

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?	<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? ☐ 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?	<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 there be informational/sponsor tables?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 Sherriff 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.

Ⓐy 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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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.

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:

1. The event must be held on a public street, park, or other public property.

2. The noise level required to be in accordance with Chapter 26 Norfolk City Code.

3. Premises will be available to all citizens without discrimination.

4. 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.

5. 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: _____