



DEPARTMENT OF BUILDING INSPECTION

Supplemental Documentation for Special Event Permits

A Special Event Permit is needed in Goochland County when 500 or more people are in attendance at any one time *OR* 250 people or more are in attendance at any one time with entertainment or alcohol. A requirement of the Special Event Permit is a Certificate of Insurance (COI). If alcohol will be served, a Virginia ABC license is required. Below are requirements for the COI and Virginia ABC license associated with Special Event Permits.

Insurance Requirement: Renter must have an insurance policy (for coverage of \$1,000,000) for the day of the event. (*if alcohol is allowed, separate riders for alcohol coverage must be obtained)

The following must be included on the COI:

- Certificate Holder
 - o Goochland County 1800 Sandy Hook Road, Goochland VA 23063
 - If multiple Goochland County departments involved in the Special Event, a separate COI may be requested for the specific department/address
- Add Goochland County as additional insured: The certificate language:
 - o County of Goochland (and Name other departments if needed) is/are named as Additional Insured with respect to General Liability Coverage and Operations of the named insured, as required by written contract.

Virginia ABC Requirement: if Alcohol will be served at any Goochland facility in compliance with the ABC laws of The Commonwealth of Virginia. Renters are required to obtain an ABC banquet license through the state website <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>.

- In that case the renter assumes responsibility for the purchase and transport, and all else having to do with the alcohol.
- All alcohol must be served and consumed within the area that has been rented for the event. Renters and their guests may not carry alcohol to public areas or to the parking lot.

Resources: Below are some suggested companies that provide event insurance, Goochland County does not endorse any of these companies.

<https://www.theeventhelper.com/>

www.eventsured.com

<https://www.onedayevent.com/>

<https://www.kandkinsurance.com/programs/event-insurance/short-term-event-insurance>

<https://www.thimble.com/event-insurance>

<https://www.specialeventinsurance.com/>