



**2017**

**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. (Sec. 25-90 & 25-93)

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 for organized activities 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  
ATTN: Special Events Coordinator  
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	<b>45 days</b> prior to the event set-up date to process the application
501 - 999	<b>90 days</b> prior to the event set-up date to process the application
1,000 +	<b>120 days</b> 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. **Applications received without the fee will not be processed until the fee is received.**

**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, Risk Management, 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 along with the required Additional Insured Endorsement** page **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 agrees to procure and maintain at all times during the event at its sole expense, commercial general liability insurance to include public liability coverage (**and liquor liability if applicable**) applying to the use and occupancy of the premises from an insurer acceptable to the City, licensed and authorized to do business in the Commonwealth of Virginia. Such insurance shall have a **minimum Combined Single Limit of Liability of at least One Million Dollars (\$1,000,000.00) per occurrence.**

All such policies shall be written to apply to all bodily injury, property damage, personal injury losses and shall be endorsed to include as additional insured (note that the specific language below must appear on the certificate):

**"The City of Portsmouth, including its elected and appointed officials, employees, and volunteers shall be named as an additional insured and the required insurance coverage shall be primary coverage and provide contractual liability coverage. The Applicant shall immediately provide notice of cancellation or non-renewal of insurance to the City of Portsmouth in writing upon being notified of said cancellation or non-renewal by the insured. In the event of cancellation, the Applicant shall promptly provide replacement insurance naming the City as an Additional Insured."**

The Additional Insured Endorsement must appear on the applicable CG form, i.e. CG 20 10, CG 20 26, CG 20 33, or CG 20 37 for GL and CA 20 48 for Auto, and the endorsement must be attached to the Certificate of Insurance and must properly reference the above language.



**2017**

**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)

Portside  
 High Street Landing  
 Harbor Center Pavilion open area (outside of the pavilion grounds)  
 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 300 or less

**Special Park:**

Paradise Creek Nature Park	Expected attendance of 100 or less only
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**Special conditions apply. Contact Parks and Recreation for details.**

**PARADES/BLOCK PARTIES/STREET CLOSURES/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 street 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.



**2017**

**SPECIAL EVENTS PERMIT APPLICATION**

<b>OFFICE USE ONLY</b>	<small>Year                      Month                      Number</small> Permit Number: _____ - _____ - _____ Contact Person: _____	Application Fee Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Rec'd _____ Check # _____ Insurance: Date Received _____
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**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. Do not leave any items blank. Incomplete applications will be returned.** 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 be accompanied by 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. **Enclose a detailed layout drawing of the event with the application. Applications submitted without a layout drawing will not be reviewed until the layout is received.**

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 and Additional Insured Endorsement page.**

**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.

**EVENT INFORMATION**

Event Name: \_\_\_\_\_

**Requested event location (Name of Park/Address/Streets desired):**  
 \_\_\_\_\_

This event is a ... (Please check all that apply):  Picnic     Festival     Concert     Parade     Run/Walk/Bike/Auto Procession

Other (specify) \_\_\_\_\_

Event Organizer/Sponsor is a ...  Community/Civic Group     Church     Business     Business Association     Individual

Other (specify) \_\_\_\_\_

Event Date	Setup Time	Start Time	End Time	Breakdown Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Rain Date(s)/ Time(s): \_\_\_\_\_



**2017**

**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:    1<sup>st</sup> 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

**Note also that certain parks are only available for events that are open to the general public.**

**Please note that solicitation of contributions outside of event area is not permitted at any time during the event.**  
(City Code Section 25-98)

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

- |  |   |  |                                       |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Alcohol (ABC permit <b>required</b> ) | <input type="checkbox"/> Tents            | <input type="checkbox"/> Live Music/Band/PA System | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Food Vendors                          | <input type="checkbox"/> Non-food Vendors | <input type="checkbox"/> Staging                   | _____                                 |

**EQUIPMENT** *(Attach additional sheets if necessary)*

Note that if you are requesting equipment loan from the City of Portsmouth, you must complete an **Equipment Loan Application** in addition to this form.

**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   **R** – Retail Sales   **O** - Other

Tent Usage Code	Number of Tents	Sizes	Supplier

**STAGE:**

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: **(Please note that inflatables and rides of any sort are not permitted.)**

**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 security personnel required. 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:



**2017**

**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 **10 days prior** to the event. Food Trucks will need to contact the Planning Department for required license/permits. (393-8836)

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"/> Food Truck(s) Name: _____

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 **10 days prior** to the event.

**Alcohol:** Please answer all applicable questions. Alcoholic beverages may be consumed or served in areas designated at "Closed to the Public" and by persons with permission from the City Manager who are in possession of the appropriate alcoholic beverage control board permits. (City Code Section 25-121)

Alcohol vendors must provide proof of proper insurance (requires Liquor Liability Insurance coverage) 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: (For events at the North Landing area, please note that the restrooms at the Visitor Information Center are typically not available after 5pm.)**

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

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

Locations/Details:	Quantity:
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**Trash Disposal** *An approved trash disposal plan is required*  
The City's Waste Management Department can be reached at 757-393-8663 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"/> Other (specify) _____
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City Parking Lot/Garage    Locations \_\_\_\_\_

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

If yes, give details: \_\_\_\_\_



**2017**

**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 and Additional Insured Endorsement** page must be provided to the City **30 days prior** to the event date. The applicant shall at its 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 with the proper endorsement included. \_\_\_\_\_ **(initial)**
3. In accordance with City Code, solicitation of contributions outside of event area is not permitted. **(City Code Section 25-98)** \_\_\_\_\_ **(initial)**
4. To develop a comprehensive security plan in conjunction with the Portsmouth Police Department.
5. City property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
6. 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.
7. To comply with all laws, rules, and regulations of the federal, state, and city governments governing operations and conduct on City property.
8. 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. And the Event Permit will be revoked.
9. 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.
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 pay all costs of services provided by the City of Portsmouth, in support of said event.
11. 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.
12. 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.
13. I understand that the City of Portsmouth has no responsibility for equipment and/or items of personal property at the location at any time.
14. 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.**