

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, catered for food vendor?	
Will alcoholic beverages be served or sold?*	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be merchandise vendors or vending trucks/carts?*	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be a tent(s)?***	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what size? _____ sq. ft. _____ sq. ft.	
Is the event indoors or outdoors?			
Will there be a cover charge/admission fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, contact corbt@norfolk.gov	
Entertainment (complete if entertainment will be provided)			
Live music/band/DJ	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description	
Stage performance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description	
Other	<input type="checkbox"/> Yes <input type="checkbox"/> 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 -Security Plan -Ingress/egress (pedestrian and vehicular)			
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	