



**City of Portsmouth
Parks, Recreation, and Leisure Services**

801 Crawford Street
Portsmouth, VA 23704
757-393-8481

SPECIAL EVENTS PERMIT APPLICATION

Thank you for your interest in hosting a special event in the City of Portsmouth. The City of Portsmouth recognizes that special events serve an important role in celebrating life in Portsmouth. The City of Portsmouth provides parks and open spaces to increase a sense of community, enhance quality of life for all citizens, contribute to a more livable and healthy community, and instill community spirit and pride.

SPECIAL EVENTS PERMIT PROCESS

The Department of Parks, Recreation and Leisure Services is the designated city agency that oversees the permitting of special events in parks and open spaces in accordance with City Code.

This application is the first step for an event request in one of Portsmouth's parks or open spaces.

WHO SHOULD COMPLETE THIS FORM?

Individuals or organizations interested in using City parks or open spaces are required to complete an application. (See **Page 3** for a list of areas available for special events.) Parcels of land or other open spaces not specified here are not available for event use because they do not have the necessary amenities or parking available for a safe and successful event.

WHO DO WE SUBMIT TO?

The Department of Parks, Recreation and Leisure Services is the designated City agency that oversees the permitting of special events.

Contact:

City of Portsmouth
Parks, Recreation and Leisure Services
801 Crawford Street
Portsmouth, VA 23704
757-393-8481

WHAT DO I DO?

Review, fill out, sign and submit the application and all appropriate attachments. Please be aware of deadlines. They vary depending on the total number of expected attendees that includes spectators and participants. Deadlines are firm as there is a detailed process for review for all applications. Event dates may need to be adjusted according to these application submission deadlines.

WHEN IS APPLICATION DUE? (Deadlines based on expected attendees)

Under 500	45 days prior to the event set-up date to process the application
501 - 999	90 days prior to the event set-up date to process the application
1,000 +	120 days prior to the event set-up date to process the application



SPECIAL EVENTS PERMIT APPLICATION

WHAT ARE THE COSTS?

Upon submission, all applicants are required to pay a non-refundable application fee. The fee will need to be paid at the time of submission for the application to be considered.

The non-refundable application fee is \$25 for one-day events and \$50 for events lasting more than one day up to a three day maximum.

Please be aware that any costs to cover City services or equipment may be estimated and actual costs will be passed onto the event organizer. The permittee shall be responsible for the cost incurred by the City in providing services for special events and may be required to place a deposit in advance based on the total cost of city services for the event.

WHAT HAPPENS NEXT?

Once the application is received and processed, the Department of Parks, Recreation and Leisure Services will contact you. Your application will be routed to various City departments to screen for compliance with City ordinances and policies.

The reviewing departments include representatives from the City Manager's Office, Parking, Police, Fire, Health Department, Commissioner of Revenue, Engineering, General Services, and Parks, Recreation, & Leisure Services. Applicants will be given prompt feedback on all requirements pertaining to permits, licenses, fees and deadlines necessary for their events by the Parks and Recreation representative.

Once approved by the various departments, you will be asked to comply with the requirements set out in a follow up letter and on this application. This will include the requirement to submit a Certificate of Insurance **30 days prior** to the event date naming the City of Portsmouth as an Additional Named Insured. No permits will be issued if these steps are not followed.

INSURANCE INFORMATION AND INDEMNITY PROVISION

The applicant shall be required to carry amounts of insurance specified below throughout the duration of event. The Certificate(s) of Insurance shall provide that the insurance will not be canceled or reduced without prior notice to the City and shall name the City of Portsmouth as an Additional Insured.

General Liability - \$1,000,000 - Combined Single Limit – Bodily Injury and Property Damage

The City of Portsmouth will **NOT** provide or obtain insurance coverage for your event. It is your responsibility to obtain and pay for the specified insurance amount.

A **Certificate of Insurance** with the City of Portsmouth as an **Additional Named Insured** is due to the City **30 DAYS** prior to your event date.

The City requires this insurance so that the taxpayers as a whole are not held responsible for accidents, damages or injuries caused by individuals or groups with exclusive use of a public facility. In addition, the insurance helps protect the event organizers from financial losses due to legal claims.

All applicants by submitting their application agree to indemnify, defend and hold harmless the City of Portsmouth, its officers and employees, against any claims, loss or liability from any claims or suits arising or alleged to have arisen from any act or omission of said applicant, its agents, or invitees or other sponsor in connection with said event.



SPECIAL EVENTS PERMIT APPLICATION

AREAS AVAILABLE FOR SPECIAL EVENTS

Below is a listing of areas that are available for special events. Parcels of land or other open spaces not specified are not available for event use because they do not have the necessary amenities or parking available for a safe and successful event.

Festival Parks: (open to the public events only; no private use)

North Landing/Visitor Information Center area
 High Street Landing
 Harbor Center Pavilion open area
 Afton Square

Community Parks:

EXPECTED ATTENDANCE OF 200 or less

Washington & London Park
 Eighth & Jefferson Park
 Fountain Park
 Neighborhood Facility open space
 Portsmouth City Park [event permit requires rental of associated picnic shelter(s)]

Neighborhood Parks: Events at these parks/open space must be sponsored by the Civic League in that neighborhood

North & Dinwiddie Park	attendance 200 or less
Owens Creek Park	attendance 200 or less
Scotts Creek Park	attendance 200 or less
Maplewood Park	attendance 200 or less
Ebony Heights Park	attendance 200 or less
Waterview open space triangles	attendance 200 or less
Lake Shores open space	attendance 300 or less
Cavalier Manor athletic area	attendance 300 or less
Douglass Park athletic area	attendance 300 or less
Stone Mill/Hidden Cove open space	attendance 400 or less

PARADES/BLOCK PARTIES/STREET CLOSURE/SIDEWALK CLOSURES

If your event involves a request for closure of a public right-of-way (ROW) such as a street or sidewalk, then an additional permit is required. A temporary ROW closure permit is issued by the Department of Planning.

It is the City's desire to leave all public ROWs open during events unless absolutely necessary. Closures impact our residents and businesses and are heavily scrutinized. If you desire a street/sidewalk closure, then you will need to complete a separate application.

Contact the Department of Planning at 757-393-8836 for this information. A map of your proposed closure and draft of notification to those impacted are also required. Without completing these steps, your closure will not be reviewed.

Please be aware that closures often involve the use of many City personnel and equipment. For non-city functions costs to cover these services will be passed onto the event organizer. Please plan accordingly.



SPECIAL EVENTS PERMIT APPLICATION

**OFFICE
USE
ONLY**

Year Month Number

Permit Number: _____ - _____ - _____

Contact Person: _____

Application Fee Paid? Yes No

Date Rec'd _____ Check # _____

Insurance: Date Received _____

Please type or print clearly when completing the application.

The information in this form will be used to determine final fees and the eligibility for the permit requested. Please be sure that all information provided is accurate. **Indicate N/A if the item doesn't pertain to your event.** Misrepresentation or deviation from the final permit conditions can result in immediate revocation of the permit and halting of the event.

Permit applications must be submitted by deadlines listed and must include the **nonrefundable application fee of \$25 for one-day events and \$50 for events lasting more than one day up to a three day maximum.**

Checks should be made out to **Portsmouth City Treasurer.**

Submit the completed and signed application and any required attachments to the Department of Parks Recreation, and Leisure Services before the deadlines listed on Page 1.

You are also required to submit a Certificate of Insurance **30 days** prior to the event date. No permits will be issued without the required Certificate of Insurance.

APPLICANT INFORMATION *Applicant is the contact person or event organizer for the event submitted*

Applicant's Name:			Date of Submission:		
Organization:				E-mail:	
Street address:			City:		State:
					ZIP:
Day Phone:	Phone Type: Work/Cell/Home	Evening Phone:		Phone Type: Work/Cell/Home	Fax:
Do you represent an organization with non-profit status?		Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please attach a copy of non-profit certificate or provide identification number.		
If you already know your Insurance Carrier's information, please list below:					
Name of Insurance Carrier:					
Contact:			Phone:		

EVENT INFORMATION

Event Name:				
Requested event location (Name of Park/Address/Streets desired):				
This event is a ... (Please check all that apply): <input type="checkbox"/> Picnic <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk/Bike/Auto Procession				
<input type="checkbox"/> Other (specify) _____				
Event Organizer/Sponsor is a ... <input type="checkbox"/> Community/Civic Group <input type="checkbox"/> Church <input type="checkbox"/> Business <input type="checkbox"/> Business Association <input type="checkbox"/> Individual				
<input type="checkbox"/> Other (specify) _____				
Event Date	Setup Time	Start Time	End Time	Breakdown Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Rain Date(s)/ Time(s):				



SPECIAL EVENTS PERMIT APPLICATION

How many total attendees are expected? (participants and spectators): 0-150 150-500 500-1000 1000+

Please indicate how many times this event has been hosted before:

1st Time 2-4 Times 5+ Times Where? _____

Will admission be charged for the event?

Yes No

Will the proceeds of the event be donated to a non-profit organization?

Yes No

Please mark all of the following that apply to your event:

Alcohol (ABC permit **required**) Tents Live Music/Band/PA System Other: _____
 Food Vendors Non-food Vendors Staging _____

EQUIPMENT *(Attach additional sheets if necessary)*

TENTS: Please give an overview of your tent plan. List type (by usage code), number, and size(s) of tents to be erected.

Tent Usage Codes: **C** - Cooking underneath **S** - Sales **O** - Other

Tent Usage Code	Number of Tents	Sizes	Supplier
_____	_____	_____	_____
_____	_____	_____	_____

STAGES:

Size	Supplier	Phone Number
_____	_____	_____
_____	_____	_____

SOUND/LIGHTING:

Type	Supplier	Phone Number
_____	_____	_____

Briefly describe any type of entertainment planned:

Please list any other equipment or setups for the event:

SECURITY *Describe your plans for security at your event (Attach additional sheets if necessary)*

Security plan will need final approval by Portsmouth Police Department and they have final say in appropriate number and type of recommended personnel. Costs associated with security are the sole responsibility of the event organizer.

Please describe your security plan:

Uniformed presence provided by: Off duty police officers Sheriff's Deputies Private security Volunteers Hired staff

Times: _____ How many: _____

If you have already made contact with someone about security, provide the contact name and number:

Name: _____ Phone Number: _____

Please list any items that will be left overnight. *(Note that the event organizer is solely responsible for items left on the property. The City assumes no responsibility for items of personal property at the location at any time.)*

MEDICAL *(Attach additional sheets if necessary)*

Please describe your medical plan in detail:



SPECIAL EVENTS PERMIT APPLICATION

VENDOR INFORMATION *(Attach additional sheets if necessary)*

A vendor is ANYONE who is serving, selling, or sampling food, beverages, or merchandise.

Food: Each and every food vendor must provide proof of proper insurance and meet the requirements of the Commissioner of Revenue's Office, Health Department, and Fire Marshal including obtaining any licenses/permits required. License verification must be submitted to the City at least **14 days prior** to the event.

Food will be: (check all that apply)	<input type="checkbox"/> Served	<input type="checkbox"/> Prepared outdoors	<input type="checkbox"/> Delivered from another location
	<input type="checkbox"/> Sold	<input type="checkbox"/> Catered	<input type="checkbox"/> Other: _____

Food Date(s): _____	Time(s): _____
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What time will the vendors be setup and ready for inspection? _____

Non-food: Each and every non-food/merchandise vendor must provide proof of proper insurance and meet the requirements of the Commissioner of Revenue's office and Fire Marshal including obtaining any licenses/permits required. License verification must be submitted to the City at least **14 days prior** to the event.

Alcohol: This information must be completed regardless of whether the event is public or private. Please answer all applicable questions.

Alcohol vendors must provide proof of proper insurance and meet the requirements of the Virginia Department of Alcoholic Beverage Control including securing a license. (757-424-6700)
A copy of the ABC license must be provided to the City at least **2 business days prior** to the event.

Type: Draft Beer Bottled Beer Canned Beer Wine Liquor/Mixed Drinks

Will be: Sold Given away Both

Alcohol Date(s): _____	Time(s): _____
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RESTROOMS AND WASTE DISPOSAL *Describe your plans for waste disposal at your event (Attach additional sheets if necessary)*

Costs associated with waste disposal are the sole responsibility of the event organizer.

Restrooms

Have you contracted with a portable restroom company? Yes No Contact Name/Info: _____

Please list the locations and number of portable restrooms. Or if not using portable restrooms, detail arrangements made to accommodate participants and spectators:

Locations/Details: _____	Number: _____
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Trash Disposal *An approved trash disposal plan is required*

The City's Waste Management Department can be reached at 393-8663 if needed.

What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and types of containers and supplier of containers that will be used.

How many gray water and/or grease containers are you using? _____

How do you plan to dispose of the gray water and/or grease? _____

PARKING *Please check all that apply and indicate whether permission has been obtained from the property owner(s)*

Where will the event attendees/participants park?	<input type="checkbox"/> On Street Parking	<input type="checkbox"/> School Grounds	<input type="checkbox"/> Church grounds
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City Parking Lot/Garage Locations _____ Other _____

Will you require special parking? (RVs, trailers, trucks, over-height, oversize, etc) Yes No

If yes, give details: _____



SPECIAL EVENTS PERMIT AGREEMENT

I _____ on behalf of _____
(Print Applicant Contact Name) (Print Organization/Group Name)

agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance will be provided to the City **30 days prior** to the event date. The applicant shall at their own cost and expense furnish a policy or policies for property damage or bodily injury in the amount specified by the City's Risk Management Department and to submit it to the City **30 days prior** to the event date. The City of Portsmouth **MUST** be listed as an Additional Named Insured.
3. To develop a comprehensive security plan in conjunction with the Portsmouth Police Department.
4. City property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply with all laws, rules, and regulations of the federal, state, and city governments governing operations and conduct on City property.
7. In accordance with City Code Section 2-3, the City shall not lease or grant any privilege or right of any kind to use any public property, including land, buildings or other facilities, to any person or organization which discriminates in its offering of goods, services, facilities, privileges, advantages, accommodations, memberships or activities on the basis of race, color, religion, national origin, disability or sex. In the event such discriminatory policy or practice is discovered after execution of an agreement, the agreement shall be void.
8. This permit agreement may be terminated by the City of Portsmouth at any time upon finding of a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the City of Portsmouth, in support of said event.
10. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the City of Portsmouth, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.
11. The facility/area is provided in an "as is" condition. The event organizer assumes all responsibility for the security and safety of all participants and spectators of the event.
12. I understand that the City of Portsmouth has no responsibility for equipment and/or items of personal property at the location at any time.
13. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.

**I have read and understand the Special Events Permit Agreement terms and conditions
and I agree to be bound by said terms and conditions.
I certify that the information I provided is accurate to the best of my knowledge.**

Signature: _____ Date: _____
(Authorized Representative)

Print Name: _____

Print Organization Name: _____

Please make a copy of this application for your records, as copies are not provided.