

PARKS, RECREATION AND TOURISM DIVISION POLICY	
SUBJECT	Riverwalk Landing and Yorktown Waterfront Public Areas Use Policy
ORIGINAL EFFECTIVE DATE	April 1, 2014
REVISION DATE	January 1, 2017
HISTORICAL REFERENCE	BP94-08
AUTHORIZED BY	

Purpose:

1. To establish policies, procedures, and fees for the public use of the Riverwalk Landing and Yorktown Waterfront public areas for small events and weddings under the control of York County.
2. To facilitate a planned and coordinated approach in evaluating requests for special events and activities in the Riverwalk Landing Development and the Yorktown Waterfront that do not require County support.
3. This policy outlines available areas and restrictions for public areas used by small events and weddings so these activities will not negatively affect the use of the areas by the general public.
4. All requests for special events that will require County support are governed by Board Policy BP07-22 "Requesting County Support for Events" and are to be requested under separate request.

Background:

Since the major redevelopment in 2005 of the Yorktown Waterfront with Riverwalk Landing, there have been an increasing number of requests by groups and organizations to host a variety of activities and events. This policy is intended to provide a systematic process for requests for proposed wedding ceremonies, activities and special events that do not require support by York County government.

Definitions:

For the purposes of this policy, the following definitions shall apply:

- County Administrator – the York County Administrator or his/her designee
- Riverwalk Landing – defined as the County-owned property bounded by the Coleman Bridge on the west, the York River on the north, the public restrooms building at the Ballard Street/Water Street intersection on the east, and the Chischiak Watch townhouse property and the parking terrace on the south
- Chischiak Green Area – the grass area between Water Street, Ballard Street, Buckner Street and the Chischiak Watch townhouse property
- Yorktown Public Beach Area – the County-owned property bounded from Coleman Bridge, the York River, the Riverwalk sidewalk, and the public beach area at the bottom of Comte de Grasse at the entrance to the National Park Service Beach Picnic area.
- Riverwalk Landing Performance Stage Area – the raised brick area to the east of the Freight Shed catering kitchen and public restroom building and the grass area bounded to the north by the Riverwalk sidewalk and Water Street to the south.

- National Park Service Beach Picnic Area – the park area east of the intersection of Comte de Grasse and Water Streets in Yorktown that is bordered on the north by the York River. This area, though owned by the National Park Service, is managed by York County under a special use agreement.
- Special Event – an activity or program, such as a concert, celebration/commemoration, cultural performance, sporting competition, art show, car/boat show, farmers market, parade, etc.
- County Support – the allocation of staff resources for coordination of and/or working at an event. County support also includes, but is not limited to, equipment, funding, facilities, vehicles, permits, public transportation, advertising, supplies, etc.
- Group – any non-profit association, formally or informally constituted organization, civic club, corporation, or partnership that is not associated with, or a part of, the York County Government.
- Riverwalk Landing Business – a current business tenant that is leasing space in the Riverwalk Landing Commercial Development.
- User – any person/persons or group that is requesting use of public County facilities or area as defined in this policy.
- Designated Contact Person – the person designated by the organization or group to be the agent/representative for the organization or group in all communications with the County. This person shall be the only person recognized by the County to represent the organization regarding any issues relating to the organization's use of facilities. This person is responsible to see that all of the organization's participants are aware of all policies, procedures, and conditions of use for the facilities which they have a permit to use.
- Division – The York County Division of Parks, Recreation and Tourism.
- Manager – The York County Parks, Recreation and Tourism Division, Tourism and Development Manager or his/her designee.
- Small Event – A gathering of no more than 100 people for the purpose of conducting a ceremony or an event in a public area.
- For individual facility reservations a County resident is defined as anyone permanently living within the geographical boundaries of York County, Virginia. York County Parks, Recreation and Tourism reserves the right to request proof of residency. All others will be considered non-residents.
- For group or organization facility reservations eligibility for County resident fees requires that the group or organization be based in the County (e.g., charter, mailing address, etc.) and that at least 80% of the organization's members or players are permanently living within the geographical boundaries of York County, Virginia. York County Parks, Recreation and Tourism reserves the right to request proof of residency. All others will be considered non-residents groups/organizations.

Outline of Areas covered by this policy

Permits Issued for small events and weddings

Public Beach (East of Watermen's Museum)
 Chischiak Green Area (green space between Ballard St. and Buckner St.)
 Riverwalk Landing Performance Stage Area

Permits Issued for small events

National Park Service Beach Picnic Area

Permits only Issued for Tenants and County sponsored or co-sponsored events

Riverwalk Landing Shops Outdoor Areas

No Permits issued

National Park Service Beach Area (West of Watermen's Museum)

Yorktown Fishing Pier

Other areas Managed by York County Parks, Recreation and Tourism

Riverwalk Landing Piers (Reference AD10-62) (Contact 757-890-3370)

Freight Shed and Tent Area (Reference BP12-25) (Contact 757-890-3730)

1. Procedures:

Facility Use Permit Request

A "County of York Facility Permit Request for Yorktown Waterfront Facilities" form must be submitted in order for a request to receive consideration for approval. Individuals completing this form must be at least 21 years of age. This form can be obtained:

- (1) At the Parks, Recreation and Tourism Office, 100 County Drive, Yorktown, or
- (2) By downloading online at www.yorkcounty.gov/parksandrec

The form must be filled out completely, including the requested date and time for the proposed use, the name of the individual/organization, type of event, area requested, and the contact information. Any equipment to be set up (i.e., chairs, sound system, etc.) and the approximate number of people attending the event must be indicated on the request. Failure to fill out the form thoroughly and completely will delay the County's response to the request.

Submission of a completed request form does not guarantee approval of the Facility Use permit request.

Submission Schedule for Facility Use Permit Request

- a. Facility request permit forms may be submitted up to 18 months, and no less than 10 days, prior to the event date. However, the request will not be processed and/or approved earlier than 12 months before the event or until all County event schedules are finalized. Requests will be filed in order of receipt and will be processed according to the priorities outlined in Section 3 of this policy.
- b. Requests submitted for the Riverwalk Landing Performance Stage Area by individuals/groups that have the Freight Shed reserved may be approved earlier than 12 months before the event.

2. Fees and Charges: Effective January 1, 2017 (BP94-08 12/6/16)

Special Events Permit Fees

A **non-refundable** fee for Residents - \$50; Non-residents - \$100 must accompany each Facility Request in order for the request to be processed and considered. Payment is to be made payable to "Treasurer, County of York," and must be submitted to Parks, Recreation and Tourism.

Performance Stage Reservation Fees

A **non-refundable** fee for Residents - \$100; Non-residents - \$200 is required to reserve the Riverwalk Landing Performance Stage Area. Payment is to be made payable to "Treasurer, County of York," and must be submitted to Parks, Recreation and Tourism 14 days prior to the date of the reservation.

3. Priority of Use for Riverwalk Landing and the Yorktown Waterfront County-owned property

The priority of use levels listed below shall determine scheduling and approval for processing Facility Requests for Riverwalk Landing and the Yorktown Waterfront area's listed in this policy.

1. York County sponsored or co-sponsored events
2. State and other governmental agency events
3. Other requests on a "first-come, first-served" basis

A County sponsored or co-sponsored event may bump another scheduled event 120 days prior to the event date.

Events may be cancelled in cases of inclement weather or if the areas are closed because of damage created by storms and the areas are deemed unsafe by the County.

Guidelines for areas

- a. All property identified in an approved Facility Use Permit Request shall remain open to the public during any event. The use permit does not grant exclusive use of an area.
- b. A Facility Use Permit may not be approved if a York County sponsored or co-sponsored special event is being held.
- c. A Facility Use Permit may not be approved for certain areas if requested during periods of heavy use (Memorial Day, 4th of July, Labor Day weekend beach season) or the number of approved permits may be limited to ensure the areas remain available to the public.
- d. Public areas listed in this policy may be closed to the public under special circumstances as required by York Poquoson Sheriff's Office or the York County Fire and Life Safety Department or other State and local Law Enforcement agencies.

Facility Regulations for Wedding Ceremonies and small events in Riverwalk Landing and the Yorktown Waterfront:

In addition to regulations found in Chapter 17 – Public Areas – of the York County Code, the following regulations shall apply for all areas:

- a. No wedding ceremonies are permitted on Colonial National Park Service property per November 12, 2013 NPS policy.
- b. All wedding ceremonies held on the Yorktown Beach will be permitted on a "first-come, first-served" basis. Wedding parties may not ask others to move or restrict use by others in these areas.
- c. Any decorations and/or special equipment, such as tents, canopies, arches, sound systems, etc., must be identified in the permit request, require prior approval, and may not be permitted in certain areas.
- d. Standing speakers, disk jockeys, public address systems or any other type of amplified device are prohibited in the National Park Service Beach Picnic area and, in some cases, on the Yorktown Beach area.
- e. A two-hour maximum time limit will be imposed on all wedding ceremonies/events. This shall include set-up and take-down time. County of York will not supply or set up any equipment.
- f. Affixing directional signage to existing buildings, property, signs, poles or plants is not permitted.

- g. Fires, candles, tiki torches and all other forms of open flame are prohibited.
- h. Consumption or possession of alcoholic beverages or controlled substances is prohibited. (Reference Section 17-50 and 51)
- i. All equipment (i.e. tables, chairs, arches, etc.) to be set-up for approved wedding ceremonies/events must be removed within an hour of the conclusion of the event. All equipment must be hand carried to the site and no vehicles are permitted to drive on the grass, beach or sidewalks in Riverwalk Landing or on the Yorktown Beach.
- j. Permittees will be billed for any costs incurred by the County of York for removal of any equipment left on any locations listed in this policy.
- k. To protect County property and wildlife, the releasing of balloons, doves or butterflies and the dropping of rice, birdseed, flower petals or other natural or artificial material is not permitted. Releasing doves or butterflies is prohibited by law in the National Park Service Beach Picnic area.
- l. Vehicles are subject to all parking ordinances. Vehicles may not be parked on road shoulders and may not impede traffic flow. Parking spaces may not be reserved or blocked off nor can parked vehicles interfere with normal public use.
- m. The private use of the Yorktown Trolley is prohibited.
- n. All trash associated with use must be removed from the location and placed in trash receptacles or carried off site. Permittees will be billed for staff time required to clean the area, if necessary.
- o. Assemblies, Meetings, Demonstrations, Parades in public area – permit required. (Reference Section 17-57)
- p. Commercial Photography – permit required. (Reference Section 17-75)
- q. Sale or Distribution of printed matter – permit required. (Reference Section 17-76)
- r. Vending: York County Economic Development Authority policy dated November 13, 2007 shall apply for all requests for vending in Riverwalk Landing. Vending operations on the Yorktown Waterfront are subject to restrictions – permit required. (Reference Section 17-71) No vending or solicitation is allowed on National Park Service property.

1. Riverwalk Landing:

- a. Fundraising events shall be limited to those that are County sponsored or co-sponsored. (Reference BP07-22)
- b. The Parking Terrace shall remain open for general public use and cannot be “reserved” for any special events or groups. (Reference BP07-22)

2. Yorktown Beach Area:

- a. Wedding ceremonies – permit required
- b. Dogs and Other Domesticated Animals – Dogs and other domesticated animals are prohibited. This does not apply to service dogs. (Reference Section 17-55)
- c. Metal-detecting devices – (Reference Section 17-35)

d. Bonfires - (Reference Section 17-23)

3. National Park Service Beach Picnic Area:

- a. The area shall remain open to the general public during its normal operating hours.
- b. No wedding permits will be approved for this area as per the National Park Service.
- c. Admission or registration fees may not be collected on-site.
- d. There shall be no souvenir sales associated with any authorized event or ceremony.
- e. Alcohol is prohibited on National Park Service Property
- f. A Facility Use Permit Request form must be submitted to the Division of Parks, Recreation and Tourism for special events.
- g. All posted use regulations for the Area shall be observed.