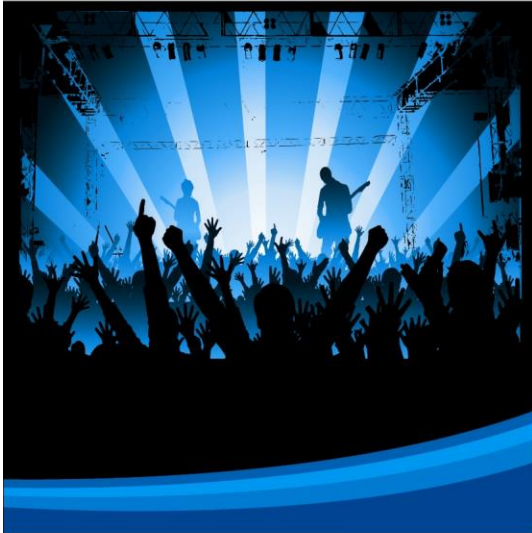


Bull Run



Special Events Center



Northern Virginia Regional Park Authority

Facility Rental and Use Guidelines



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SECTION 1	BULL RUN SPECIAL EVENTS CENTER
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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 major concerts, fairs, carnivals and festivals.

The Northern Virginia Regional Park Authority (NVRPA) 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 to accommodate approximately 10,000 visitors; and gravel and grass parking accommodating up to 5,000 vehicles.

There are over one hundred and fifty acres of open grass area maintained year round. This field space is available to Event Sponsors for events and serves as patron parking. The fields surrounding the Bull Run Special Event Center provide an ideal location to host a variety of activities.

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

SECTION 2	NORTHERN VIRGINIA REGIONAL PARK AUTHORITY CONTACTS
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Bull Run Regional Park
7700 Bull Run Drive
Centreville, VA 20121
Phone: 703.631.0550
Fax: 703.631.0231

Bull Run Events Specialist
Kate Irwin
703.631.0550 x105
kirwin@nvrpa.org

NVRPA Headquarters
5400 Ox Road
Fairfax Station, VA 22039
Phone: 703.352.5900
Fax: 703.273.0905

Bull Run Park Manager
Eric Ferguson
703.631.0550 x102
eferguson@nvrpa.org



SECTION 3	SPECIAL EVENTS CENTER FACILITIES
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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 portable facilities must be arranged. Existing facilities include:

- **Fenced Amphitheater:** 10,000 person capacity, including vendors and working personnel.
- **Field Areas:** Multi use area accommodates parking, athletic events, hobby and recreational use, and festivals.
- **Stage:** 44’ wide by 49’9” deep by 4’ high; 29’ X 12’ sound wings; stage covering (fill lights required).
- **Box Office:** 6 ticket windows; unfurnished office; electric outlets and lights; heat/AC; phone hook-up (phone must be activated by renter); wireless Internet (limited range).
- **Backstage Offices/Dressing Rooms:** 2 buildings (14’ X 9’ and 12’ X 11’), unfurnished, heated/AC, electrical outlets, phone hook-up (phone must be activated by renter).
- **Backstage Area:** Gravel parking, 2 pedestrian gates, 1 vehicle gate, water and electric.
- **Water Hook-Up:** 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 large events.

SECTION 4	SPECIAL EVENT APPLICATION PROCESS
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APPLICATION AND DEPOSIT

An event date may be held for an event sponsor for no more than 10 business days. On or prior to the tenth business day, the event sponsor must submit a completed application and a deposit on the center rental fees. The application is designed to gather preliminary information about the proposed event, related activities, and logistical needs. The initial deposit is 50% of the minimum per day event rental fee. Rental fees are based on the size and scope of the event. 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. 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.

SECURITY DEPOSIT

A security deposit will be collected 30 days prior to the event date. This fee will be held in an escrow account. 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 center being free and void of trash, the special events facility rental and use guidelines document is not violated, and no damage has been done to the stage or property. **Should it be determined by NVRPA that any terms or conditions of the Contract or Facility Use and Rental Guidelines have not been met; the entire or part of the security deposit may be forfeited.** The security deposit for

events using the amphitheater with over 5,000 people is \$1,500. For events using the amphitheater with less than 5,000 people the deposit is \$1,000. For events renting only the fields, the deposit is \$500.

ON-SITE ORIENTATION

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 Events Specialist at least **60 days prior to the event date.**

THE CONTRACT

Use of the Special Events Center is governed by a rental contract between the Event Sponsor and the Park Authority. 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 and supporting documentation are due to the Events Specialist 30 days prior to the event.**

SECTION 5	PLANNING AND COORDINATION
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The Events Specialist 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 their assigned agent.

Event Operation/Usage Hours

The Bull Run Special Events Center and fields are not equipped or suitable for evening events, unless additional lighting is provided by renter. Events open to the public after sunset require the Center and parking areas be sufficiently lit. A minimum of 4 light towers are necessary to light the Center, and a minimum of 4 light towers are necessary to light the parking areas, depending on the size of the event. All activities within the Special Event Center shall end no later than 9:00 p.m. and events may open to the public no earlier than 9:00 a.m. Amplified sound is not permitted before 9:00am or after 9:00pm. 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 back ups.

An event layout must be submitted to the Events Specialist a minimum of 30 days prior to the event and any changes must be approved by the Events Specialist 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 Events Specialist 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, parking, trash pick up, etc).

Compliance with Law

The Northern Virginia Regional Park Authority requires full compliance with all federal, state, and local laws and all regulations and orders of the Park Authority affecting events and activities at the Bull Run Special Events Center. Compliance with local laws includes obtaining necessary permits from the Fire Marshal, 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 the Park Authority's 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 Facility Rental and Use Guidelines document will be ejected from the park and/or prosecuted by law.

Emergency Planning**For All Events:**

All events are required to draft an Emergency Action Plan. 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 Center must be evacuated it should be noted that reentry will be granted if conditions permit. NVRPA will work to keep the Event Sponsor informed of changing weather or other conditions that may affect public safety 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 with ear pieces to facilitate event support as well as ensure that first aid station (if needed) is easily identified from all directions in Special Events Center. 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 should conduct a debriefing with its staff, vendors, and/or clients following the event to identify issues, which will be documented and addressed in an improvement plan for the following year.

For Large Events (500 or more people):

Events over 500 people must file for an Outdoor Public Assemblage permit from the Fairfax County Fire Marshal. A guide and permit application are available from the Events Specialist or online at <http://www.fairfaxcounty.gov/fr/prevention/fmpublications.htm> under Temporary Occupancy and Use. 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 to NVRPA specific procedures for situations such as fire, lightening, 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, NVRPA, 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 (NVRPA 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 large events, the Event Sponsor must also 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.

For Small Events (*Fewer than 500 people*):

Small events must submit to NVRPA 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 as an additional insured, and must provide a certificate of insurance to the Events Specialist 30 days prior to the event. Similarly, product liability insurance (\$2 million with the Park Authority named as an additional insured) is required for sale of food, beverage or souvenirs. Also, the Event Sponsor must indemnify and hold harmless the Park Authority against liabilities resulting from the sponsor's actions and event activities. Event Sponsor must also read and sign Exhibit A regarding insurance.



Police, Fire, and First Aid Services

The Event Sponsor must ensure the safety of park visitors, and is required to involve the Fairfax County Sheriff and Fire and Rescue Departments during both the planning and operation of the event. Sheriff's deputies must be on site to provide crowd and traffic control (for events larger than 1000 people, events serving alcohol, or as deemed necessary by Park Management), including roads leading to and from the park. Deputies generally will not serve as personal security for artists and VIP's, as guards at gates or the stage, or as parking attendants.

It is mandatory that the Fairfax County Sheriff's Deputies have a presence at events with 1,000 people or more. Events with less than 1,000 people may also be required to maintain deputy services. Sheriff's deputies are paid at a rate of \$50 per hour. NVRPA will schedule deputy coverage, with all costs billed to the Event Sponsor. One officer is required for every 1,000 people, based on the maximum number of attendees specified on the event application and in the rental contract. All events over 1,000 people require a minimum of two deputies. Events serving alcohol are required to have a minimum of four deputies. The Sheriff's Office along with NVRPA will determine the minimum amount of officers necessary to have a safe event. Additional officers beyond the minimum requirement may be necessary if determined by NVRPA's point of contact with the Sheriff's Office. Deputies must arrive no later than the stated start time of the event, and must stay 30 minutes past the stated ending time of the event.

Fire and Rescue personnel will provide emergency first aid and emergency transportation to local hospitals. If the event requires tent set up and the use of propane tanks the Event Sponsor must apply for necessary permits by contacting the Fairfax County Fire Marshal. The Events Specialist can provide the Event Sponsor with contact information for all departments mentioned above. All departments will determine their necessary level of participation, and any costs for such services shall be the responsibility of the Event Sponsor.

On-site first aid coverage is required for all events. Events with fewer than 1,000 attendees must have, at minimum, a fully stocked first aid kit on site. Events with over 1,000 attendees will have on site first aid coverage through Special Event First Aid, LLC. The Event Sponsor will work directly with Special Event First Aid, LLC to determine the necessary first aid coverage and must submit a copy of the signed agreement to the Events Specialist 30 days prior to the event.

The Event Sponsor must provide NVRPA a minimum of one weeks notice for all meetings scheduled with the Fairfax County Sheriff's Office and the Fire and Rescue Departments, if the department requires our attendance. The initial contact must take place at least 60 days prior to the event.

Restriction of Alcoholic Beverages

In accordance with the Park Authority's 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 Bull Run Special Events Center by event attendees (unless otherwise authorized by NVRPA). The Event Sponsor is responsible for inspecting all coolers, boxes, baskets or other containers for alcohol at all points of entry to the seating bowl.

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 NVRPA approval of speaker placement and overall volume levels of the event. Amplified sound is not permitted before 9:00am or after 9:00pm.

SECTION 7	EVENT MANAGEMENT REQUIREMENTS
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Trash Collection

The Event Sponsor is responsible for the collection of all trash and litter during and following the event. Event Sponsors are required to provide sufficient personnel to clear trash receptacles and collect litter from the stage, bowl and parking areas. **The Event Sponsor is required to use the trash service contracted and reserved by the Events Center, and must coordinate with the Events Specialist to reserve dumpsters.** The Events Specialist will make the final determination of the number of dumpsters necessary for each individual event.

A trash pickup acknowledgment form 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 the park authority.

Portable Toilets

The Special Events Center does not have permanent rest rooms 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 Events Specialist requires it. **The Event Sponsor is required to use the toilet service contracted and reserved through the Events Center, and must coordinate with the Events Specialist to reserve portable restrooms, hand wash stations, and other necessary services or equipment.**

Shade Canopies

The Special Events Center 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 Events Specialist or the Fire Marshal.

Operation of Food, Beverage, and Souvenir Concessions

The Event Sponsor has the exclusive right to provide food, beverage 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 the Special Events Center. In some cases, temporary power (generators) may be necessary. In consideration of public safety and protection of park property, the **Park Authority must approve the location of concession operations.**

Concessionaires must have express permission from the Park Authority 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 of posting of handbills, flyers, coupons or public announcements or signs mounted on vehicles. All Event Sponsors and vendors must follow express directions from NVRPA Staff as well as local and state regulations. NVRPA 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 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 Bull Run Events Specialist at least two weeks prior to the event. Vendors without proper permits will be denied entry to the Special Event Center.

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

Gate Management

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

During the time that the event is open to the public, the Event Sponsor must have staff to monitor any unlocked and open gate including the gate to the backstage area, the gates on either side of the stage, and the main entry gate. Event staff must monitor the main entry gate to ensure that event attendees are entering through the turnstiles.

A cooler check plan must be presented to the Events Specialist prior to the event which specifies who will be checking containers as attendees enter the event. The plan must also specify what will be done with alcohol should it be found.

Infrastructure Changes and Protection of Park Property

In accordance with the Park Authority's 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 the Special Events Center without express permission of the Park Authority.

The Event Sponsor may not alter, damage, remove, or change the infrastructure of the Special Events Center in any way without permission of the Park Authority. 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 without express written permission of the Park Authority.

The canopy in the stage area can only be raised or lowered by qualified Park Authority Staff. 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 Center may do so only with biodegradable materials.

Kite flying events are not permitted at the events center.

Exceptions to Requirements

The Park Authority recognizes that the Event Sponsor may want to include activities not expressly permitted in the Facility Rental and Use Guidelines and may consider waiving specific requirements.

SECTION 8	TRAFFIC MANAGEMENT
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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 presents safety concerns for visitors and community residents. Major events raise the probability of congestion, accidents and parking delays. To ensure safe, effective movement of traffic through the community, the Park Authority coordinates with the Fairfax County Sheriff’s Office to determine appropriate entry and departure from the park. If an event begins to create traffic gridlock affecting the primary arteries, Sheriff’s deputies may temporarily close all access to the park in order to restore flow through the community. The cost of Sheriff’s deputies is a responsibility of the Event Sponsor.

Access Roads

During a major event, general traffic patterns and usage increase, impacting the access roads to the Special Event Center. The primary arteries that accommodate major event traffic are: Lee Highway (Route 29), Centreville Road (Route 28), and Interstate 66. There are two access gates at the Bull Run Special Events Center: Bull Run Drive and Compton Road. Both roads intersect with residential driveways and streets.

Parking Accommodations

The Bull Run Special Events Center can accommodate approximately 5000 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 the Park Authority 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. NVRPA 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 the Park Authority, unless expressly permitted by the landowner in accordance with local and/or state law.

The Park Authority requires a professional parking service, or evidence of in-house capability (pre-approved by the Park Authority), to park vehicles at the Special Events Center or satellite locations. All parking plans and safety equipment are subject to approval by the Park Authority, including lot configurations, personnel deployment, signs, barricades and traffic cones. As a precaution against traffic congestion and litter, the Event Sponsor is prohibited from collecting any fees from or distributing any materials to vehicles entering or parked at the Special Events Center.

A parking acknowledgment form will be provided to the Event Sponsor with a basic requirement for the number of staff and hours required for adequate parking coverage based on the size and scope of the event. The Event Sponsor must sign and agree to the parking requirements set forth by the park authority.

Directions to the Bull Run Special Events Center

Bull Run Drive Entrance

Take I-66 to Exit 52 (Rt. 29) at Centreville, drive two miles south, turn left on Bull Run Post Office Road, bear right onto Bull Run Drive, upon crossing over I-66 take an immediate left and follow road to Special Events Center. The Center is located 2.5 miles from the intersection of Route 29 and Bull Run Post Office Road.

SECTION 9	STANDARD FEE REQUIREMENTS
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Special Event Center Rental Fees

Special Event Center rental fees may vary depending on the scope and structure of the event and its impact on parklands and resources. 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:

**Large Events (3,000 participants or more)
Events charging a ticket price or entry fee:**



The Special Event Center rental fee is 10% of gross revenues, with a minimum of \$5,000 per event day due prior to the event. 50% of the minimum rental fee is collected at the time the event application is made, and the remaining 50% is collected 30 days prior to the event. Gross revenues are defined as total receipts from admission or ticket sales, including advance and gate sales. NVRPA must receive a final accounting of ticket sales within 14 days of the event. The Events Specialist will review the ticket sales and invoice the Event Sponsor if additional fees are owed. This fee applies to any Event Sponsor who will be using the entire Special Events Center infrastructure. Infrastructure of the Special Events Center includes but is not limited to: box office, back stage offices, stage, vendor area, hospitality area, parking, field usage, electricity, water and turnstiles.

Events not charging a ticket price or entry fee (free events):

The Special Event Center rental fee is \$5,000 per event day, plus \$2 per person over 4,000 attendees. 50% of the rental fee is collected at the time the event application is made, and the remaining 50% is collected 30 days prior to the event. Based on front gate turnstile counts, the Event Sponsor will be billed following the event for the additional per person fee, if necessary.

Smaller Events (2,999 participants or fewer)

Events charging a ticket price or entry fee:

The Special Event Center rental fee is 10% of gross revenues, with a minimum of \$3,000 per event day. 50% of the minimum rental fee is collected at the time the event application is made, and the remaining 50% is collected 30 days prior to the event. Gross revenues are defined as total receipts from admission or ticket sales, including advance and gate sales. NVRPA must receive a final accounting of ticket sales within 14 days of the event. The Events Specialist will review the ticket sales and invoice the Event Sponsor if additional fees are owed. This fee applies to any Event Sponsor who will be using the entire Special Events Center infrastructure. Infrastructure of the Special Events Center includes but is not limited to: box office, back stage offices, stage, vendor area, hospitality area, parking, field usage, electricity, water and turnstiles.

Events not charging a ticket price or entry fee (free events):

The Special Event Center rental fee is \$3,000 per event day. 50% of the minimum rental fee is collected at the time the event application is made, and the remaining 50% is collected 30 days prior to the event.

SEC Field Use

The Special Event Fields rental fee is the greater amount of 10% of gross revenues or \$1,500 per event day. 50% of the minimum rental fee is collected at the time the event application is made, and the remaining 50% is collected 30 days prior to the event. Gross revenues are defined as total receipts from admission or ticket sales, including advance and gate sales. NVRPA must receive a final accounting of ticket sales within 14 days of the event. The Events Specialist will review the ticket sales and invoice the Event Sponsor if additional fees are owed. This fee applies to any Event Sponsor who will be using only the parking lots and open space around the fenced amphitheatre. Rental of the Fields does not include use of the stage, any buildings, or use of the area inside the amphitheater fence.

NVRPA will determine which events are appropriate for the Special Events Fields. Typically small events, 5k walks/runs, sporting events, and self contained events are best suited to renting only the fields.



Late fees

Invoices not paid by the due date listed on the invoice will incur a late fee of 10% of the invoice total.

Cancellation Policy

If complete payment of all fees is not received a minimum of 30 days before the event NVRPA has the right to cancel the event.

If the event is cancelled less than 30 days prior to the scheduled event by the Event Sponsor the Event Center Rental Fee remains due as well as 50% of the restroom and trash services charges.

If the event is cancelled less than 6 months 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 6 months prior to the event, the Event Sponsor will receive a refund of 75% of the rental fee deposit.

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

Reimbursement of Park Authority Expenses:

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

The Park Authority may require a credit check for the Event Sponsor and the event contacts.

