



PUBLIC SOCIAL HALL
EVENT PERMIT APPLICATION



Event Name and Sponsor/Host:

Responsible Party Information (must be an individual)

Legal Name:

Street/Mailing Address:

City:

State:

Zip:

Phone: Day:

Cell:

Work:

Driver's License Number:

(Required)

Will you attend the event: Yes () No ()

Will security be present: Yes () No () Security Firm:

Have you been convicted of a felony? Yes () No ()

If yes, on what charge?

Event Information:

Date:

Hours:

until

Event Purpose:



PUBLIC SOCIAL HALL
EVENT PERMIT APPLICATION



Event Activities: (music, dancing, comedy, other (describe))

Number of Attendees:

Age Range of Attendees:

Event Location:

Does this location have a valid Public Social Hall Operator Permit?

Yes () No ()

Will alcohol be allowed at this event? Yes () No ()

If yes, do you have a valid ABC Permit: Yes () No ()

If alcohol is allowed, an ABC permit is required. This can be applied for by phone at 434-582-5138 or www.abc.virginia.gov. If approved, a copy of this permit **MUST** be mailed or dropped off at South Hill Police Department.

I consent to and understand all of the following:

- The Police Department will conduct a background check on me.
 1. A responsible party must submit a public social hall event application and a nonrefundable fee of \$100.00 to the South Hill Police Department at least fourteen (14) days prior to the date on which an event is to be held. The nonrefundable fee shall be in lieu of a business license. The application may be approved or denied at the discretion of the Chief of Police.
 2. A responsible party operating a public social hall event without a valid permit shall be guilty of a Class 3 misdemeanor.
 3. Charitable, educational, civic and local government organizations and performing arts and movie venues shall be exempt from the responsible party provision of this article.
- This application and ABC permit must be posted in a visible location throughout the event.
- **Failure to comply with all laws, regulations, ordinances, requirements and stipulations issued by any federal, state or local government authority shall result in suspension or revocation of this permit.**



PUBLIC SOCIAL HALL
EVENT PERMIT APPLICATION



Signature of Responsible Party Applicant:

Date:

Application Received by: _____

Nonrefundable fee required: Yes () No ()

Nonrefundable Fee received by:

Date:

Approved

Denied

If denied state reason:

South Hill Police Department reserves the right to check all events held for compliance with all laws, regulations, ordinances and stipulations. Further, an event can be terminated and parties dispersed at the discretion of the Police Department.

By: _____ Chief of Police Date: _____