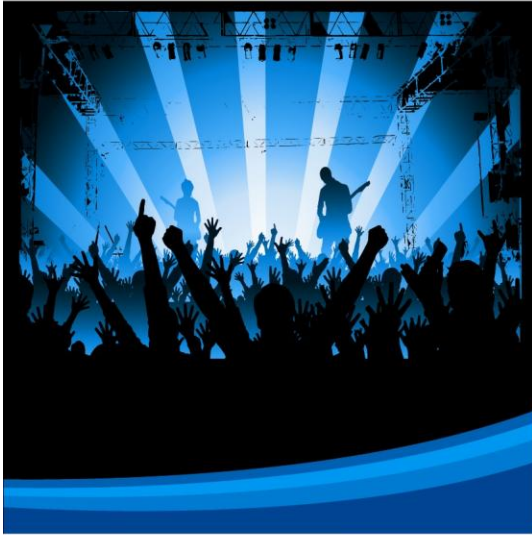


# Bull Run



## Special Events Center



Northern Virginia Regional Park Authority

### *Facility Rental and Use Guidelines*



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<b>SECTION 1</b>	<b>BULL RUN SPECIAL EVENTS CENTER</b>
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The Bull Run Special Events Center (BRSEC) is a unique cultural resource in Northern Virginia. It serves as a venue for diverse activities and events produced by private, commercial and community sponsors. Over the past decade Bull Run served the Washington DC Metropolitan area by hosting concerts, fairs, carnivals and festivals.

The Northern Virginia Regional Park Authority (NOVA Parks) has developed the Bull Run Special Events Center as an outdoor entertainment venue with a concert arena, including a large, covered stage; open lawn seating with a maximum allowable capacity up to 5,000 visitors; and gravel and grass parking accommodating up to 3,000 vehicles.

The Bull Run Events Manager will work closely with the Event Sponsor to determine the appropriate and optimal use of the Special Events Center.

<b>SECTION 2</b>	<b>NORTHERN VIRGINIA REGIONAL PARK AUTHORITY CONTACTS</b>
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<b>Bull Run Regional Park</b> 7700 Bull Run Drive Centreville, VA 20121 Phone: 703.631.0550	<b>BRSEC Manager</b> Danniel Rodarte 703.631.0550 x6705 events@nvrpa.org
<b>NOVA Parks Headquarters</b> 5400 Ox Road Fairfax Station, VA 22039 Phone: 703.352.5900 Fax: 703.273.0905	<b>Bull Run Park Manager</b> Eric Ferguson 703.631.0550 x6702 eferguson@nvrpa.org

<b>SECTION 3</b>	<b>SPECIAL EVENTS CENTER FACILITIES</b>
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As an outdoor entertainment venue, the Bull Run Special Events Center has extensive infrastructure and facilities. However, the center does not have restrooms and requires portable facilities to be arranged. Existing facilities include:

- 5,000-person capacity, excluding vendors and event personnel listed/identified as staff.
- Stage: 44’ wide by 49’9” deep by 4’ high; 29’ X 12’ sound wings; stage covering (fill lights required).
- Box Office: 6 patron facing windows; unfurnished office; electric outlets and lights; heat/AC; phone hook-up (phone must be activated by renter); wireless Internet (limited range).
- Backstage Area: Gravel parking, 2 pedestrian gates, 1 vehicle gate, water and electric.
- Water Hook-Ups: Situated along fence line at stage and around perimeter of fenced arena.
- Off-stage Electricity: On stage: (2) 200-amp 120/208-volt 3 phase Camlock connections; Next to Hospitality: 800-amp 120/208 volt 3 phase; Vendor area opposite Box Office: 125 amp; Next to Box Office: 2 boxes 100amp each, 340 volt; Upper parking area: 400amp 3 phase 120/208 volt 3 phase.
- Access Roads: Two means of access in and out of the Special Events Center; Bull Run Drive which is the primary entrance and exit, and Compton Road which serves as an exit for larger events.

**APPLICATION AND SECURITY DEPOSIT:**

The application is designed to gather preliminary information about the proposed event, related activities, and logistical needs. Submittal of an application does not guarantee approval of event or event date. BRSEC Manager will notify event sponsor in writing if and when the event is approved. At this point an initial security deposit of \$3,000 for events with fewer than 2,000 attendees and \$5,000 for events with more than 2,000 attendees is required within 7 business days to hold an event date. If the deposit is not received by the deadline, the date then becomes open and is no longer held for the event sponsor. The event sponsor may request to hold the date again but must submit the completed application and deposit at the time the second request is made. The date is considered reserved after both the completed application and rental fee deposit are received. The security deposit will be returned to the Event Sponsor upon the completion of all terms and conditions set forth in the Event Contract. These conditions and terms include but are not limited to the facility rental and use guidelines document not being violated. **Should it be determined by NOVA Parks that any terms or conditions of the Contract or Facility Use and Rental Guidelines have not been met or violated; the entire or part of the security deposit may be forfeited.**

If the event is cancelled more than 90 days in advance, Event Sponsor will receive a 75% refund of the deposit. If the event is cancelled less than 90 days in advance, the deposit will not be refunded.

**RENTAL CONTRACT:**

Use of the BRSEC is governed by a rental contract between the Event Sponsor and NOVA Parks. The contract specifies all permitted activities, dates and times, and stipulates terms and conditions required for safe and effective management of the event. Such terms and conditions relate to insurance, payment of fees, attendance, parking and ticket sales, provision of food concessions, portable toilets and trash collection, deployment of personnel, specifications in advertising and sponsorships, and related concerns of event operation. The contract in concert with the Facility Rental and Use Guidelines supersedes all prior documents and oral communications. **The signed contract, supporting documentation and all payments are due to the BRSEC Manager 30 days prior to the event. Failure to meet this deadline can result in cancellation of the event.**

**ON-SITE ORENTATION:**

To ensure that the Event Sponsor has a complete understanding of the facilities, policies, and regulations, the Event Sponsor must schedule an on-site orientation with the BRSEC Manager at least **60 days prior to the event date.**

The BRSEC Manager is available to assist the Event Sponsor in scheduling, site planning; engaging local vendors and public services; and interpreting rules and contract conditions.

On-site coordination and facility use during the event, not previously defined by the rental contract, shall be at the sole discretion of the Park Manager, or assigned agent.

**EVENT OPERATION/HOURS:**

All activities within the BRSEC shall end no later than 7:00 p.m. and events may open to the public no earlier than 9:00 a.m. Permissible operating times may vary depending on the size and type of event. Amplified sound is not permitted before 9:00am or after 7:00pm. Event personnel and vendors may have access to the Center at an agreed upon time prior to and after the event. The Center gate must be open at least 30 minutes prior to the event to avoid long lines and traffic backups.

All Events must be ticketed to ensure contracted attendance numbers are not exceeded. At the door ticket sales are not permitted. A presale ticket report must be furnished within 24 hours of BRSEC Manager request.

An event layout must be submitted to the Events Manager a minimum of 30 days prior to the event and any changes must be approved by the Special Events Manager before those changes are implemented. The event layout must include but is not limited to placement of picnic tables, vendors, toilets, dumpsters, and barricades. Park Management reserves the right to have the Event Sponsor change the layout as it relates to park or patron safety. Park staff will have the final say in layout decisions.

30 days prior to the event, the Event Sponsor must provide the Special Events Manager a schedule of events for the day(s) (i.e. stage performances, seminars, opening and closing times, set up and break down times for vendors, etc.) and a contact list of which staff members are in charge of certain duties throughout the event (i.e. stage production, event management, box office management, etc.).

<b>SECTION 6</b>	<b>COMPLIANCE REQUIREMENTS</b>
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**COMPLIANCE WITH LAW:**

NOVA Parks requires full compliance with all federal, state, and local laws and all regulations and orders of NOVA Parks affecting events and activities at the BRSEC. Compliance with local laws includes obtaining necessary permits from the Fairfax County Fire Marshal’s Office, Fairfax County Health Department, and Virginia Department of ABC.

Accordingly, the Event Sponsor will not exclude anyone from participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person’s race, color or national origin. The Event Sponsor must provide reasonable accommodations to persons with disabilities, in strict accordance with the Americans with Disabilities Act.

All events must be conducted in strict accordance with BRSEC Facility Rental and Use Guidelines document and with the terms and conditions of the contract. Failure to enforce compliance may result in the cancellation of the event. Event attendees who violate the *BRSEC* Facility Rental and Use Guidelines document will be ejected from the park and/or prosecuted by law.

**EMERGENCY PLANNING:**

All events are required to draft an Emergency Action Plan (EAP). The plan needs to define what actions will be taken given certain events.



Things that should be considered:

- How will the decision to act be determined and by whom
- What actions will need to happen to protect event staff, event attendees, equipment, and box office/vendor monies and receipts.

In the event the BRSEC must be evacuated it should be noted that reentry will be granted if conditions permit. NOVA Parks will assist in keeping the Event Sponsor informed of changing weather or other conditions that may affect public safety when possible, including but not limited to, publicly issued watches and warnings. The Event Sponsor will provide (if the event requires it) radio service to emergency, security and park staff to facilitate event support. The Event Sponsor must inform all participating vendors of the emergency plans and that they will be expected to cooperate and assist in any activation of its components, including the evacuation plan.

The Event Sponsor must conduct a briefing on the Emergency Action Plan with its staff, vendors, and/or clients prior to the event.

**(500 or more people)**

Events over 500 people must file for an Outdoor Public Assemblage permit from the Fairfax County Fire Marshal's Office. A guide and permit application are available from the Special Events Manager or online at [special-event-process-flyer.pdf](#). The Code Compliance Guideline for Carnivals, Circuses, Fairs, Festivals & Outdoor Public Assemblages provides an outline for a written EAP as well as layout specific information that must be submitted with the permit application. The Event Sponsor must also provide a Crowd Management plan to the Fire Marshal's office.

In addition to the written EAP required by the Fire Marshal, the Event Sponsor must provide NOVA Parks specific procedures for situations such as fire, lightning, heavy rain, flooding, wind, tornado, extreme heat, violence, or bomb threat. The procedures must address how to:

- Warn event staff and event attendees
- Communicate with Event Staff, NOVA Parks, Police, and EMS
- Conduct an evacuation and secure the grounds
- Manage response activities
- Activate and manage an emergency operations center
- Deal with fire
- Shut down operations
- Restore operations

Supporting documents should include:

- Emergency call lists (NOVA Parks staff, Police, Fire/Rescue, Event Staff)
- Building and site maps that include all promoter specific needs (water hydrants, water lines, electrical cut-offs, location of buildings/tents, fire extinguishers, exits, designated escape routes, parking, restricted areas, hazardous materials, and high value items.)
- Resource Lists - Lists of major resources (equipment, supplies, services) that could be needed in an emergency

As part of an EAP for events, the Event Sponsor must have a public address system and draft announcements that will be used if any part of the EAP must be activated. The announcements must be



distinct scripts that will provide patrons, staff, and vendors with clear instructions of what action is being taken, as well as create a sense of urgency and reassurance that safety is a priority. Event Sponsors will provide information through regular break in announcements when necessary.

**(Fewer than 500 people)**

Events under 500 persons must submit to NOVA Parks a written EAP which addresses and includes the following:

- The date and time of the event
- Complete contact information for the event sponsor, coordinator, and all alternate contacts to include cell phone numbers and e-mail addresses
- The approximate number of attendees and staff
- Means of communication available to summon help, if needed
- Procedure for reporting any emergency
- Evacuation procedures in the event of an emergency
- A plan to stop any and all music and audio-visual special effects

**INSURANCE:**

The Event Sponsor must secure a minimum of \$2 million in general liability insurance, naming the Northern Virginia Regional Park Authority (NOVA Parks) as an additional insured, and must provide a certificate of insurance to the Events Manager 30 days prior to the event. Similarly, product liability insurance (\$2 million with NOVA Parks named as an additional insured) is required for sale of food, beverage, or souvenirs. Also, the Event Sponsor must indemnify and hold harmless NOVA Parks against liabilities resulting from the sponsor's actions and event activities. Event Sponsor must also read and sign Exhibit A regarding insurance.

**SECURITY AND FIRST AID SERVICES:**

On-site security and first aid coverage is required for all events. Events must use NOVA Parks Special Event Security and First Aid, LLC. No other security or first aid providers will be permitted.

Events may be required to hire Fairfax County Police or Sheriff's Office for extra security or traffic control.

**ALCOHOLIC BEVERAGES:**

In accordance with the BRSEC Facility Rental and Use Guidelines, the Event Sponsor must prohibit the possession and/or consumption of intoxicating substances from being brought into or taken out of the BRSEC by event attendees. The Event Sponsor will be required to conduct a search of all coolers, boxes, baskets or other containers for alcohol at all points of entry.

Events may serve alcoholic beverages only if permits are approved by Virginia Alcohol, Beverage and Control. proceeds must go to an approved non-profit.

**ASCAP LICENSING:**

All Event Sponsors are required to be licensed through the American Society of Composers, Authors and Publishers if they will be using any type of musical entertainment including but not limited to, bands and CD's. If you currently possess a license, then your license number must be submitted in your application. All events having music will be submitted to ASCAP on a monthly basis. For more information on licensing please contact 800/492-7227.



Any event that requires equipment to amplify sound (i.e., PA system, microphones, etc.) will be subject to NOVA Parks approval of speaker placement and overall volume levels of the event. Amplified sound is not permitted before 9:00am or after 7:00pm.

<b>SECTION 7</b>	<b>EVENT MANAGEMENT REQUIREMENTS</b>
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**TRASH COLLECTION:**

The Event Sponsor is required to use the trash service contracted and reserved by NOVA Parks and must coordinate with the BRSEC Manager to reserve dumpsters. The Special Events Manager will make the final determination of the number of dumpsters necessary for each individual event. A trash pickup acknowledgment form to address ground trash and litter will be provided to the Event Sponsor with a basic requirement for the number of staff and hours required for adequate trash pickup based on the size and scope of the event. The Event Sponsor must sign and agree to the trash pickup requirements set forth by NOVA Parks.

**PORTABLE TOILETS:**

BRSEC does not have permanent restrooms or access to sewer or septic fields therefore, the Event Sponsor is responsible for providing restroom services for event attendees. **One toilet for every 125 people is required and the actual number of toilets required shall be based on the maximum attendance capacity specified in the contract.** For multiple day events, cleaning and maintenance (including pumping of tanks) of the portable toilets will be conducted after the event is closed to the public or prior to the event opening to the public. Cleaning and maintenance may also take place during the event if the Event Sponsor requests it, or the BRSEC Manager requires it. **The Event Sponsor is required to use the toilet service contracted and reserved through NOVA Parks and must coordinate with the BRSEC Manager to reserve portable restrooms, hand wash stations, and other necessary services or equipment.**

**SHADE CANOPIES:**

BRSEC does not offer shade or rain protection, except over the stage. Event Sponsors are encouraged to provide shade structures for the safety and comfort of event attendees. Shade structures can be rented from commercial rental companies. The placement of all tents and canopies must be approved. It is recommended that shade structures such as tents and umbrellas brought by event attendees be prohibited from the seating area for concerts and events taking place on the stage. This will prevent blockage of view for patrons. All canopies must be secured to the ground in all four corners and each tent will be subject to inspection for this compliance by the BRSEC Manager or the Fire Marshal.

**OPERATION OF FOOD, BEVERAGE AND SOUVENIR CONCESSIONS:**

The Event Sponsor has the exclusive right to provide food, beverages, or souvenir concessions. Concession vehicles, trailers, tents, or booths should be self-contained as to power, water, and waste disposal. Some water and electric hook-ups are available at locations throughout BRSEC. In some cases, temporary power (generators) may be necessary. In consideration of public safety and protection of park property, the **NOVA Parks must approve the location of concession operations.** Concessionaires must have express permission from NOVA Parks to make or sell goods; solicit



contributions from others in the park; advertise goods, services or events within the park. Advertisements include but are not limited to, the distribution or posting of handbills, flyers, coupons or public announcements or signs mounted on vehicles. All Event Sponsors and vendors must follow express directions from NOVA Parks Staff as well as local and state regulations. NOVA Parks reserves the right to stop the sale of any item it determines to be outside of the community standard.

The Event Sponsor is responsible for contacting the Fairfax County Health Department and filling out the Permit for a Temporary Food Establishment and ensuring the scheduling and execution of inspections for all food vendors. The Event Sponsor must meet any other requirements that the Health Department deems necessary. The Event Sponsor is responsible for acquiring and meeting the conditions of any and all permits, licenses, and taxes required or imposed by local, state, and/or federal agencies regulating food service and retail sales to the public. Should the food vendors need to use propane the Event Sponsor must contact the local Fire Marshal for inspection and fill out any necessary forms. Any fees associated with inspections are the responsibility of the Event Sponsor.

Copies of Health Department permits must be provided to the BRSEC Manager at least two weeks prior to the event. Vendors without proper permits will be denied entry to the BRSEC.

The Event Sponsor must require food vendors to contain and remove grey water from BRSEC. Grey water containers are available to rent through the BRSEC Manager. The Event Sponsor must also require food vendors to contain and remove used cooking oil from the Events Center.

#### **GATE MANAGEMENT:**

All events must use the portable turnstiles and counters at the entrance gates as provided by NOVA Parks. These devices are to confirm the number of entries to the arena and will be set prior to the event by NOVA Parks staff with supervision by the Event Sponsor.

All gates will be monitored by NOVA Parks Staff. NOVA Parks may require the use of security to manage the gates at the expense of the Event Sponsor.

#### **INFRASTRUCTURE CHANGES AND PROTECTION OF PARK PROPERTY:**

In accordance with the Bull Run Special Events Center Rental Facility and Use Guidelines, no Event Sponsor shall erect or construct any structure of any kind, install, or perform any maintenance on any utility, equipment, or other device on, below, over or across BRSEC without express permission of NOVA Parks.

The Event Sponsor may not alter, damage, remove, or change the infrastructure of BRSEC in any way without permission of NOVA Parks. This may include, but is not limited to the stage, the stage covering, plumbing services, electrical services, buildings, fences, turf areas, signage and parking lot improvements. Furthermore, no Event Sponsor shall make any excavation by tool, equipment, blasting or other means.

The canopy in the stage area can only be raised or lowered by qualified NOVA Parks staff. **The canopy is scheduled to be raised by 3PM on the last business day prior to the event.** If the Event Sponsor requires the canopy to be raised at a different time, this needs to be communicated 5 days prior to the start of the event. Once the canopy has been raised for an event, it will not be lowered unless inclement weather creates a safety hazard.



An Event Sponsor wishing to mark the fields or surrounding areas of the BRSEC may do so only with biodegradable materials.

Kite flying and kite flying events are not permitted at BRSEC.

<b>SECTION 8</b>	<b>TRAFFIC MANAGEMENT</b>
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Two crucial components to effective event management are efficient traffic flow and organized parking. Vehicle traffic within the park and on access roads leading to the park can present safety concerns for visitors and community residents if not done correctly. Events can raise the probability of congestion, accidents, and parking delays. To ensure safe, effective movement of traffic, all events are required to use NOVA Parks parking contractor. Additional Police may also be required for traffic control.

**PARKING ACCOMODATIONS:**

BRSEC can accommodate approximately 3,000 vehicles in the grass fields, gravel pad and grass parking areas. Gravel roads surround the fenced enclosure of the stage and seating bowl. Much of the grass parking area is situated on the floodplains of Cub Run and may not be accessible following periods of excessive rain. If NOVA Parks determines that these areas are unusable as a result of wet weather, suitable alternatives such as satellite parking and shuttle bus services should be made. Such arrangements should be negotiated in advance of the event, and may include sites available at local schools, businesses or shopping centers, or at commuter parking lots. The cost for such services will be the responsibility of the Event Sponsor. NOVA Parks must be made aware of alternate parking arrangements.

Parking is not permitted at the following locations:

- Within the seating bowl, except for official police, fire and rescue, vending and other necessary service vehicles.
- In front of emergency exit gates located throughout the amphitheater and marked with red and white exit signs.
- On the Colonial Gas Company gas line, as indicated on site by orange bollards. Large trucks, buses, or equipment are prohibited from crossing the gas line except at existing gravel or asphalt crossings.
- On any asphalt or gravel roadway.
- On any adjacent property not owned and maintained by NOVA Parks, unless expressly permitted by the landowner in accordance with local and/or state law.

<b>SECTION 9</b>	<b>STANDARD FEE REQUIREMENTS</b>
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**SPECIAL EVENT CENTER FEES:**

BRSEC rental fees vary depending on the scope and structure of the event. Actual rental fees will be determined following consideration of the "Rental Application" and contract arrangements. Rental and event fees are generally assessed a 6% Virginia Sales Tax. Tax exempt organizations must present a copy of the Virginia State Sales and Use Tax exemption form. Fees must be paid via cashier's check or credit card only. Personal or business checks are not accepted. In most circumstances, rental fees will be assessed as follows:



**All EVENTS:**

The base BRSEC rental is \$5,750 per event day. The rental and additional event fees are due 30 days prior to the event date.

An initial security deposit of \$3,000 for events with fewer than 2,000 attendees and \$5,000 for events with more than 2,000 attendees is collected at the time the event application is approved and is required to reserve the date. This fee applies to any Event Sponsor who will be using the BRSEC infrastructure. Infrastructure of BRSEC includes but is not limited to box office, backstage area, stage, vendor area, hospitality area, parking, electricity, water and turnstiles. The security deposit will be returned to the Event Sponsor upon the completion of all terms and conditions set forth in the Event Contract. These conditions and terms include but are not limited to the facility rental and use guidelines document not being violated.

**Should it be determined by NOVA Parks that any terms or conditions of the Contract or Facility Use and Rental Guidelines have not been met or violated; the entire or part of the security deposit may be forfeited.**

**LATE FEES:**

Invoices not paid by the due date listed on the invoice will incur a late fee of 10% of the invoice total or have their event cancelled without a refund.

**CANCELLATION POLICY:**

If complete payment of all fees is not received a minimum of 30 days before the event NOVA Parks will cancel the event.

If the event is cancelled less than 30 days prior to the scheduled event by the Event Sponsor the BRSEC rental fee remains due as well as 50% of the restroom, security, parking and trash services charges.

If the event is cancelled less than 90 days but more than 30 days prior to the event, the Event Sponsor will forfeit the initial rental fee deposit.

If the event is cancelled more than 90 days prior to the event, the Event Sponsor will receive a refund of 75% of the rental fee deposit.

NOVA Parks does not schedule rain dates in advance. In the event of inclement weather on or leading up to the event day, the Events Manager will discuss options for rescheduling with the Event Sponsor.

**REIMBURSEMENT OF NOVA Parks EXPENSES:**

Should the Event Sponsor fail to adequately provide for services required by contract, NOVA Parks has the right to initiate such measures as necessary to secure the public safety or to protect NOVA Parks property with all costs assessed to the Event Sponsor.

NOVA Parks may require a credit check for the Event Sponsor and the event contacts.

