



PARK EVENT PERMIT GUIDELINES

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When do I need to obtain an Event Permit?

AN EVENT PERMIT IS REQUIRED IF ALL OF THE FOLLOWING APPLY:

- Event takes place on City owned property, including but not limited to, streets, sidewalks, parks and open space
- Event is open to the public*

**NOTE: Open to the public events can include ticketed/gated events, but do not include "private" events that are invitation only.*

AN EVENT PERMIT IS ALSO REQUIRED IF:

- The event, open to the public or private, takes place on City owned property in the Downtown Improvement District
- The event, open to the public or private, takes place on a City park or right of way.

What type of Event Permit should I apply for?

SMALL EVENT PERMIT APPLICATION:

- The total expected event attendance is between 0-199
- Applicant is requesting use of a neighborhood park. (the attendance must be less than 200)

LARGE EVENT PERMIT APPLICATION:

- The total expected event attendance is greater than 200

Alternate Types of Event Permits/Applications

SEVENVENUES

Find more information at www.norfolk.gov/sevenvenues or call 757.664.6880.

Expressive Activity Permit Application: For events protected by the first amendment, including but not limited to, protests, rallies, demonstrations and marches.

DEPARTMENT OF PARKS AND RECREATION

Find more information at www.norfolk.gov/parksandrec or call 757.823.4291

Facility Use Application: Specific applications by facility/location requested vary.

- For athletic events and field reservations
- To reserve individual picnic shelters (maximum of 2)
- ALL private/invitation only events, including but not limited to, birthday parties, family reunions and receptions in a City owned park or open space with the exception of property in the DID.
- To reserve indoor space within a City owned and operated recreation, community center or aquatic facility
- To use sand/beach property for all events, public or private (for weddings, email beachweddings@norfolk.gov)

DEPARTMENT OF PLANNING, DEVELOPMENT SERVICES CENTER

Find more information at www.norfolk.gov/planning or call 757.664.6565.

Special Event – Private Property Permit: For businesses and organizations to conduct a special event at their facility or on private property.

NORFOLK PUBLIC SCHOOLS

For more information contact the individual school you are requesting to use.

Application for Lease of School Facility: Required as the first step in the application process to use NPS grounds. A Special Event Permit application may still be required depending on the date/time of the event.



Where are events permitted?

Please note that all use of City owned property requires a permit. However, not all City property is available for event use as not all property has the necessary amenities or parking available for a safe and successful event. Please contact the Permitting Office for more information. A full list of park locations and descriptions can be found in the Facilities Directory on www.norfolk.gov. Our Permitting Office is more than welcome to help you find the location that will best suit your event.

How do I submit an application?

1. Complete the permit application and sign the permit agreement. ***Incomplete applications will not be processed.***
2. Compile supporting documents to submit with your permit application. Supporting documents will vary by event, but can include an event map or route map, event schedule/timeline, event insurance certificate, and Norfolk Public Schools Facility Lease Application.
3. Submit the complete application, application fee and supporting documents by the required application deadline. See requirements below.
4. A permit will be issued once all applicable fees and permit requirements have been met by the applicant.
5. Any guidance needed to assist with your application, please contact our Permitting team.

When is the application due?

Please note deadlines as they are dependent on the type of event, location and total number of expected attendees (including participants and spectators). Deadlines are firm to allow for a detailed review process of all applications. Event dates need to be adjusted according to application submission deadlines. Applications are generally accepted and reviewed no more than 12 months prior to the event date. If earlier submittal and review is requested or determined by the City to be necessary based on the size or nature of the event, SevenVenues may approve the application to be reviewed early to allow ample planning and event coordination time. When in doubt, start sooner.

COMMUNITY OR NEIGHBORHOOD PARKS, NORFOLK PUBLIC SCHOOL GROUNDS, OPEN SPACE

0 - 99 attendees (shelter)	Requires a minimum of 14 calendar days (2 weeks) prior to the event
0 - 199 attendees (small event)	Requires a minimum of 30 calendar days (4 weeks) prior to the event
200 – 999 attendees	Requires a minimum of 60 calendar days (2 months) prior to the event
1,000 – 4,999 attendees	Requires a minimum of 90 calendar days (3 months) prior to the event
5,000+ attendees	Requires a minimum of 120 calendar days (4 months) prior to the event

Permit Process

The permit process begins when you submit your permit application to the Permitting Office, including all attachments, application fee and supporting documentation. Acceptance of your permit application or the initiation of the review process does not deem your permit application to be complete, nor should submission of an application be construed as final approval of your request. The submittal of an application will place a tentative hold on the time, date and location requested pending application review and approval. A hold will not be placed without submission of an application AND application fee. If the requested location is not available, the Permitting Office will notify the organizer and assist to find an alternate date, time and/or location. We suggest inquiring on location, date, and time before completing and submitting an application.



Permit Process Continued...

REVIEW, MEETINGS & PERMIT ISSUANCE

1. The application is circulated to City departments for review, comment and/or approval.
2. A meeting is scheduled with the Norfolk Event Panel or smaller review committee to further discuss the event. SevenVenues serves as a resource to assist event organizers during event planning and will coordinate the collaborative involvement of City departments to provide services and support for your event.
3. Once the event receives initial approval by the City, you will receive verbal or written confirmation on your event date and location. This approval will allow you to begin advertising / marketing the event. **Marketing or advertising of an event may not take place prior to this approval.**
4. Subsequent meetings with City staff will be scheduled as needed to assist with your planning and coordination of event logistics.
5. **All fees associated with the event must be paid in full 10 business days (2 weeks) prior to the event date.** The permit for the event will not be issued until the balance is paid in full.
6. The City will keep you apprised of any issues regarding your application throughout the review process. **In most instances, permits are issued 1 to 2 weeks in advance of the event date to accommodate the many changing components of an event.** If there is a deadline by which you need the permit to be issued, please notify the City of that deadline at the time of application submittal and the reason for the deadline. The City will review the deadline and determine feasibility based on event circumstances and review requirements.
7. Timely responses and communication will help the efficiency of your application review.

Community Impact & Civic League Notification

You must evaluate the potential impact of your event on the residential and business community in the surrounding areas. Always consider your event to be larger than you anticipate. It is our goal to ensure your event is safely and successfully executed and has a positive impact on the communities surrounding the event location. It is the responsibility of the applicant to design a communication plan for notification of the event to the community to be approved by the City as a part of the permit approval process.

PRELIMINARY NOTIFICATION: CIVIC LEAGUES AND BUSINESS ASSOCIATIONS

- You are required to send written notification or schedule a meeting to present to those Civic Leagues that will be impacted by the event to advise residents of the proposed event details. The City will assist in determining the Civic Leagues and business associations/organizations that require event notification.
- **Notification to all Civic Leagues immediately surrounding the event location is required within 30 calendar days (1 month) of initial application approval by the City and prior to permit issuance.**
- You will need to provide confirmation of your communication to Civic Leagues and their recommendations and comments to SpecialEvents. These groups are advisory in nature and cannot approve or deny event plans, however, their feedback will be incorporated into the final permit determination.

SECONDARY NOTIFICATION: DIRECT RESIDENT / BUSINESSES (STREET CLOSURES ONLY)

- Direct notification to all impacted residents and businesses surrounding the closure is required.
- **Notification to all impacted businesses and residents of street/lane closures is required (2-4) weeks prior to the event date by mailing or distributing fliers/cards detailing event information and street closure dates and times.**

Vendors

A vendor is any individual or organization who is participating in an event to provide products, services or information. It is the responsibility of the event organizer to coordinate vendors and confirm they have the appropriate licenses and permits from the City prior to participation.

- Food / Beverage Vendors: Selling or sampling food / beverage products
- Retail Vendors: Selling merchandise
- Arts & Crafts Vendors: Selling handcrafted products (non-food/beverage)
- Informational & Sponsorship Vendors: Providing information, promotional materials or free service
- Amusements Vendors: Providing inflatables or mechanical rides/devices, etc.



Vendors Continued...

EVENT ORGANIZER RESPONSIBILITIES:

1. Provide a list of all approved vendors to the Permitting Office
2. Ensure vendors obtain proper insurance coverage (if required) and abide by the Virginia Statewide Fire Prevention Code
3. Confirm vendors have contacted and met the requirements of:

Commissioner of Revenue: Contact 757.664.7886 or visit www.norfolk.gov/revenue
Special Event Business License (ALL vendors selling product)

Department of Public Health: Contact 757.683.2714 or visit www.norfolk.gov/pub_health
Temporary Health Permit (ALL Food/Beverage)

For more information on vendors, please refer to *SevenVenues Vendor Requirements* at www.norfolk.gov/sevenvenues

Insurance

Event insurance may be required based on the type of event, event activities, location and planned attendance. If required, you will need to obtain, purchase and provide proof to the City of your insurance coverage for the event. The City will not purchase, subsidize the cost of or provide insurance for your event. Please verify the specific insurance requirements (if applicable) for your event with the Permitting Office.

The City of Norfolk, its officers, employees, volunteers and agents are to be included as additional named insured on the insurance certificate. A copy of the certificate verifying this coverage must be received by the Permitting Office at least 10 business days (2 weeks) prior to your event. Final Permit will not be issued without proof of insurance.

ABC License/Alcohol

Alcohol is NOT permitted in community parks, City open space or on Norfolk Public School grounds.

Schedule of Fees

Application fee is due with the application submittal. An estimate of total fees for the event will be provided by the City during the permit approval process. All fees and labor costs are subject to change. Fees for promotional events may vary. Contact the Permitting Office for details.

APPLICATION & PERMIT FEES:

	Resident	Non-Resident
Application Fee	\$25	\$50
Sidewalk / Lane Closure Permit Fee	\$50	\$50
Street Closure Permit Fee	\$100	\$100

FACILITY RENTAL FEES: Equipment, City staff and utilities are not included in rental fee.

SMALL EVENT (No Shelter)	\$50 per day	\$100 per day
Neighborhood Park, Open Space, School Ground		
LARGE EVENT		
Neighborhood Park, Open Space, School Ground	\$100 per day	\$200 per day
COMMUNITY PARK		
(includes full park and at least 3 picnic shelters)	\$300 per day	\$600 per day

NOTE: Other City owned property may be available for rent at varied prices. Contact *SevenVenues* for more information.



Schedule of Fees Continued...

PARK RENTAL FEES: *Rent for a load-in day(s) is 50% of daily rate. Equipment, performance area, dressing rooms, cleanup, staffing and utilities not included in rental fee. Private events not permitted.*

SHELTER/FIELD RATES:

	Resident	Non-Resident
SHELTER	\$100/shelter per day	\$200/shelter per day
LARGE FIELD	\$75/field per day	\$105/field per day
SMALL FIELD	\$50/field per day	\$75/field per day

CITY LABOR COSTS:

City labor costs may apply and are the responsibility of the applicant / event organizer. The City will determine the type and number of staff and equipment required for the event based on location, expected attendance and type of event.

All City Labor rates subject to change.