

## **PRESTON COUNTY COMMISSION**

### **Application for Permit to Conduct A Mass Gathering**

General Information: Pursuant to the Preston County Commission Mass Gathering Ordinance, no person, firm, corporation or partnership, shall stage, promote or conduct any entertainment event creating a mass gathering unless there shall have first been obtained a permit from the Commission. Applications shall be in writing on forms provided by the County Clerk and filed with the County Clerk, 106 W. Main Street, Suite 103, Kingwood, West Virginia 26537 not more than one year but at least 30 days prior to the beginning of entertainment event. The Commission shall docket and act on application at the next regularly scheduled meeting held after all application requirements have been filed which allows the said matter to be docketed at least three business days before the Commission meeting. A cover letter must accompany this application on Organizer's letterhead with signature in blue ink.

A deposit to cover the costs pursuant to the Preston County Commission Mass Gathering Ordinance shall be paid to the Commission when the application is finally approved by the Commission.

**Mass Gathering permit is issued based on information submitted in application packet. Inspections may be conducted by county officials at any time prior to or during the event to determine compliance with applicable rules and regulations.**

A copy of the Preston County Commission Mass Gathering Ordinance is included with this application.

A copy of Preston County Health Department 64 CSR18 and form SG 49 are included with this application. Also included as a guideline is form SG 52 General Sanitation Inspection Report which will be utilized by the Health Department to inspect the Mass Gathering Site(s)

A copy of the Mass Gathering Requirements from the Office of Emergency Management is included with this application.

Please attach additional pages of information if needed.

## GATHERING INFORMATION

Date(s) Gathering will be held : \_\_\_\_\_

Gathering Name: \_\_\_\_\_

Gathering Site Name: \_\_\_\_\_

Gathering Site Address: \_\_\_\_\_

Purpose of Gathering (concert, fair, etc) [provide details]: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Maximum Number of Attendees at Any Given Time: \_\_\_\_\_

How long is an attendee likely to be on site? (hours) \_\_\_\_\_

Maximum Number of Attendees Expected Each Day: \_\_\_\_\_

Maximum Number of available tickets for entire Gathering: \_\_\_\_\_

What will be the source of the required water supply? \_\_\_\_\_

\_\_\_\_\_  
[The Organizer shall provide and strategically locate drinking water stations, complying with the local health department to effectively meet the drinking water needs of attendees, participants and staff]

Will food booths be present? \_\_\_\_\_ yes \_\_\_\_\_ no

Will alcoholic beverages be sold on the premises? \_\_\_\_\_ yes \_\_\_\_\_ no

Will amplified sound or public address system be used? \_\_\_\_\_ yes \_\_\_\_\_ no

How many first aid stations will be provide? \_\_\_\_\_

[Each event shall have Emergency Medical Facilities and Mutual Aid agreements as required by the Office of Emergency Management. Additional facilities may be required by the E-911/OEM Office or County Health Department, due to the nature of the event, time of year, number of attendees and participants, risk of injuries or other public health and safety needs]

Will there be fireworks? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, what time? \_\_\_\_\_ How long? \_\_\_\_\_

Company Name \_\_\_\_\_

[Company must have certified pyrotechnic]

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Will animals be present? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, how will the animals be involved? \_\_\_\_\_

Will the event be held after daylight hours? \_\_\_\_\_ yes \_\_\_\_\_ no

[ If the temporary event will be held after daylight, there must be adequate lighting to ensure the comfort and safety of the attendees, participants, and staff. Lighting is required in the parking areas as well as on the event site]

What type of lighting source and number of lighting fixtures will be used?

\_\_\_\_\_  
\_\_\_\_\_

What electrical source will be used? \_\_\_\_\_

How many, and what type, trash containers will be on site? \_\_\_\_\_

\_\_\_\_\_

Will the Organizer handle solid waste management and site clean-up  
\_\_\_\_\_ yes \_\_\_\_\_ no

If no, who is the contractor, under written contract with the Organizer that will handle the solid waste and site clean up?

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

If yes, who will be responsible for the solid waste management and site clean-up ? \_\_\_\_\_

**When will the clean-up take place?** \_\_\_\_\_

**How will the waste be collected and where will it finally be disposed?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will the event utilize public sewage waste disposal?** \_\_\_\_ yes \_\_\_\_ no

**If no, the Organizer must provide portable toilets?** \_\_\_\_ yes \_\_\_\_ no

**Who is the contractor, under written contract with the Organizer that will handle (service and supply) the portable toilets?**

**Company Name** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**How many portable toilets will be provided on the site(s) for entire gathering ?** \_\_\_\_\_

**How many portable toilets will be provided along all inbound routes to the site(s) ?** \_\_\_\_\_

## ORGANIZER INFORMATION

The Organizer includes any person who holds, stages or sponsors a mass gathering and the owner, lessee or possessor of the real property upon which the mass gathering is to take place. The Organizer shall establish a headquarters at the gathering site and the Organizer or Organizer's designee shall be present at the gathering at all times during the operating hours.

Organizer Name: \_\_\_\_\_

Organizer's Address: \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Organizer's Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Organizer's E-mail Address \_\_\_\_\_

Contact Person (Person-in-charge) \_\_\_\_\_

Contact Person's Phone Number \_\_\_\_\_

Contact Person's Phone Number while at the event \_\_\_\_\_

## FOOD BOOTH INFORMATION

Will there be Food Booths on the gatherings site(s) \_\_\_\_ yes \_\_\_\_ no

Will the Organizer provide the Food Booths \_\_\_\_ yes \_\_\_\_ no

If no, who will provide the food booths?

[Food booths may be provided by the event Organizer, the food vendor or other person(s)]

[Each individual food vendor must obtain a permit to operate a temporary food establishment from the Preston County Health Department and pay the fee for permit prior to selling food. Applications for a temporary food establishment permit and fee amount may be obtained directly from Preston County Health Department 106 W. Main Street, Suite 203, Kingwood, WV 26537 304.329.0096].

Food Booth Coordinator's Name \_\_\_\_\_

Food Booth Coordinator's Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Food Booth Coordinator's E-Mail Address \_\_\_\_\_

Food Booth Coordinator's Phone Number while at the event

\_\_\_\_\_

Will the Food Booth Coordinator provide the electricity for the booths?

\_\_\_\_\_ yes \_\_\_\_\_ no

If no who will provide the electricity? \_\_\_\_\_

Will the Food Booth Coordinator provide hand wash stations IN the food booths ? \_\_\_\_\_ yes \_\_\_\_\_ no

If no, who will provide the hand wash stations IN the food booths?

\_\_\_\_\_

Will the Food Booth Coordinator provide refrigeration trucks?

\_\_\_\_\_ yes \_\_\_\_\_ no

## SITE PROPERTY INFORMATION

Owner refers to any person, who alone, or severally with other, has legal title to the premises where any part of the mass gathering will take place. This can be a person or group who has charge or control of the property such as the owner's agent or lessee.

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Owner Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Owner E-mail Address \_\_\_\_\_

Tax Account Number(s) \_\_\_\_\_

Description of site (fields, forest, meadow, etc., including the identification of any ponds, lakes, creeks streams, rivers or wetlands) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **SITE PLAN AND DIRECTION SIGNS**

Sufficient signage shall be required for identifying and directing attendees, participants and staff to: all entrance and exit locations, the Organizer's headquarters, first aid station(s), restrooms, and free drinking water facilities. All lettering shall be in a color and design that is in high contrast with the background and of an appropriate font size to be clearly visible and easily read from anywhere on the gathering site. Signage on the first aid station(s) shall be posted in all directions for everyone to clearly identify. All signage will be in compliance with local fire codes. If a gathering is held at night time, all exit signs and exit markings shall be illuminated. Additionally, within an enclosed building, illuminated low level exit signs and directional markings shall be required.

A site plan of the area where the gathering will take place, including the following details, shall be submitted with this Application (a 24"X 36" scaled map is required)

- Show parking areas available and designate areas for handicapped, attendees, participants, and staff both those under the control of the Organizer and others which may be used off site for the gathering;
- Location of the entrances and exits designated for attendees, participants, and staff including placements of directional signs leading to these locations, as well as any interior walks and roadways (Please detail emergency vehicle access and mark in which direction traffic will flow on the interior roadways);
- Location of the Organizer's headquarters, including the placement of directional signage showing this location;
- Location of any trails, tracks, runs, roadways and the like.
- Location of food booths and vendor booths;
- Location of restrooms, indicating which are handicap, and hand washing stations, both permanent and portable, including placement of directional signs leading to these facilities.
- Location of lighting, if event takes place after daylight hours;
- Location and type of electrical power sources;
- Location of stage and sound equipment, indicating the direction they are pointing
- Location of the first aid station(s), including the placement of directional signage showing this facility , emergency vehicle parking and emergency vehicle ingress and egress routes.



## **OTHER INFORMATION REQUIRED**

- **A statement of the financial backing of the event and the name(s) of all person(s) who will perform at the event**
- **A plan for providing adequate security and traffic control for the event including surrounding roads.**  
**[Approved by Sheriff]**
- **A list of all vendors that will be providing goods or services to the event and documentation showing that they are legally certified and licensed to do business in West Virginia.**
- **The application must include a completed copy of SG-49**  
**[Preston County Health Department]**
- **The application must comply with General Sanitation Rule 64 CSR 18.**  
**[Preston County Health Department]**
- **The application must meet all criteria governed by 64 CSR 18.**  
**[Preston County Health Department]**
- **The application must meet the guidelines as set forth by the Office of Emergency Management**

**This application and all attachments must be submitted for the approval and signed by the following:**

**Preston County Health**

\_\_\_\_\_ **Registered Sanitarian**

**E-911 Office of Emergency Management**

\_\_\_\_\_ **Director**

**Preston County Sheriff's Department**

\_\_\_\_\_ **Sheriff**

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**FINAL APPROVAL**

On this day \_\_\_\_\_, 20\_\_ with a quorum present the  
**Preston County Commission approved the permit application for**

\_\_\_\_\_ to hold a Mass Gathering at  
**Name of Event**

\_\_\_\_\_ on the following dates  
**Name of Site**

\_\_\_\_\_, 20 \_\_. A deposit of \_\_\_\_\_  
**Dates of Event** **Amount**

**Is due to the County Clerk of Preston County this day \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
**County Commission President**

\_\_\_\_\_  
**Signature**