



SPECIAL EVENTS PERMIT APPLICATION COVER SHEET

Thank you for your interest in hosting a special event in the City of Norfolk. The City of Norfolk recognizes that special events serve an important role in celebrating life in Norfolk. These events contribute to the cultural and artistic richness of the City. They also build a sense of community as well as educate and entertain. Special Events may include festivals, walks, runs, parades, community gatherings & reunions, block parties, athletic events, etc.

SPECIAL EVENTS PERMIT PROCESS

Policy states that any event that takes place in city community parks, festival parks or public right-of-way requires a Special Events Permit. The Special Events Management Office (SEMO) and the Department of Recreation, Parks & Open Space (RPOS) are the managing city partners overseeing this permit process and the rental of festival parks, community parks, neighborhood parks, beaches, picnic shelters, athletic fields, recreational facilities and public right of ways.

Events that will be exempt from this application process are: Pagoda events, first amendment rallies or protests, rentals of picnic shelters, athletic fields and recreation facilities. These all require a different application which can be obtained through the contacts below:

Pagoda Gardens in Freemason	Contact: Madelyn Sly	(757) 623-1949
First Amendment	Contact: Special Events Mgmt Office	(757) 664-6880
Picnic Shelter Applications	Contact: Recreation, Parks & Open Space	(757) 441-5835
Athletic Field Rentals	Contact: Recreation, Parks & Open Space	(757) 441-5835
Recreation Facilities	Contact: Recreation, Parks & Open Space	(757) 441-2400
Beach Property between Sarah Constance and Community Beach	Contact: Recreation, Parks & Open Space	(757) 441-2400

WHO SHOULD COMPLETE THIS FORM?

Individuals or organizations interested in using city community parks, festival parks, or public right-of-way are required to complete an application. Parcels of land or other open spaces not specified here or listed above are not available for event use as they do not have the necessary amenities or parking available for a safe and successful event.

WHO DO WE SUBMIT TO?

Special Events Management Office and the Department of Recreation, Parks & Open Space are the managing city partners overseeing the special event permitting process. The location of event, scale of event, vendor involvement, public safety concerns and clean up issues determine which department processes your application.

<p>Contact: Special Events Management Office Selden Arcade 208 E. Main Street Norfolk, VA 23510 (757) 664-6880 (757) 664-6810 (Fax)</p>	<p>Festival Parks (<u>open to the public events only; no private use</u>)</p> <p>Harbor Park Parking Lot</p> <p>Ocean View Beach Park (required to submit application 9 months in advance for expected attendance of 200+)</p> <p>Town Point Park (required to submit application 9 months in advance for expected attendance of 200+)</p> <p>Community Parks: EXPECTED ATTENDANCE OF 200+ Berkley Park Lakewood Park Lafayette Park Northside Park Stockley Gardens</p> <p>Public Right-of-Ways (Streets/Sidewalks)</p>
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Community Parks: EXPECTED ATTENDANCE OF 199 or Less

Barraud Park
Berkley Park
Lakewood Park
Lafayette Park
Northside Park
Poplar Hall
Stockley Gardens

AND

Beach Property (Between Sarah Constance and Community Beach)

Contact:

Recreation, Parks & Open Space – Lakewood Athletics
1612 Willow Wood Drive
Norfolk, VA 23509
(757) 441-5835
(757) 441-5975 (F)

WHAT DO I DO?

Review, fill out, sign and submit the coversheet, application and all appropriate attachments. Please be aware of deadlines as they are dependant on the total number of expected attendees that include spectators and participants. Deadlines are firm as we have a detailed process for review on all applications. Event dates need to be adjusted according to these application submission deadlines.

Please note that events in the festival parks must be open to the public; no private events will be approved. It is a requirement that the event producer/manager be a staff member of the organizing entity if one of the City of Norfolk’s festival parks is the desired location for your event. The City of Norfolk will not approve third party organizers for any events held in its festival parks.

WHEN IS APPLICATION DUE? (Deadlines based on expected attendees)

For events requesting to be held in the City of Norfolk’s festival parks, which are Town Point Park and Ocean View Beach Park, and the expected attendance is 200+, applications are required to be submitted a minimum **9 months** in advance of the event set-up date.

The following deadlines apply for events being proposed to take place in community parks, beaches or public right-of-ways:

Under 500	Requires a minimum of 60 days prior to the event
501 – 1,000	Requires a minimum of 3 months prior to the event
1,001 - +	Requires a minimum of 5 months prior to the event

The following deadline applies for a run or walk being proposed to take place in a public right-of-way:

	Requires a minimum of 6 months prior to the run/walk
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WHAT ARE THE COSTS?

Upon submission all applicants are required to pay a non-refundable application fee. Fee will need to be paid at the time of submission for application to be considered. Residents of Norfolk pay \$25 and non-residents pay \$50.

Fees for rental use of open space in the City of Norfolk are based on a daily rate and vary according to venue. Other fees will be determined based on individual event needs. An estimate on overall costs will be provided after your application has been reviewed. Final fees and requirements are based on the information provided, so be as complete as possible.

Please be aware that any costs to cover city services or equipment will be passed onto the event organizer.

WHAT NEXT?

Once the application is received and processed you will be contacted by the department you applied to. Depending on several factors you may be asked to appear before The Norfolk Event Panel, a city group created for the main purpose of helping guide and govern safe and successful community events in Norfolk. The Panel is comprised of representatives from the City Manager’s office, Parking, Transportation, Police, Fire, Recreation Parks & Open Space, Health Department,

Commissioner of Revenue, Norfolk Festevents and Communications. The goal is to work with the applicants so they may receive prompt feedback on all requirements pertaining to permits, licenses, fees and deadlines necessary for their events. If your event isn't selected for Panel vetting, it will still be screened during general business of the monthly meetings. You may request an appearance if one isn't scheduled for you.

Once approved by the Norfolk Event Panel, you will be asked to comply by the standards set in a follow-up letter. This will include the requirement to submit a certificate of insurance **30 days** from the event date and all fees/deposits received within **2 weeks** of the event date.

INSURANCE INFORMATION AND INDEMNITY PROVISION

Depending on your event classification, you will be required to provide proof to the city of your insurance coverage. The City of Norfolk will **NOT** provide or obtain insurance coverage for your event; it is your responsibility to obtain and pay for the specified insurance amount. Proof of this insurance naming the City of Norfolk as an additional insured is due **30 DAYS** prior to your event date.

All applicants are required to agree to indemnify, defend and hold harmless the City of Norfolk, its officers and employees, against any claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant or other sponsor in connection with said event.

STREET/SIDEWALK CLOSURES

If your event involves a request for closure of a public right-of-way such as a street or sidewalk, an additional permit is required and issued by Public Works/SEMO. It's the City's desire to leave all public right-of-ways open during events unless it is absolutely necessary for public safety. Closures impact our residents and businesses and are heavily scrutinized. If you desire a street/sidewalk closure, you will need to review the ROW closure information sheet and complete a separate application. A map of your proposed closure and draft of notification to those impacted are also required. Without completing these steps, the requested closure won't be reviewed.

Please be aware that closures often involve the use of many city personnel and equipment; in non-city functions costs to cover these services may be passed on to the event organizer. Plan accordingly.

First amendment rallies or gatherings in the public right-of-way need to complete a first amendment application. Contact (757) 664-6880 for this information.

FINANCIAL OBLIGATIONS

All financial obligations due to the City of Norfolk related to prior events held in the City must be paid in order for an application to be approved for a subsequent event.

These financial obligations include:

Permit fees Application Fees Rent Equipment Fees Public Works (Staff, Permits & Equipment) Norfolk Police Department Norfolk Fire-Rescue	Commissioner of Revenue (Admissions Tax) Event Staffing (Ticket Takers, Cleaning, Security) Health Department Permit Fees Cleaning Fees Event Duty Manager / Administrative Fees
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I have read and understand the Special Events Permit process.

Signature: _____	Date: _____
Print Name Here: _____	

Special Events Management Office
 Selden Arcade
 208 E Main Street
 Norfolk, VA 23510
 (757) 664-6880
 (757) 664-6810



Recreation, Parks & Open Space
 501 Boush Street
 Norfolk, VA 23510
 (757) 441-2400
 (757) 441-5423 (F)

SPECIAL EVENTS PERMIT APPLICATION

OFFICE USE ONLY	Permit Number: _____	Event Supervisor: _____
	Insurance: <input type="checkbox"/> Rec'd	Application Fee Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No

It is required to read and sign the coversheet prior to completing this application for a Special Events Permit. ***Please type or print clearly*** when completing the application.

The information in this form will be used to determine final fees and the eligibility for the permit requested so accuracy is crucial. Indicate N/A if the question doesn't pertain to your event. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit, halting of the event, and probationary use of city property in the future.

Permit applications have to be submitted by deadlines posted on application coversheet and must include a \$25 non-refundable application fee for Norfolk residents and \$50 non-refundable application fee for non-residents before processing. Checks should be made payable to **City of Norfolk**.

Submit the coversheet with signature, completed application and any required attachments to the appropriate office. You are also required to submit a certificate of insurance **30 days** from the event date and all fees/deposits received within **2 weeks** of the event date. No permit will be issued if these steps aren't followed.

APPLICANT INFORMATION *Applicant must be the contact person or event organizer for the event submitted. For events requesting to be held in Town Point Park or Ocean View Beach Park the event organizer must be a staff member of the organizing entity.*

Applicant's Name: _____		Date of Submission: _____	
Organization: _____			
Position/Title with Organization: _____			
Street address: _____		City: _____	State: _____ ZIP: _____
Day Phone: _____	Type: _____	Evening Phone: _____	Type: _____ Fax: _____
E-mail: _____			
Do you represent a non-profit organization with 501 (c) (3) status? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please attach a copy of the 501 (c) (3) certificate or note identification number: _____		
If you already know your carrier's information, please list below:			
Name of Insurance Carrier: _____			
Contact: _____		Phone: _____	

EVENT INFORMATION

Event Name: _____
Purpose: _____
This event is a... (Please check all that apply): <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk/Bike/Auto Procession <input type="checkbox"/> Carnival <input type="checkbox"/> Picnic <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Beach Event <input type="checkbox"/> Sporting Event <input type="checkbox"/> Community/Church <input type="checkbox"/> Other (please explain) <input type="checkbox"/> Neighborhood Reunion
Requested location (name of park/streets desired): _____

Event Date(s)	Setup Time	Start Time	End Time	Breakdown Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Rain Date(s) / Time(s): _____

Please list any items that will be left overnight: _____

How many total attendees are expected? (participants and spectators): 0 – 150 150-500 500-1,000 1,000-5,000 5,000+

Please indicate how many times this event has been hosted before:

1st Time 2-4 Times 5+ Times Where? _____

Please mark all of the following that apply to your event:

- | | | | |
|---------------------------------------|------------------------------------|---|--|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Tents | <input type="checkbox"/> Live Music/Band/PA System | <input type="checkbox"/> Vendors (non-food/beverage) |
| <input type="checkbox"/> Food Vendors | <input type="checkbox"/> Bleachers | <input type="checkbox"/> Mechanical Rides/Inflatables | <input type="checkbox"/> Staging |

EVENT SPECIFICS

TENTS: Please give an overview of your tent plan. List type (by Code), number, and size(s) of tents to be erected.

Tent Codes: **C** – Cooking underneath **S** – Sales

Tent Code	Number of Tents	Sizes
_____	_____	_____
_____	_____	_____

BLEACHERS: If your event will have bleachers, please provide the type of bleacher, size, and supplier:

Size	Supplier	Phone Number
_____	_____	_____
_____	_____	_____

STAGES:

Size	Supplier	Phone Number
_____	_____	_____
_____	_____	_____

SOUND/LIGHTING PACKAGE:

Type	Supplier	Phone Number
_____	_____	_____
_____	_____	_____

Briefly describe any type of entertainment planned:

Carnival/Inflatable Rides Information (moonwalk, etc.)

How many mechanical/inflatable rides will be used?

What types:

Company Name:	Address:
Company's Representative:	Phone: _____ Fax: _____

VENDOR INFORMATION*A vendor is anyone who is serving, selling, or sampling food, beverages, or merchandise.***Food:** (Please check all that apply.)

Each and every food vendor must complete a **Vendor Agreement**, provide proof of proper insurance and meet the requirements of the Commissioner of Revenue's office, Health Department, and Fire Marshal. (SEE ATTACHMENT "F" & "G"). **It is the responsibility of the event organizer to collect all vendor lease agreements and submit to the Special Events Management Office no later than 30 days prior to the event.**

Food will be:	<input type="checkbox"/> Served	<input type="checkbox"/> Prepared Outdoors	<input type="checkbox"/> Delivered from another location	<input type="checkbox"/> Prepared in Church Kitchen
	<input type="checkbox"/> Sold	<input type="checkbox"/> Catered	<input type="checkbox"/> Prepared in School Cafeteria	<input type="checkbox"/> Other:

Food Date(s): _____ _____ _____	Time(s): _____ _____ _____
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What time will vendor setup and ready for inspection? _____

Nonfood:

Each and every merchandise vendor must complete a **Vendor Agreement**, provide proof of proper insurance and meet the requirements of the Commissioner of Revenue's office and Fire Marshal. (SEE ATTACHMENT "F")

Alcohol: (This information must be completed regardless of whether the event is public or private.) Please answer all applicable questions.

Alcohol vendors must complete a **Vendor Agreement**, (ATTACHMENT "F") provide proof of proper insurance and meet the requirements of the Virginia Department of Alcoholic Beverage Control which include securing a license. (757-424-6700)

Type:	<input type="checkbox"/> Draft Beer	<input type="checkbox"/> Bottled Beer	<input type="checkbox"/> Canned Beer	<input type="checkbox"/> Wine	<input type="checkbox"/> Liquor
Will be:	<input type="checkbox"/> Sold	<input type="checkbox"/> Given away	<input type="checkbox"/> Both		

Alcohol Date(s): _____ _____ _____	Time(s): _____ _____ _____
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SECURITY *Describe your plans for security at your event***SECURITY PLAN WILL NEED FINAL APPROVAL BY NORFOLK POLICE DEPARTMENT AND THEY HAVE FINAL SAY IN APPROPRIATE NUMBER AND TYPE OF RECOMMENDED PERSONNEL.**

Please describe your security plan: _____

Describe type of equipment (if any) that will be left overnight: _____

Uniformed presence provided by: Off duty police officers Sheriff's Deputies Private Security

Times: _____ How many: _____

If you have already made contact with someone about security please give us the contact name and number:

Name: _____ Phone Number: _____

RESTROOMS, WASTE DISPOSAL/DUMPSTERS *Describe your plans for security at your event***Restrooms**Have you contracted with a portable restroom company? Yes No Contact Name & Info: _____

Please list the number and locations of portable restrooms:

Number: _____ Locations: _____

Trash DisposalHow many trash receptacles will you require? 5-10 10-20 _____Will you be renting a dumpster? Yes No

How many grey water or grease containers are you using and what company will supply these? _____

PARKING

Where will the event attendees/participants park? On Street/Public Parking School Grounds Reserved/VIP Parking
 Church grounds Satellite Parking Location: _____ Other: _____

Will you require special parking? (VIP, RVs, trailers, etc) Yes No

Number of Spaces:

Location:

Purpose:

MEDICAL

Please describe your medical plan in detail: _____

SPECIAL EVENTS PERMIT AGREEMENT

I Agree to Abide By The Following Regulations:

1. All pre-event determined fees shall be paid at least two weeks prior to event. Any costs determined after event need to be settled immediately upon receipt of invoice.
2. Proof of insurance will be provided 30 days, the applicant(s) shall at their own cost and expense furnish a policy or policies for property damage or bodily injury in the amount specified by the City's Risk Management Division. Also, the City of Norfolk MUST be named as additional insured. It is the applicant's responsibility to obtain the required certificate of insurance when it is required from a third party.
3. Have developed a comprehensive security plan in conjunction with the Norfolk Police Department.
4. City property shall not be removed from the premises.
5. Premises will be left in as good a condition as received, reasonable wear and tear expected. All trash will be disposed of properly. Accept responsibility for any damages which might occur during the period of use.
6. Comply with all laws, rules, and regulations of the federal, state, and city governments governing operations and conduct on City property.
7. The premises will be available to all citizens without discrimination.
8. This agreement may be terminated by the City of Norfolk Department of Cultural Affairs and Special Events at any time upon finding of a violation of any rule, ordinance, and condition of the permit or upon good cause shown.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by they City of Norfolk, in support of said event.
10. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the City of Norfolk, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant or other sponsor in connection with said event.
11. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit, halting of the event, and probationary use of city property in the future.
12. All financial obligations due to the City of Norfolk related to prior events held in the City must be paid in order for an application to be approved for a subsequent event.

Signature: _____

Date: _____