

Bull Run



Special Events Center
of Northern Virginia Regional Park Authority

Event Application 2024

Thank you for your interest in the Bull Run Special Events Center as the venue for your upcoming event! NOVA Parks is committed to making every event a safe and successful operation and our staff will assist you throughout the planning process. This form is designed to gather specific information about your event.

Please email your completed form to events@nvrpa.org. You can also mail your application to, Bull Run Regional Park, 7700 Bull Run Dr. Centreville, VA 20121

Event Information:

Name of Event: _____

Type of Event: (i.e. festival, concert, race, etc.) _____

Event Description: *(What kind of event is this, what is the target audience and what types of activities will you have? Has this event been held in the past)*

Previous Event Information: *(venue name, venue point of contact including name, phone number, and email, and event attendance)*: _____

Event date: _____ Event start time: _____ Event end time: _____

***Events may not exceed an end time of 7:00pm.**

Projected maximum number of attendees: _____

***Capacity may not exceed 5000 attendees.**

Type of Organization: *(If you are non-profit you must provide proof to be eligible for tax exemption)*

Commercial Non-Profit Other

Admission Fees: *(what are you charging the public?)*

\$ _____ General Admission

\$ _____ Children's Tickets

\$ _____ Advance Online Tickets

\$ _____ Special Accommodations

***All events must be ticketed.**

If you have special accommodation tickets please specify who they will be for:

Descriptions of Concession Items: *(Will you have food, beverage, souvenirs, merchandise, etc?)*

Will you be serving alcohol?: Yes No Name of Non-Profit for Proceeds: _____

Event Contact Information:

Name of Event Sponsor: *(Point of Contact for events personnel)* _____

Mailing Address: _____

Telephone: _____ Alt. Phone: _____

E-mail: _____ Fax: _____

Public Contact Information: *(Who you would like the public to contact for information about the event, their name, phone, email, event website URL, etc.)*

Applicant:

I have toured the Bull Run Special Events Center: Yes No

NOVA Parks recognizes that some events may include activities not expressly permitted in the Facility Rental and Use Guidelines and may consider waiving specific requirements. List all exceptions to be considered:

Name for contract (if different from above): _____

By signing this application, I acknowledge that I have received the Facility Rental and Use Guidelines document and have read and understand these guidelines. 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. 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 owed at the time that the application is approved to reserve the date for the above event.

Applicant (Please Print): _____

Applicant Signature: _____ Date: _____

Office use only

Date deposit paid: _____ Amount: \$ _____ Type: _____

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. Additional charges beyond the minimum rental fee will be owed for dumpster, toilet and other event rentals.