



801 Crawford Street, Portsmouth, Virginia 23704
(757) 393-8836 • Fax: (757) 393-5223

Parade Permit Application

www.portsmouthva.gov/planning/

Notes:

1. A permit is required for the use of the city right-of-way for a parade as outlined in Portsmouth City Code Section 22-12.
2. **The review fee is \$50.00. The fee is NON-REFUNDABLE.** City-sponsored events are exempt from this review fee.
3. **Complete applications must be received at least 30 days in advance of your event date. An earlier submittal is encouraged for larger events. Advertising an event without a permit is at your own risk.**
4. Applicants are required to cover the cost of the city resources necessary to support their event as outlined in Portsmouth City Code Section 22-12. Certain annual events listed in the city code are exempt from this requirement.

GENERAL EVENT INFORMATION

Event Name:

Event Date:

Rain Date (If Known):

Estimated Number of Participants:

Estimated Number of Spectators:

Event Setup Time:

Event Breakdown Time:

Time requested to use city right-of-way (The actual use of the right-of-way may not exceed 2 hours.):

START TIME:

END TIME:

This event will use: Sidewalks Streets Both Sidewalks and Streets

****PLEASE ATTACH A ROUTE MAP SHOWING THE STARTING AND ENDING LOCATIONS OF YOUR PARADE AS WELL AS THE LOCATIONS OF THE PARTICIPANT ASSEMBLY AND DISBANDING AREAS. INCLUDE STREET NAMES AND APPROPRIATE LANDMARKS.**

Describe your event in detail. Include a description of the event purpose, the proposed activities and entertainment, staging or other event-related structures such as tents, bounce houses and cooking facilities as well as other event-related items such as pyrotechnics, animals, vehicles, food or merchandise vendors, service of alcoholic beverages, etc. (You may attach event support materials such as an event site plan, event activity timeline, advertisement flier, vendor letter or participant registration form in addition to your written description.)

MY EVENT WILL INCLUDE THE USE OF FOOD TRUCKS: YES NO (If yes, please note that per City Code Sections 32-23 and 40.1-4.5, a permit is required for a food truck. This permit requirement will be made a condition of your issued permit. It is illegal to operate a food truck in the City of Portsmouth without a permit.)

EVENTS INVOLVING THE USE OF PROPERTY NOT OWNED BY THE APPLICANT

In certain cases the event parking area(s), event activity area(s) and event assembly and/or disbanding area(s) involve property not owned by the applicant. If your event involves property that is not owned by you or your sponsoring organization, including privately-owned property, city-owned property, school board property or other government-owned property, you must attach a letter granting permission for the use of the property with this application. A formal application or a letter granting permission for the use of the property will suffice, but it must be attached to your submittal. **City staff must be assured that FINAL approval for your use of the property has been obtained prior to the issuance of the parade permit.**

TRAFFIC CONTROL PLAN

My event will require traffic control devices such as barriers, signage, cones, etc.: Yes No

(Please include the proposed locations of these devices on your parade route map.)

We request the use of the city's Traffic Engineering traffic control devices: Yes No N/A

If yes, describe the type of devices needed for your event: _____

If no, what company will you use to rent these devices? _____

We request the use of the city staff to place traffic control devices along our route: Yes No N/A

My event requires local police support to direct traffic and/or provide crowd control: Yes No

If no, describe your staffing resources to support proper traffic and crowd control. _____

PLEASE NOTE THAT TRAFFIC ENGINEERING AND POLICE SERVICES MAY REQUIRE A FEE. IN ADDITION, BOTH DEPARTMENTS HAVE THE RIGHT TO DETERMINE THE NEED FOR THEIR SERVICES BASED UPON THE SCOPE OF YOUR EVENT. PLEASE BUDGET APPROPRIATELY.

Where will your event participants and spectators park their vehicles? _____

WASTE MANAGEMENT/SANITATION

My event will require the delivery/pick up of city trash cans, dumpsters/roll off boxes or recyclable receptacles:

Yes No

If yes, how many will be needed? _____ Trash Cans _____ Dumpsters/Roll Off Boxes _____ Recyclable Receptacles

If no, how will your organization handle waste/trash from your event vendors, participants, spectators, etc.?

PLEASE NOTE THAT THE CITY'S WASTE MANAGEMENT DEPARTMENT SERVICES MAY REQUIRE A FEE. IN ADDITION, THE CITY'S WASTE MANAGEMENT DEPARTMENT HAS THE RIGHT TO DETERMINE THE NEED FOR THEIR SERVICES BASED UPON THE SCOPE OF YOUR EVENT. PLEASE BUDGET APPROPRIATELY.

Will there be restroom facilities in support of your event? Yes No

If yes, where will they be accommodated in relation to your event site? _____

CITY STAFF HAS THE RIGHT TO DETERMINE THE NEED FOR RESTROOM FACILITIES BASED UPON THE SCOPE OF YOUR EVENT. IF RESTROOMS ARE REQUIRED, YOU WILL NEED TO MAKE APPROPRIATE ARRANGEMENTS WITH A PRIVATE COMPANY.

MEDICAL/EMERGENCY PLAN

Will you provide an on-site medical team during your event? Yes No

If yes, please provide the name of the organization providing this service. _____

CITY STAFF HAS THE RIGHT TO DETERMINE THE NEED FOR MEDICAL SERVICES BASED UPON THE SCOPE OF YOUR EVENT. IF MEDICAL SERVICES ARE REQUIRED YOU WILL NEED TO MAKE APPROPRIATE ARRANGEMENTS WITH THE CITY OR A PRIVATE COMPANY.

EVENT INSURANCE

The City of Portsmouth requires all persons and organizations that use our city's right-of-way for special events to obtain appropriate insurance coverage. Please contact our Risk Management Department at (757) 393-8042 prior to submitting your application. Please check the appropriate box:

I have spoken with Risk Management and have been informed of the appropriate level of insurance. A copy of my insurance coverage form has been attached to this application as well as any other appropriate forms requested by their staff. (Example: copy of participant waiver form)

I have spoken with Risk Management and they have waived my requirement for event insurance. (This requires signing a waiver form of which should be attached to this application.)

I spoke with (city staff person's name) _____ on (date) _____.

APPLICANT INFORMATION

Applicant Name:	Sponsoring Organization (If Applicable):
Mailing Address (For Permit):	
Applicant Phone#:	Email Address:
Contact Person the Day of the Event (If Different from Applicant):	Phone# the Day of the Event (If Different than Above):

APPLICANT'S SIGNATURE

By signing this application below: I understand that this application will be reviewed by several city departments that are authorized to review special event permit applications associated with the use of the city's right-of-way and that city staff may request modifications or amendments to my proposal in order to minimize impacts.

Applicant's Signature:		Date Signed:	
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If there are questions or concerns do not hesitate to contact us at:

City of Portsmouth Planning Department
801 Crawford Street
Portsmouth, Virginia 23704
(757) 393-8836



Sec. 22-12. Permits for parades and other special events.

- a) No special event, which shall include parades, runs, walks, bike races or rides, block parties, festivals and other activities so designated by the city manager, shall occupy, march or proceed along any street, except in accordance with a permit issued by the city manager, and such other regulations as are set forth in the city Code. Such permit shall specify the route to be followed by such procession or parade or the area to be occupied. The application fee for such permit shall be as set out in appendix A to this Code and must be paid prior to the issuance of the permit.
- b) A permit shall not be required for the below-listed activities:
 - a. Funeral processions.
 - b. Activities conducted by governmental agency acting within the scope of its authority.
 - c. Lawful picketing on the sidewalks.
 - d. Demonstrations which do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment used in compliance with the city Code), provided no fee or donation is charged and provided the city manager is notified at least 48 hours in advance of commencement of such demonstration.
- c) The permittee shall be responsible for the cost incurred by the city in providing personnel, setup, security and cleanup for special events, except for the following designated special events: Memorial Day Parade, Annual Towne Lighting, Turkey Bowl Parade, Fish Bowl Parade, Olde Towne Ghost Walk, Buffalo Rider Parade of Horses, and any other events so designated by city council. Except for the above-designated special events, the city manager shall require a deposit based on the total cost of city services for the event and establish administrative terms and conditions.

(Code 1973, § 23-15; Code 1988, § 22-19; Ord. No. 1992-35, § 1, 5-12-1992; Ord. No. 2013-01, § 1, 1-8-2013)