



City of Norfolk  
Small Event Permit Application  
(0-199 Expected Attendance)



201 E. Brambleton Avenue • Norfolk, VA 23510 • (757) 664-6880 main  
[www.norfolk.gov/sevenvenues](http://www.norfolk.gov/sevenvenues)

**For Office Use Only**

Date Received: \_\_\_\_\_ Permit #: \_\_\_\_\_ Application Fee Paid: ☐ YES ☐ NO

**Instructions:** Please type or print clearly. Incomplete applications will not be processed. Indicate N/A if a question does not apply to your event. Information in this form will be used to determine fees and eligibility for the permit requested.

**EVENT INFORMATION**

EVENT NAME: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

EVENT DATE (s)	SETUP TIME	START TIME	END TIME	BREAKDOWN TIME
----------------	------------	------------	----------	----------------

RAIN DATE(s)/TIME(s): \_\_\_\_\_

REQUESTED EVENT LOCATION:

Please indicate the type of location, check all that apply and specify location name.

☐ Town Point Park

☐ Ocean View Beach Park

☐ Streets/Sidewalks

☐ Other

Location Name: \_\_\_\_\_

TYPE OF EVENT:

Please check all that apply.

☐ Family Reunion/Picnic

☐ Church Event

☐ Concert / Performance

☐ Carnival / Amusements

☐ Community / Cultural

☐ Sidewalk Walk

☐ Neighborhood Reunion

☐ Fundraiser / Charity Event

☐ Other: \_\_\_\_\_

EXPECTED DAILY ATTENDANCE:

Please include participants and spectators in this total.

☐ 0 – 49

☐ 50 – 99

☐ 100 – 149

☐ 150-199

EVENT REOCCURRENCE:

Please also indicate if this is an annual event.

☐ 1<sup>st</sup> Time

☐ 2 – 4 Times

☐ 5 - 10 Times

☐ +10 Times

☐ Annual Event

If held previously, please list location(s): \_\_\_\_\_

EVENT ADMISSION / ENTRY FEE:

Please check all that apply.

☐ Free

☐ Open to the Public

☐ Private Event

☐ Participation Fee \$ \_\_\_\_\_

☐ Ticketed / Gated

\$ \_\_\_\_\_

☐ Suggested Donation \$ \_\_\_\_\_

**IMPORTANT:**

- Please do not complete this application if the event is expected to have 200+ in expected daily attendance or is a run/walk, commercial parade or bike race on City streets. These events can be accommodated through a "Large Event Permit Application."
- Each category of property is subject to different rules. It is the applicant's responsibility to check the regulations governing the use of specific property for which you request a permit.

**APPLICANT INFORMATION:** Applicant must be the contact person or event organizer for the event submitted.

Applicant's Name: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Event Website: \_\_\_\_\_

Do you represent a 501 (c) 3 Status?

☐ Yes ☐ No

501 (c) 3 #: \_\_\_\_\_



# City of Norfolk Small Event Permit Application (0-199 Expected Attendance)



-†-Vu o-uyh

**Applicant must provide a detailed and labeled EVENT MAP/LAYOUT with the application to include all activities and equipment (i.e. tents, bleachers, stages, ride/amusements, restrooms, dumpster, etc.).**

## EQUIPMENT:

Will you have tables/chairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you have staging?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you have bleachers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will equipment be left overnight?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will power be provided by a generator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you have tents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	# of Tents: _____
Will you have inflatables, mechanical rides and/or amusements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provider: _____

## RESTROOMS/WASTE DISPOSAL:

Do you plan to provide portable restrooms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many? _____
Will you be renting a dumpster or taking trash off site?	<input type="checkbox"/> Rent Dumpster	<input type="checkbox"/> Take Trash Off Site	

## VENDORS:

Please check all that apply.

Will food/beverage be provided at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	For Sale <input type="checkbox"/>	Free <input type="checkbox"/>	Cooked on site <input type="checkbox"/>	Cooked off site <input type="checkbox"/>
Will there be retail/merchandise vendors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	For Sale <input type="checkbox"/>	Free <input type="checkbox"/>		
Will there be arts & crafts vendors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	For Sale <input type="checkbox"/>	Free <input type="checkbox"/>		
Will alcohol be served at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	For Sale <input type="checkbox"/>	Free <input type="checkbox"/>		
Will there be informational/sponsor tables?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				

## ENTERTAINMENT:

Please check all that apply.

<input type="checkbox"/> Live Music/ DJ/Band	<input type="checkbox"/> Live Animals/Petting Zoo	<input type="checkbox"/> Dance/Stage Performance	<input type="checkbox"/> Speeches/Presentations
----------------------------------------------	---------------------------------------------------	--------------------------------------------------	-------------------------------------------------

## MEDICAL/SECURITY:

What do you plan to do in case of an emergency?	<input type="checkbox"/> Provide First Aid Kit	<input type="checkbox"/> Medical Staff on-site	<input type="checkbox"/> Call 911	<input type="checkbox"/> Other
-------------------------------------------------	------------------------------------------------	------------------------------------------------	-----------------------------------	--------------------------------

Please explain the medical plan:

Do you intend to hire security for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-----------------------------------------------	------------------------------	-----------------------------

If yes, security will be:	<input type="checkbox"/> Off Duty Norfolk Police	<input type="checkbox"/> Private Provider	<input type="checkbox"/> Norfolk Sherriff Deputies	<input type="checkbox"/> Other
---------------------------	--------------------------------------------------	-------------------------------------------	----------------------------------------------------	--------------------------------

If other, please explain:

## IMPORTANT:

- Tents larger than 900 square feet require a permit from the Department of Planning, Office of Building Safety.
- Inflatable/Mechanical Ride providers are responsible for submitting a certificate of insurance listing the City of Norfolk as additional insured. A permit is required for mechanical rides from the Department of Planning, Office of Building Safety.
- Power is not accessible at most locations.
- It is the responsibility of the event organizer to provide trash liners for existing trash receptacles and to remove event waste from the premises following the event or to place all waste in a rented dumpster.
- All vendors AND event organizers providing food/beverage to the public must meet all requirements of the Health Department. If the food/beverage or merchandise is being all requirements of the Commissioner of Revenue must be met.
- If your event location is permitted to have alcohol, you must meet the requirements set by the Department of Alcoholic Beverage Control and obtain the appropriate ABC License. An event insurance policy is required and must include liquor liability coverage.
- Security requirements are at the discretion of Norfolk Police and may be at a cost to the organizer. Off-duty rates apply.

ooyk° V#- Depending on the nature of the event, the City may require the permittee to obtain an insurance policy. If insurance is required, a certificate of insurance must be submitted listing the City of Norfolk as additional insured.

Do you have or plan to obtain insurance coverage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provider: _____
---------------------------------------------------	------------------------------	-----------------------------	-------------------------



# City of Norfolk Small Event Permit Application (0-199 Expected Attendance)



Please attach a **TRAFFIC CONTROL MAP** to the application showing all traffic devices, street, lane or sidewalk to be closed, closest cross street, arrow north, and any physical set up. All plans must comply with the latest version of the VA Work Area Protection Manual and the Manual for Uniform Traffic Control Devices.

## CLOSURE LOGISTICS:

☐ N/A

Who will be providing street closure equipment? Private Provider: \_\_\_\_\_

Describe the route/closure area: \_\_\_\_\_

Does your event require removing/restricting on-street parking or using metered spaces? Yes No

It is the responsibility of the applicant to design a communication plan to notify the community about the event. The notification plan is to be approved by the City as a part of the permit process.

When do you plan to notify the impacted civic leagues of the event details? Notification date: \_\_\_\_\_

Do you plan to notify each resident/business that is directly on the route and/or street closure? ☐ Yes ☐ N/A Notification date: \_\_\_\_\_

Do you grant permission to the City to take and/or use event photographs for promotional purposes? ☐ Yes ☐ No

By signing below the applicant agrees to abide by the following regulations:

The noise level will not exceed the maximum permissible level of 110dB, in accordance with Chapter 26 Norfolk City Code.

This agreement may be terminated by the City of Norfolk SevenVenues any time upon finding violation of any rule, ordinance or condition of the permit or upon good cause shown.

The noise level will not exceed the maximum permissible level of 110dB, in accordance with Chapter 26 Norfolk City Code.

This agreement may be terminated by the City of Norfolk SevenVenues any time upon finding violation of any rule, ordinance or condition of the permit or upon good cause shown.

This agreement may be terminated by the City of Norfolk SevenVenues any time upon finding violation of any rule, ordinance or condition of the permit or upon good cause shown.

This agreement may be terminated by the City of Norfolk SevenVenues any time upon finding violation of any rule, ordinance or condition of the permit or upon good cause shown.

This agreement may be terminated by the City of Norfolk SevenVenues any time upon finding violation of any rule, ordinance or condition of the permit or upon good cause shown.

ALL FINANCIAL OBLIGATIONS AND TAXES DUE TO THE CITY RELATED TO PRIOR EVENTS MUST BE PAID IN FULL IN ORDER FOR AN APPLICATION TO BE APPROVED FOR A SUBSEQUENT EVENT. APPLICATIONS RECEIVED FOR WHICH THE APPLICANT/ORGANIZATION HAS OUTSTANDING FINANCIAL OBLIGATIONS OWED TO THE CITY WILL NOT BE PROCESSED UNTIL THE BALANCE IS PAID IN FULL.

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

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