

Small Event Permit Application
(0-199 Expected Attendance)



1612 Willow Wood Drive • Norfolk, VA 23509 • (757) 441-5834
www.norfolk.gov/parksandrec

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.

Norfolk Park

Norfolk Public School Grounds

Streets/Sidewalks

Other

Open Space *and/or* Picnic Shelters- # of Shelters _____

Location Name: _____

TYPE OF EVENT:

*Please check all that apply. *Races that require street closures will be directed to SevenVenues.*

Family Reunion/Picnic

Religious Event

Concert / Performance

Carnival / Amusements

Birthday Party

Community / Cultural

Walk/Run/Race*

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.

1st 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 #: _____

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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? Yes No

Will you have staging? Yes No

Will you have bleachers? Yes No

Will equipment be left overnight? Yes No

Will power be provided by a generator? Yes No

Will you have tents? Yes No **# of Tents:** _____

Will you have inflatables, mechanical rides and/or amusements? Yes No **If yes, provider:** _____

RESTROOMS/WASTE DISPOSAL:

Do you plan to provide portable restrooms? Yes No **If yes, how many?** _____

Will you be renting a dumpster or taking trash off site? Rent Dumpster Take Trash Off Site N/A

VENDORS: *Please check all that apply.*

Will food/beverage be provided at the event? Yes No **For Sale** **Free** **Cooked on site** **Cooked off site**

Will there be retail/merchandise vendors? Yes No **For Sale** **Free**

Will there be arts & crafts vendors? Yes No **For Sale** **Free**

Will there be informational/sponsor tables? Yes No

ENTERTAINMENT: *Please check all that apply.*

Live Music/ DJ/Band Live Animals/Petting Zoo Dance/Stage Performance Speeches/Presentations

MEDICAL/SECURITY:

What do you plan to do in case of an emergency? Provide First Aid Kit Medical Staff on-site Call 911 Other

Please explain the medical plan:

Do you intend to hire security for the event? Yes No

If yes, security will be: Off Duty Norfolk Police Private Provider Norfolk Sheriff Deputies 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.
- No alcoholic beverages or smoking permitted in city parks. Violators will be prosecuted.
- Security requirements are at the discretion of Chief Park Ranger and Norfolk Police and may be at a cost to the organizer.

©oy k° 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? Yes No **If yes, provider:** _____

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ouk--u o@ -‡ ° DM#O oy k- 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. Seven Venues will further assist all street closer requests.

CLOSURE LOGISTICS:

N/A

Who will be providing street closure equipment? City of Norfolk (TOC) Private Provider

Describe the route/closure area:

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

IMPORTANT:

- City of Norfolk staff will not deliver equipment to the event site. It is the responsibility of the applicant to check out, pick up and return equipment from the Traffic Operations Center (TOC) M-F 8a-3p. Overtime staff rates apply.
- Traffic Control staff is at the discretion of the Norfolk Police and may be at a cost to the organizer. Overtime staff rates apply.

#\ U U yV@° u@ V hO V 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

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

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 property.
 6 The noise level required to be in accordance with Chapter 26 Norfolk City Code.
 7. Premises will be available to all citizens without discrimination.
 8. All events are required to comply with all City, State and Federal Disability Requirements. The event must have reasonable modifications to the programs, services and activities of your event to insure accessibility to all individuals with disabilities.
 9. This agreement may be terminated by the director of Norfolk Parks & Recreation or at any time upon finding violation of any rule, ordinance or condition of the permit or upon good cause shown.
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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: