



January 12, 2007

Dear Community Leader:

The City of Portsmouth's has allocated through the nTelos Pavilion at Harbor Center twelve "Community Event Days" each season. These community event days will be rent-free, but sponsors will be required to pay for services that are required.

The City has established a definition of community events as well as guidelines that include an application process, criteria for organizations to qualify, and conditions of use of the facility. In general, applicants must be not for profit organizations, and events that use the full Harbor Center facility must be free and open to the public. Events requiring only use of the plaza may be fund raising events.

The City will begin accepting applications from Not for Profit Organizations beginning October 1, 2007 through December 31, 2007 and intends to select up to eight qualifying events by the end of January 2008. The City's decision to select no more than eight events at this time will allow flexibility in scheduling other community events as the need arises.

If your organization is interested in applying, please contact my office (393-8641) for a set of guidelines and an application form.

Sincerely,

Dr. L. Pettis Patton
Deputy City Manager

LPP\rh



**GUIDELINES FOR COMMUNITY EVENTS
NTELOS PAVILION AT HARBOR CENTER
PORTSMOUTH, VIRGINIA**

By contract with the operators of the nTelos Pavilion at Harbor Center (IMG), the City of Portsmouth is allocated up to twelve community events during each operating season. A "community event" is defined as one sponsored by a not for profit organization, is free and open to the public, contributes to the viability of the community, and otherwise meets the criteria established by the City. The City's request for community events is due to IMG by January 15th of each year. After that date, the operator will allocate community event dates to the City only on a time-available basis.

PROCESS

Organizations requesting use of the facility for community event must submit an application to the City of Portsmouth. Applications will be evaluated by the City according to the established criteria.

Note: The deadline for applications for community events consideration is December 31, 2007.

January 6, 2008 - City selection of approved applications by the Events Committee and notification to applying organizations.

January 15, 2008 - City submission of approved community events to the operator of NTELOS Pavilion at Harbor Center.

It is the City's intent to select no more than eight such events in this process, in order to allow flexibility in scheduling of other community events as the need arises during the year.

CRITERIA TO QUALIFY

The City will use the following criteria in evaluating requests for community event use of the NTELOS Pavilion at Harbor Center:

1. The applicant must be a not for profit organization.
2. Each organization may submit only one request for facility use each year.
3. The event must not compete with or conflict with commercial events programmed at the facility.
4. Requests must be submitted by the application deadline.
5. The event should require more than 2,000 seats or an outdoor venue.
6. Priority will be given to events that take place in April, May, September and October rather than the peak summer months of June, July and August. Use of the plaza area from November through March will be considered.
7. Events must be consistent with community standards of decency regarding obscenity, insults and inciting to violence.
8. The City will not discriminate in its selection on the basis of race, color, religion, sex or national origin.
9. The City will reserve community events according to the following priorities:
 - (1) Events sponsored by the City of Portsmouth or the Portsmouth School Board.
 - (2) Events which the City or the IDA is legally required to provide.
 - (3) Events sponsored by Portsmouth civic or community service organizations.
 - (4) Events sponsored by Portsmouth charitable or community foundations.
 - (5) Events sponsored by Portsmouth sports organizations.
 - (6) Events sponsored by all other organizations.

The City shall not be required to approve all applicants in any of the above categories; and it may decline a request in any category.

CONDITIONS OF USE

The following conditions will apply to community event use of the nTelos Pavilion at Harbor Center.

1. For events requiring use of all facilities, including the amphitheater stage and seating, the requested event must be

free and open to the public. Neither contributions nor donations will be allowed during such events.

2. For events requiring only the use of the plaza and not requiring amphitheater stage and seating, events may be staged as fundraisers for the organization. Such organizations should contact IMG directly to discuss issues concerning logistics and concessions.
3. The use of the facility is rent-free, but the user must pay IMG for services that are required. Event sponsors should contact IMG directly to determine what kind of services will be required and at what cost. IMG may require a deposit.
4. Applications must acknowledge that IMG has sole rights to all concession sales, including food and beverage. As noted above, organizations requesting to use only the plaza need to confer with IMG about logistics and concessions.
5. Applicants must provide proof of public liability insurance with a limit of not less than \$1 million, specifying the City of Portsmouth and IMG as additional named insured.
6. Applicants must provide an event timeline, a marketing plan and an event budget outline.



Dear Applicant:

Please find enclosed the **COMMUNITY EVENT APPLICATION** for the nTelos Pavilion at Harbor Center. The deadline to submit your application is **December 31, 2007** for 2008 events.

Please return your application to:

ATTN: Ms. Mickie Hawks, Administrative Coordinator for Events and Marketing

Department of Parks, Recreation and Leisure Services

801 Crawford Street

Portsmouth, VA 23704

Office:(757) 393-8481 Ext. 4109

Fax: (757) 393-8265

Enclosure