



Temporary Event Application Festival. Bazaar. Sale Event

Questions? Contact (757) 664-4752 for more information.

Applicant Information

Name (applicant – person's name requesting permit):

Address:

City: _____ State: _____ ZIP Code: _____

Tel. No. : _____ E-mail: _____

Event Information

Name of Event: _____

Date(s) of Event: _____ (60- day limit in PCOs, 14 days everywhere else) Time(s) of Event: _____

Location Address: _____

Estimated Attendance _____ 25 or fewer _____ 26 to 50 _____ 51 to 75 _____ 75+ If over 75, estimated attendance: _____

Type of Event

Will food be provided? Yes No If yes, catered for food vendor? _____

Will alcoholic beverages be served or sold?* Yes No

Will there be merchandise vendors or vending trucks/carts?** Yes No

Will there be a tent(s)?*** Yes No If yes, what size? _____ sq. ft. _____ sq. ft.

Is the event indoors or outdoors? _____

Will there be a cover charge/admission fee? Yes No If yes, contact corbt@norfolk.gov

Entertainment (complete if entertainment will be provided)

Live music/band/DJ Yes No Description _____

Stage performance Yes No Description _____

Other Yes No Description _____

Application requirements

Complete application must be submitted 15 days prior to the event to the zoningdsc@norfolk.gov

A conceptual plan must be attached including:

- Extent of area where event will occur
- Parking area
- Entertainment area/stage
- List of Vendors
- Seating (if any)
- Tents
- Ingress/egress (pedestrian and vehicular)
- Security Plan

Application to include:

1. Completed application
2. Conceptual site/floor plan and copy of tent permit with Certificate of Flame Resistance for all tents
3. Written approval from the property owner

*If your alcoholic beverages will be provided, you must meet the requirements set by the Department of Alcoholic Beverage Control and obtain the appropriate ABC License.

**All vendors providing food/beverage to the public must meet all requirements of the Health Department. If the food/beverage or merchandise is being sold, or a cover charge/admission fee is being charged, all requirements of the Commissioner of the Revenue must be met.

***Tents larger than 900 square feet, or with an occupancy of 50 or more, require a permit from the Department of Planning, Office of Building Safety

Signature _____

Date _____