_\_\_ Children's Tickets

\$ \_\_\_\_\_ Special Accommodations

\$\_\_\_\_\_ Tickets Sold at the Gate

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

Descriptions of Concession Items: *(Will you have food, beverage, souvenirs, merchandise, etc?)*

## Event Contact Information

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

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Public Contact Information: *(Who you would like the public to contact for information about the event, their name, phone, email, event website URL, etc)*

## Applicant

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. List all exceptions to be considered:

Name for contract (if different from above): \_\_\_\_\_

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

Applicant (Please Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office use only*

Date deposit paid: \_\_\_\_\_ Amount: \$\_\_\_\_\_ Type: \_\_\_\_\_

**If the event is cancelled more than 6 months in advance, 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 rental.**