



EXPRESSIVE ACTIVITY PERMIT APPLICATION

NORFOLK.GOV/SEVENVENUES • 757.664.6880 • 201 E. BRAMBLETON AVE, NORFOLK VA 23510

EXPRESSIVE ACTIVITY PERMIT GUIDELINES

SevenVenues oversees the permitting process for first amendment expressive activities including, but not limited to assemblies, marches, parades, demonstrations and rallies in the City of Norfolk. Applicants interested in obtaining a permit for the use of City property designated for expressive activities are required to complete a permit application and follow the steps in the permit application approval process.

PERMIT APPLICATION TO HOLD PARADE/PUBLIC ASSEMBLY NORFOLK CITY CODE SECTIONS 29-67, 25.2-50 AND/OR SPECIAL PERMITS UNDER 29-67(m)

It is the right of the City of Norfolk to ensure the free and safe passage of pedestrians and vehicles on the public rights-of-way, to ensure free and safe access to public areas, and otherwise regulate and control the time, place and manner of activities that would otherwise threaten the public health, safety, and welfare, while also encouraging the exercise of rights under the First Amendment of the United States Constitution. Content of the expressive activity will never be regulated and all requests for expressive activities are treated equally, as long as the permit criteria and requirements are met. No group assembling lawfully will be discriminated against or denied the right of assembly.

WHAT EXPRESSIVE ACTIVITIES ARE PROTECTED BY THE FIRST AMENDMENT?

TYPICAL FIRST AMENDMENT ACTIVITIES:

- Religious services or ceremonies
- Press conference
- Press coverage of breaking news
- Voter Registration
- Collecting signatures on petitions or voter initiatives
- Public demonstration, picketing, assembly or rally for expressing opinion and views
- Distribution of printed materials related to free expression of opinion
- Non-commercial processions/parades

THE FOLLOWING ARE **NOT** FIRST AMENDMENT ACTIVITIES:

- Church picnic, community or social gathering
- Obscenity and Public Nudity in violation of City Code Sections 28-2 and 28-12.
- Ceremonies/Receptions (i.e. wedding, re-enlistment, etc.)
- Recreational Activities (i.e. camping, athletics, sporting events)
- Non-symbolic erecting of structures (i.e. tents, stages)
- Loitering so as to threaten public safety
- Filming activities other than news broadcast
- Fundraising events
- Commercial activity (including parades/processions)
- Invitation only/private event

ALL expressive activities conducted on City property with thirty (30) or more participants requires a written permit.

WHERE CAN I HOST AN EXPRESSIVE ACTIVITY?

If the event qualifies as a first amendment activity, the City will accommodate the activity in a traditional public forum. Traditional Public Forums: A “Traditional Public Forum” is protected by the 1st amendment and is a place with a long tradition of expressive activities. The City can impose only content-neutral time, place, and manner restrictions on speech.

The following are categories of traditional public forums: Sidewalks, Public Parks, and Public Streets. Other requested locations are to be reviewed on a case by case basis by the City.

The following are NOT considered Traditional Public Forums: City Buildings, City Parking Lots, or Sand Beach Property. Designated Public Forums: A “Designated Public Forum” is an area in which the City has chosen to open for events or private events although it did not have to. Designated public forums are not open for expressive activities. All groups must be granted equal access to the area, therefore all policies and/or fees set for the area apply the same to each organization.

DEADLINES & FEES

EVENT LOCATION

Major Street/Street Downtown
Other Traditional Public Forums (sidewalk, park)

DEADLINE

Minimum of 30 calendar days prior
Minimum of 5 business days prior

FEES

\$10 Application Fee
(non-refundable)

FOR OFFICE USE ONLY

Date Received: Permit #: Application Fee Paid: Yes No

Instructions: Please fill out this form completely. If a particular section does not apply to you mark it N/A. If you object to providing the requested information please state why you object to it and/or briefly explain why it does not apply in the "Additional Information" section. Incomplete applications will not be processed. Supporting documents vary by event, but may include event/route map, timeline of event, etc.

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

Applicant's Name: Date of Submission:
 Street Address: City: State: Zip:
 Phone: Alternate Phone: Fax:
 Email: Website:

Other Leaders/Responsible Parties

Applicant's Name: Date of Submission:
 Street Address: City: State: Zip:
 Phone: Alternate Phone: Fax:
 Email: Website:

ORGANIZATION INFORMATION:

Organization Name:
 Street Address: City: State: Zip:
 Do you represent a 501 (c) 3 Status? Yes No 501 (c) 3 #:

EXPRESSIVE ACTIVITY INFORMATION:

Event Name:	Setup Time	Start Time	End Time	Breakdown Time
Event Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PARADE, PROCESSION & MARCHES/WALKS:

(Requested Location) Please state specific street addresses or intersections.

N/A Street Sidewalk Other If other, explain:

Assembly Location:

Dispersal Location:

Route: Please provide a written description of the proposed route, including street names, number of lanes, lane designation, direction, etc.

STATIONARY ASSEMBLY:

(Requested Location) Please state specific addresses, street and/or park names.

N/A Street Park Other If other, explain:

Address/Description:

Total Expected Daily Attendance: 0-29 30-59 60-99 100-149 150-199 200+ Est. Attendance:

EXPRESSIVE ACTIVITY INFORMATION (CON'T):

Type of Expressive Activity: Please check all that apply.

Picket	Religious Ceremony	Rally	Assembly/Public Demonstration	Petition/Signatures
March	Parade/Procession	Press/Media	Distribution (Flier/Literature)	Voter Registration
Other	If other, please explain:			

Does the activity involve: Vehicles Animals If yes, #:

Will the expressive activity be free and open to the public? Yes No

Will donations be accepted? Yes No

SIGNS & BANNERS:

Will you have any signs, banners or other attention drawing materials? Yes No

If yes, list the # of Signs # of Banners Approx. dimension of largest:

SOUND AMPLIFICATION:

Will there be sound amplification? Yes No

What type of amplified sound? Music Speech/Presentation Performance Other N/A

If other, please explain:

What type of equipment will be used? Megaphone/Bullhorn MP3/iPod/CD Player PA System Other N/A

If other, please explain:

Will a generator be used as a power source? Yes No

IMPORTANT:

- The maximum noise level allowed with a permit is 85dB(A), in accordance with Chapter 26 Norfolk City Code.
- Accessibility to power is not granted by an Expressive Activity Permit. Use of a generator requires insurance coverage listing the City of Norfolk as additional insured.

ADDITIONAL INFORMATION: Please add any additional information or event details necessary for a complete review.

EXPRESSIVE ACTIVITY PERMIT AGREEMENT

The permit, if issued, will only give you permission to use City of Norfolk property. It gives you no rights with regard to private property or the property of the Commonwealth of Virginia or the United States.

You and your organization will be liable for any loss, damage or injury to persons or property resulting from your parade/public assembly.

You and your organization must obey all existing laws and regulations, as they are or may be amended, governing private property and proper behavior on public property. Such laws and regulations include, but are not limited to: Trespassing (Norfolk City Code Section 29-48); Obstructing free Passage of Others (Virginia Code Section 18.2-404); Noise (Norfolk City Code Chapter 26); Disorderly Conduct (Norfolk City Code Section 29-10); and Riot and Unlawful Assembly (Virginia Code Section 18.2-404 et. seq.)

If a permit is issued, you and/or a representative member of your organization shall carry the permit during the entire parade/public assembly, and be prepared to present it to any public officials requesting to see it.

The person requesting this permit, identified as applicant, must sign. Submission of this application confirms receipt and review of the Expressive Activity Permit Guidelines.

Signature:

Date: