



**Special Events Permit Application 2008**

Thank you for your interest in hosting a special event in the City of Norfolk. Special events include festivals, concerts, fairs, parades, block parties, rallies, athletic events, etc. Any event that takes place under the jurisdiction of the city of Norfolk requires a "Special Events Permit". This application is your first step in this process.

Final fees and requirements are based on this information, so please be as complete as possible. Submit the completed application with a \$50 non-refundable application fee to the Special Events office. You will then be required to present your event information at a Norfolk Event Panel meeting. All events must be reviewed by the Panel prior to approval. *Please type or print clearly.*

Permit Applications have to be submitted by deadlines posted below and must include a \$50 non-refundable application fee before processing. Checks can be made out to **City of Norfolk-Special Events**.

**Applicant and Information** *Applicant is the contact person or event organizer for the event submitted.*

Applicant's Name: \_\_\_\_\_ Date application submitted: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Mailing address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office phone: \_\_\_\_\_ Cell phone (or Home): \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Do you represent a non-profit organization with 501 (c) (3) status? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Attach a copy of the 501 (c) (3) certificate or note identification number) \_\_\_\_\_

**Event Information**

Event name: \_\_\_\_\_  
Requested location: \_\_\_\_\_ Requested event date: \_\_\_\_\_  
Event starting time: \_\_\_\_\_ Event ending time: \_\_\_\_\_  
Expected attendance: \_\_\_\_\_ How many years has this event been held? \_\_\_\_\_  
If a repeat event, where was it held in prior years? \_\_\_\_\_  
Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This event is a:  
\_\_\_\_ Festival \_\_\_\_ Concert \_\_\_\_ Private Event \_\_\_\_ Parade \_\_\_\_ Block Party \_\_\_\_ Athletic Event (Run/Walk/Bike)  
\_\_\_\_ Rally/Tribute \_\_\_\_ Ceremony \_\_\_\_ Fair \_\_\_\_ Other (please specify) \_\_\_\_\_

**Application Deadlines**

You must submit this application based on the projected number of event attendees.

Under 500:       Need **60 days** from the event set-up date to process the application.

501-1000:       Need **3 months** from the event set-up date to process the application.

1001 +:         Need **5 months** from the event set-up date to process the application.

These 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.

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.

**Indemnity Provision and Insurance Information**

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.

Insurance Requirements: (SEE ATTACHMENT "A" for full insurance details) 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 with the City of Norfolk as additional insured is due to the Special Events Manager **30 DAYS** prior to your event date. If you already know your carrier's information, please list below:

Name of Insurance Carrier: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Fees**

Fees for rental use of open space in the City of Norfolk are based on a daily rate. Other fees will be determined later based on individual event needs. (For rental fee breakdown, please see ATTACHMENT "B") An estimate on overall costs will be provided after your application has been reviewed.

**Street Closures**

Closing a street for your event requires additional steps to this process as it has to be reviewed by several more departments. Closures also impact our residents and businesses and are scrutinized more than any other event. If you are asking for a street closure then you will need to review the street closure information sheet and complete a separate street closure application. A map of your proposed closure and notification to those impacted are also required. Without completing these steps, your closure won't be reviewed. (SEE ATTACHMENT "C" & "D")

**Vendor Information**

A vendor is anyone who is serving, selling, or sampling food, beverages, or merchandise.

**Food:** (Please check all that apply)

Food will be:  Sold  Catered and served  Prepared outdoors  Delivered from another site  Sampled  
When will food be set-up? \_\_\_\_\_

Every Food Vendor must complete a **Vendor Lease Agreement**, provide proof of proper insurance and meet the requirements of the Commissioner of Revenue’s office, Health Department, and Fire Marshal. (SEE ATTACHMENT “E”& “F”)

**Non-Food:** These vendors must complete a **Vendor Lease Agreement**, provide proof of proper insurance and meet the requirements of the Commissioner of Revenue’s office and Fire Marshal. (SEE ATTACHMENT “E”)

**Alcohol:** (Please check all that apply)

Type:  Beer  Wine  Liquor How is it being distributed?  Sold  Given away  Both  
Alcohol vendors must complete a Vendor **Lease Agreement**, provide proof of proper insurance and meet the requirements of the Alcoholic Beverage Commission. (SEE ATTACHMENT “E”)

**Event Details**

Logistical Plan for your event:

Describe briefly the use and approximate size of any tents, tables, and staging you plan to use (please attach layout sketches if possible) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describing your entertainment plans:

Describe briefly the type of entertainment planned \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which sound company are you planning to use for your event? \_\_\_\_\_  
\_\_\_\_\_

Will there be stage lighting and if so, what company? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe briefly any children’s activities planned \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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)**

Who are you planning to hire as security at event (NPD, Sherriff, or Private)? \_\_\_\_\_

How many security personnel were you planning on at the event? \_\_\_\_\_

Have you already made contact with someone about security and if so, please give us the contact name and number?

CONTACT: \_\_\_\_\_ NUMBER: \_\_\_\_\_

Other security comments: \_\_\_\_\_

\_\_\_\_\_

Describe your plans for parking needs:

How many spaces are needed for parking the event staff/vendors?

\_\_\_\_\_

Describe plans for parking the event staff/vendors \_\_\_\_\_

\_\_\_\_\_

Where are you planning for event patrons to park? \_\_\_\_\_

\_\_\_\_\_

Plans for Set up, Breakdown & Clean-up of event:

What date and time do you plan to begin setting up the event? \_\_\_\_\_

\_\_\_\_\_

What date and time do you plan to begin breaking down the event? Will there be anything left overnight?

\_\_\_\_\_

\_\_\_\_\_

How are you are handling clean-up? \_\_\_\_\_

\_\_\_\_\_

How many restrooms are you using and what company will supply these? \_\_\_\_\_

\_\_\_\_\_

How many trash containers do you need for the event? Will you be renting a dumpster?

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Agreement**

I Agree to Abide By The Following Regulations:

1. Rental fee and other determined fees shall be paid at least two weeks prior to event.
2. All planned activities for the proposed event are listed on this form or attached in detail.
3. City property shall not be removed from the premises.
4. All trash will be disposed of properly.
5. Accepts responsibility for any damages which might occur during the period of use.
6. Have developed a comprehensive security plan in conjunction with the Norfolk Police Department.
7. Premises will be left in as good a condition as received, reasonable wear and tear expected.
8. If proof of insurance is required, the organization/group shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount specified by the Risk Management Division. Also, the City of Norfolk should be named as additional insured.
9. Provide proof of liability insurance coverage for those events in which giving or serving of alcoholic beverages are a planned and/or anticipated activity.
10. It is the applicant's responsibility to obtain the required certificate of insurance when it is required from a third party.
11. Certificate(s) from the insurance carrier or carriers showing the above insurances to be in force must be submitted for approval by the City Attorney's Office a month prior to the event.
12. Comply with all laws, rules, and regulations of the federal, state, and city governments governing operations and conduct on City property.
13. The premises will be available to all citizens without discrimination.
14. 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.
15. 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.
16. 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department of Cultural Affairs and Special Events  
Selden Arcade  
208 E. Main Street  
Norfolk, VA 23510  
(757) 664-6746  
Fax (757) 664-6810

**Please make a copy of this application for your records as we do not provide copies.**