

Please fill in all areas below as completely as possible. If a question does not apply, use N/A.  
Allow 30 days for processing. Please enclose the \$10.00 application fee (checks may be made payable to Treasurer of Virginia) and return this form to the following address:

**First Landing State Park**  
**2500 Shore Drive**  
**Virginia Beach, VA 23451**  
**(757) 412-2320 FAX: (757) 412-2315**

Please type or print

Permit requested by:

_____ Name of Organization Title		_____ Represented by	
_____ Street Address		_____ City	_____ State
		_____ Zip	
_____ Area Code	_____ Telephone Number	_____ E-Mail Address	

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_  
Area of Park

Date: _____			Time: _____	
Month	Day	Year	Beginning	Ending

Number of people involved or attending: \_\_\_\_\_

Any special requirements?  
(Show type, location,  
number)

Electricity? \_\_\_\_\_  
Water? \_\_\_\_\_  
Signs? \_\_\_\_\_  
Stage or Platform? \_\_\_\_\_  
Public Address System? \_\_\_\_\_  
Port-A-John? \_\_\_\_\_  
Rental Tables? \_\_\_\_\_

Any special personnel?  
(Show type, location,  
and number)

Parking Attendants? \_\_\_\_\_  
Rescue Squad (first aid)? \_\_\_\_\_  
Fire Department? \_\_\_\_\_  
Law Enforcement? \_\_\_\_\_

**If the fields below do not pertain to your event, please indicate “N/A” – Not Applicable.**

Is it Necessary to set up in advance?      Yes/No      When? (date/time) \_\_\_\_\_

Any exhibits or displays? \_\_\_\_\_ Number & Type \_\_\_\_\_

Guest(s) of Honor: \_\_\_\_\_  
(Example: Bride/Groom names)

Entertainment: \_\_\_\_\_  
Who      When      Location

Items to be sold: \_\_\_\_\_  
Type      By Whom

Sales Tax Arrangements: \_\_\_\_\_  
Type      By Whom      Prizes

Judging of Items: \_\_\_\_\_  
Type      By Whom      Prizes

Virginia Department of Alcohol Beverage Control (Special Event ABC License) Required?: Yes/No

Health Department Requirements (for food Handlers): \_\_\_\_\_  
Type      By Whom

Control Point: \_\_\_\_\_  
Type      Location      By Whom

Traffic Flow Control: \_\_\_\_\_  
Type      Location      By Whom

Potential Safety Hazards: \_\_\_\_\_  
Type      Location      By Whom

Registration or Attendance Fees: \_\_\_\_\_  
Amount      By Whom

Livestock or animals: \_\_\_\_\_  
Type      Number      Location

Clean Up: \_\_\_\_\_  
When      By Whom

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Date:\_\_\_\_\_

Park Manager's Signature: \_\_\_\_\_

Date:\_\_\_\_\_