



**Department of Parks and Recreation**  
 801 Crawford Street, 3<sup>rd</sup> Floor  
 Portsmouth, Virginia 23704  
 757-393-8481

**2023**

**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. We offer certain city parks and open spaces and our city right-of-way for events to increase a sense of community, enhance quality of life, contribute to a more livable and healthy community, and instill community spirit and pride.

**SPECIAL EVENTS PERMIT PROCESS**

The **Department of Parks and Recreation** is the designated city agency that oversees the permitting of special events in certain city parks and open spaces as well as within the city right-of-way. (Portsmouth City Code Sections 22-12, 22-12.1, 25-90, and 25-93)

**WHO MUST COMPLETE THIS APPLICATION?**

This application is required for those interested in using our designated parks and open spaces (see page 2) and/or the city right-of-way for a special event. **There are exemptions for certain events within the city right-of-way. The applicable exemption shall be determined by city staff.**

**WHERE DO I SUBMIT THIS APPLICATION?**

Please mail your application to: **ATTN: Permits/Event Coordinator, Department of Parks & Recreation, 801 Crawford Street, 3<sup>rd</sup> Floor, Portsmouth, Virginia 23704.** You may also visit the office or call 757-393-8481 to discuss your event and/or the special events application process with staff prior to application submission.

**WHEN IS THE APPLICATION SUBMITTAL DEADLINE?**

The application due date is based upon the expected attendance at your event or the event type. Please see our due dates below. We welcome *early* submissions!

**WHAT IS THE COST TO APPLY?**

Under 500 persons	at least <b>30 days</b> prior to the event setup date
501 – 999 persons	at least <b>60 days</b> prior to the event setup date
1,000+ persons	at least <b>90 days</b> prior to the event setup date
Demonstration/Expressive Activity/First Amendment Rights Activity	at least <b>10 days</b> prior to the event setup date
All Runs and Bike Races	at least <b>60 days</b> prior to the event setup date

**Applicable fees are listed below.** Please note that if extra days are required to *only* accomplish event setup and breakdown, staff must count those days as event days.

**Application Fee:**

- Special Events Application Processing Fee (One-Day Only Event) - **\$25\***
- Special Events Application Processing Fee (Two and Three-Day Events; Max. Three) - **\$50\***

**Additional Fees (If Applicable), Added to the Application Fee:**

- Park and Open Space Rental Fee (for certain city event spaces) - **\$500**
- Closure or Use of a City Right-of-Way (Non-Race Event) Processing Fee - **\$50\***
- Closure or Use of a City Right-of-Way (Race Event) Processing Fee - **\$100\***

**These fees\* are non-refundable if an event is cancelled.** Please note that other event costs to cover city services or equipment may be incurred by an applicant based upon what is requested within the submitted application. **1**

**SPECIAL EVENTS PERMIT PROCESS, CONTINUED**

**INSURANCE INFORMATION & INDEMNITY PROVISION**

The applicant agrees to procure and maintain during their event, at their 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.**

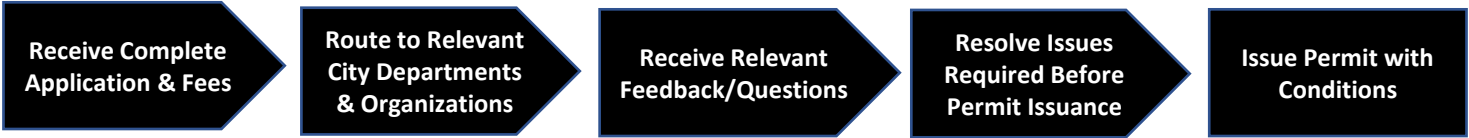
All such policies shall be written to apply to all bodily injury, property damage, personal injury losses and shall be endorsed to **include the City of Portsmouth as additional insured.** The following language shall appear within the Description of Operations section on the declarations page of the certificate of insurance:

**"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.

**\*\*SPECIAL NOTE (INFLATABLE DEVICES)** – If your proposed event will involve any type of inflatable device, please note that only **COMMERCIAL** devices are permitted within city event spaces and within the right-of-way. Along with the aforementioned general liability insurance and applicable liquor liability insurance, an applicant shall provide staff a copy of the certificate of insurance associated with any proposed inflatable device(s).

**GENERAL DESCRIPTION OF APPLICATION PROCESS**



**CITY PARKS AND OPEN SPACES WHERE SPECIAL EVENTS ARE PERMITTED**

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.

<p><b>Community Parks</b>  <b>200 or less person capacity</b>          Afton Square          Eighth and Jefferson Park          Fountain Park          Maplewood Park          Neighborhood Facility Open Space</p>
<p><b>Festival Park</b>  <b>2,500-person or less person capacity</b>          Open Space Outside of the Pavilion</p>

<p><b>Neighborhood Parks</b>  <b>*200 or less/**300 or less person capacity</b>          Cavalier Manor Open Space**          Douglass Park Open Space**          Ebony Heights Park*          Lake Shores Open Space**          North and Dinwiddie Park*          Owens Creek Park*          Scott's Creek Park*          Stone Mill/Hidden Cove Open Space**          Waterview Triangle Open Space*</p>
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<p><b>Regional Park</b>  <b>Capacity determined by selected event space within park</b>          City Park</p>
<p><b>Special Park</b>  <b>100-person or less capacity</b>          Paradise Creek Nature Park (Contact Parks and Recreation for Details)</p>
<p><b>Waterfront Parcel</b>  <b>1,500 or less person capacity</b>          High Street Landing          Portside          Portside Park (Former Holiday Inn Site)</p>

**POINTS OF CONTACT FOR PRE-APPLICATION QUESTIONS**

The departments listed below may be contacted prior to application submittal, if necessary.

<b>Building Official/Permits &amp; Inspections Department</b>	Phone: (757) 393-8531
<b>Commissioner of the Revenue (Business Licensing)</b>	Phone: (767) 393-8771
<b>Fire Marshal</b>	Phone: (757) 393-8689
<b>Food Truck Permitting (Planning Department)</b>	Phone: (757) 393-8836
<b>Health Department</b>	Phone: (757) 393-8585
<b>Parks and Recreation</b>	Phone: (757) 393-8481
<b>Police (Special Events and Homeland Security Coordinator)</b>	Phone: (757) 393-8257
<b>Risk Management (Finance Department)</b>	Phone: (757) 393-8689
<b>Virginia Alcohol Beverage Control Authority</b>	Phone: (757) 424-6700
<b>Waste Management</b>	Phone: (757) 393-8663

## **SPECIAL EVENTS PERMIT APPLICATION CHECKLIST**

**Please use this checklist to assist with your application submittal. Incomplete applications will not be processed.**

### **REQUIRED FOR INITIAL APPLICATION PROCESSING:**

- COMPLETE APPLICATION** (Your application must be signed and initialed, where appropriate. If an item is not applicable to your event, please indicate 'N/A' where necessary.)
- APPLICABLE FEES, AS LISTED ON PAGE 1** (We accept ALL forms of payment. A check or money order should be made payable to the PORTSMOUTH CITY TREASURER. City sponsored/supported events and expressive/demonstration activities are provided fee exemptions. Please discuss with staff.)
- EVENT MAP(S)** (Submit Applicable Maps - Event Site Layout Map, Street Closure Map, Route Map, Etc.)

### **WILL BE MADE CONDITIONS OF THE ISSUED PERMIT IF NOT SUBMITTED WITH APPLICATION OR SOON AFTER APPLICATION SUBMITTAL:**

- EVENT INSURANCE (INCLUDING APPLICABLE LIQUOR LIABILITY), AS LISTED ON PAGE 2** (Declarations Page, Only)
- SIGNED PETITION FORM, AS LISTED ON PAGE 8** (Required for events that involve a closure of the city right-of-way throughout the duration of an event.)
- INSURANCE FOR ALL INFLATABLES** [Only commercial inflatables permitted; Required if inflatable device(s) are to be placed within the city right-of-way or within a city park or open space]
- ABC PERMIT** (Applicable to events offering ABC services) – *Must be submitted by email at least 48 hours in advance of the event start date/time*
- A COMPLETED COMMISSIONER OF THE REVENUE FESTIVAL BUSINESS LICENSE FORM FOR EVERY EVENT VENDOR (I.E. ABC, FOOD, AND NON-FOOD VENDOR)** – Please see the Permits/Events Coordinator for forms.

**SPECIAL EVENTS PERMIT APPLICATION BEGINS ON NEXT PAGE**



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**SPECIAL EVENTS PERMIT APPLICATION**

<b>OFFICE USE ONLY</b>	Year Month Day	Permit Number: _____ - _____ - _____	Date Rec'd _____	Total Appl. Fee(s) \$ _____
	Contact Person: _____	<input type="checkbox"/> Cash <input type="checkbox"/> CC/DC <input type="checkbox"/> Check/MO# _____	Receipt# _____	

**APPLICANT INFORMATION** The applicant is considered the event organizer/point of contact for the event application.

Applicant's Name:		Email:	
Organization/Sponsor Name (If Applicable):	Event Organizer is a/an (check applicable box): <input type="checkbox"/> Business <input type="checkbox"/> Church/Religious Organization <input type="checkbox"/> Community/Civic Group <input type="checkbox"/> Individual <input type="checkbox"/> Organization with Non-Profit Status <input type="checkbox"/> Other (specify) _____		
Street Address:	City:	State:	Zip Code:
Daytime Phone: ( ) _____ - _____ (Check applicable box): <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Home		Evening Phone: ( ) _____ - _____ (Check applicable box): <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Home	

**EVENT INFORMATION**

Event Name:	This is event is a: <input type="checkbox"/> Block Party <input type="checkbox"/> Concert <input type="checkbox"/> Demonstration/Expressive Activity <input type="checkbox"/> Festival <input type="checkbox"/> Parade (Walking Units or Vehicles) <input type="checkbox"/> Picnic <input type="checkbox"/> Race (Bike or Run) <input type="checkbox"/> Other (specify) _____
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Event Description, Including Proposed Activities and Entertainment (Briefly describe your event. Submission of a separate event summary or event flier is also acceptable.)

Event Location (Park/Open Space Name or City Right-of-Way Name)

**Staff will inform you of the availability of your selected city park/open space for your proposed date.**

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

Rain Date\* (If Applicable) \_\_\_\_\_

**RAIN DATE\*** - This date may be considered as an alternate date by staff only if your event is cancelled prior to the original event date/time. Should you proceed with your event, as scheduled, you will forfeit your rain date. Certain city event spaces are subject to availability and may not be available on your selected rain date.

How many event attendees are expected (participants and spectators): <input type="checkbox"/> 0 – 150 <input type="checkbox"/> 150 – 500 <input type="checkbox"/> 500 – 1,000 <input type="checkbox"/> 1,000+	How many times has this event been hosted? <input type="checkbox"/> 1 <sup>st</sup> time <input type="checkbox"/> 2–4 times <input type="checkbox"/> 5+ times  If previously hosted, where? _____
Will admission be charged to attend the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the proceeds of the event be donated to a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please note that **Portsmouth City Code Section 25-98** prohibits the solicitation alms/contributions/donations for any purpose within city parks or recreational spaces.



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**SPECIAL EVENTS PERMIT APPLICATION**

My event includes the following (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Alcohol/ABC Service (ABC permit required) Vendor (s)<br><input type="checkbox"/> Amplified Sound (Live Music/Band(s)/PA System)<br><input type="checkbox"/> Animals – Describe/Number _____<br><input type="checkbox"/> Banners/Picket Signs<br><input type="checkbox"/> Bounce House(s)/Inflatable(s) <b>(Only Commercial Inflatables Permitted)</b><br><input type="checkbox"/> Food Truck(s)<br><input type="checkbox"/> Food Vendor(s)<br><input type="checkbox"/> Lights/Lighting | <input type="checkbox"/> Non-Food Vendor(s)<br><input type="checkbox"/> Parade Units - How Many? _____<br><input type="checkbox"/> Pyrotechnics<br><input type="checkbox"/> Stage(s)<br><input type="checkbox"/> Tent(s)<br><input type="checkbox"/> Vehicles (i.e. cars, motorcycles, bicycles, etc.) – Describe/Number _____<br><input type="checkbox"/> OTHER - Describe _____ |
|---|---|

\*\*No rides of any sort are permitted.\*\*

**EVENT EQUIPMENT**  
 N/A – My event WILL NOT involve any type of event equipment.

Please complete the requested sections below regarding event equipment. Eligible organizations may request a separate City of Portsmouth **Equipment Loan Application**. Generally, eligible organizations may request tents, tables, and chairs. Ask staff of your organization’s eligibility and of any costs associated with the loan request.

**TENT(S)**  N/A - My event WILL NOT involve any tents.

Please list below any proposed tent(s) for your event. **Attach additional sheet(s), if necessary.** – Required by Fire Marshall and Building Official

Tent Usage Codes: C – Cooking Underneath Tent O – Other

Tent Usage Code (See Above)	Tent Size	# of Tents	Supplier Name	Supplier’s Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**STAGE(S)**  N/A - My event WILL NOT involve any stages.

Please list below any proposed stage(s) for your event. **Attach additional sheet(s), if necessary.**

Brief Description	Size	Supplier Name	Supplier’s Phone Number
_____	_____	_____	_____
_____	_____	_____	_____

**AMPLIFIED SOUND (Live Music/Band, PA System, Etc.) AND/OR LIGHTING**  N/A - My event WILL NOT involve any amplified sound and/or lighting.

Brief Description (i.e. Equipment Type, Band Name, Etc.)	Supplier Name	Supplier’s Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____



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**EVENT VENDORS**

A vendor is an entity providing food, beverage, merchandise and/or a resource to event attendees either for sale or free of charge. Please see descriptions for specific vendors below.

N/A – My event WILL NOT involve any type of vendor (i.e. ABC Service Vendor, Caterer/Food Vendor, Food Truck/Trailer, Retail Vendor, Resource Vendor, Etc.)

**ABC/Alcohol Vendor** - Portsmouth City Code Section 24-253 and 25-121 requires City Manager approval for alcoholic beverage service at events within permitted parks/recreational areas and the city right-of-way. (Staff will facilitate an applicant’s request for ABC service at their event with the City Manager.) Further, an applicant is required to obtain liquor liability Insurance coverage and a permit from the Virginia Department of Alcoholic Beverage Control. The event insurance certificate, which includes the required liquor liability coverage, shall be submitted to staff at least 2 weeks in advance of the event setup date. The ABC permit is due to staff no later than 48 hours in advance of the event start date/time.

**Food Trucks/Trailers** – Please contact the Planning Department at (757) 393-8836 and speak with the city’s food truck permit coordinator to determine if your proposed event food truck(s)/trailer(s) are properly licensed prior to scheduling them for your event.

**All Food Vendors (Caterers, Food Trucks/Trailers, Etc.)** – Please contact the Health Department at (757) 393-85858 and speak with a member of the Division of Environmental Health to determine if your proposed food vendors are properly licensed prior to scheduling them for your event.

**All Vendors** – Please contact the Commissioner of the Revenue’s Department at (757) 393-8771 and speak with one of their staff members regarding your proposed event vendors. They will ensure that all vendors are properly licensed prior to scheduling them for your event.

**ABC/ALCOHOL SERVICE VENDOR(S)**  N/A - My event WILL NOT involve any ABC/alcohol service.

Please list below any proposed ABC vendors for your event. **Attach additional sheet(s), if necessary.**

Type to be served: Bottled Beer Canned Beer Draft Beer Liquor/Mixed Drinks Wine

Alcoholic beverages will be: Sold Given Away Both

Vendor Name	Vendor Address	Vendor Phone Number
_____	_____	_____
_____	_____	_____

Event Date(s) of Alcohol Service:

Hour(s) of Service:

**FOOD VENDOR(S)/FOOD TRUCK(S)/TRAILER(S)**  N/A - My event WILL NOT involve any food vendors.

Please list below any proposed food vendor(s) for your event. **Attach additional sheet(s), if necessary.**

Food will be: Sold Given Away Both

Vendor Name	Is This A Food Truck/Trailer? (Yes or No)	Vendor Address	Vendor Phone Number
_____	_____	_____	_____
_____	_____	_____	_____

**RETAIL AND RESOURCE VENDORS**  N/A - My event WILL NOT involve any retail or resource vendors.

Please list below any proposed retail or resource vendor(s) for your event. **Attach additional sheet(s), if necessary.**

Items will be: Sold Given Away Both

Vendor Name	Resource or Retail? (Indicate Below)	Vendor Address	Vendor Phone Number
_____	_____	_____	_____
_____	_____	_____	_____

**SPECIAL EVENTS PERMIT APPLICATION**

**RESTROOMS AND WASTE DISPOSAL**      Event organizers are financially responsible for securing restrooms and disposing of waste related to their event.

**Please note that there are no longer on-site restrooms at the Portside event area.**

**Restrooms** for my event are:  Contracted with a portable restroom company – Company Name: \_\_\_\_\_/Quantity: \_\_\_\_\_  
 Public restrooms (Location: \_\_\_\_\_)  
 Private restrooms (permission has been obtained) – Location: \_\_\_\_\_  
 Other – Describe: \_\_\_\_\_

**Trash Disposal** for my event will be :       Handled by event organizer – Describe: \_\_\_\_\_  
 Handled using city trash receptacles:  
How many?    \_\_\_\_ Trash Cans    \_\_\_\_ Dumpster/Roll Off Box    \_\_\_\_ Recycling Can    \_\_\_\_ Other  
**Please call the city's Waste Management Division at 757-393-8663 to reserve your waste receptacles and to determine any costs associated with the reservation.**

**Event Wastewater Disposal**  
How many gray water and/or grease containers will be used at the event? \_\_\_\_\_  
How will the gray water and/or grease containers be disposed of after the completion of the event? \_\_\_\_\_  
 This is N/A to my event.

**PARKING**

**Where will event attendees park?**    City Parking Garage/Lot    On-Street    School Grounds – School Name \_\_\_\_\_  
 Private Parking Lot/Area – Location/Address \_\_\_\_\_    Other – Describe \_\_\_\_\_

Event organizers are required to obtain permission from Portsmouth Public School for use of **school property** for event activities. Please call 757-393-8607 to obtain permission.

If your event involves the use of **private property** not owned by you or your organization, please contact the property owner for written permission. The City Assessor's Department may assist with property ownership information. Please call 757-393-8631.

**Does your event require special parking for a charter bus, tractor trailer/large truck, RV, overheight and/or oversize vehicle(s)?**    Yes    No

If yes, please describe. \_\_\_\_\_

**SECURITY AND TRAFFIC CONTROL**

The **Portsmouth Police Department provides chief oversight of special event security plans and crowd/traffic control** for events permitted through the city's Special Events Application Process. PPD staff will make the final determination of your need for security personnel to ensure the safety of event attendees. Costs associated with security are the sole responsibility of the event organizer. **You may be asked by PPD to provide a separate written summary of your security plan for their review.**

**Do you plan to secure any of the following for event safety/crowd control/traffic control (check applicable)?**  
 On-Duty Police Officers    Off-Duty Police Officers    Sheriff's Deputies    Private Security    Volunteers    Hired Staff

**Have you made contact with a company about security?**    Yes    No   If Yes – Company Name/Phone# \_\_\_\_\_

**Will your event involve the closure of a city right-of-way throughout the duration of the event (i.e event setup is within the city right-of-way like a street/block party)?**  
Yes\*    No

\*If YES, you are required to complete the petition form on **page 8** OR provide a similar form of your own to Parks & Recreation staff. This form will not apply to city right-of-way events such as parades/processionals/races.

**MEDICAL**

**The medical plan for this event includes (check all that apply):**

Emergency Medical Staff (EMS) On-Site  
 First Aid Kit(s) On-Site  
 Call 911  
 Other – Explain \_\_\_\_\_



This is N/A for my event.



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**PETITION FORM FOR A CITY RIGHT-OF-WAY CLOSURE  
THROUGHOUT THE DURATION ON AN EVENT  
(I.E. STREET FESTIVAL/BLOCK PARTY)**

*You are welcome to create your own petition form, as well.*

**For Residential Properties** – Please obtain the name(s)/signature(s) of either the property owner or an adult occupant. For group housing (i.e. apartments, condos, etc.) please provide a name/signature from a manager or head of the condo association. If a residential building/structure is vacant, please write the street address in the table below and indicate VACANT next to the address.

**For Business Properties** – Please obtain the name/signature of the owner or manager on duty. If a business building/structure is vacant, please write the street address in the table below and indicate VACANT next to the address.

**For Vacant Lots/Properties** – No information is required.

<b>Event Name:</b>	
<b>Date(s):</b>	
<b>Start/End Time(s):</b>	
<b>Location:</b>	

By signing this petition, I acknowledge that I am aware of the above listed event. I may object to this event and will provide my reason for objecting on this form. However, I understand that my objection will not necessarily result in the denial of this event. My objection will be given full consideration by Parks and Recreation staff during the permit review process.

Date Reviewed	Printed Name	Signature	Business Name (If Applicable)/Job Title Business or Residential Address Phone Number	Do you support this event? If no, provide reason.
2/2/22	Helen Miller	<i>Helen Miller</i>	Dollar General/Supervisor 4567 County Street 757-555-1234	Yes



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← Items to Complete

**SPECIAL EVENTS PERMIT AGREEMENT**

I \_\_\_\_\_ on behalf of \_\_\_\_\_  
(Print Applicant Name) (Print Organization/Group Name, If Applicable)

agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least **2 weeks** prior to event. Also, I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. The applicant shall, at their own expense, furnish a policy or policies for property damage or bodily injury in the amount specified by the City's Risk Manager. The City of Portsmouth **MUST** be listed as an Additional Named Insured with the proper endorsement included. The **Certificate of Insurance Declarations Page** must be provided to the city **2 weeks** prior to the event date. \_\_\_\_\_ (initial) ←
3. In accordance with City Code, solicitation of contributions within city parks or recreational spaces is not permitted. (**City Code Section 25-98**) \_\_\_\_\_ (initial) ←
4. If required, an applicant shall develop a comprehensive security plan with oversight from 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. Applicants shall 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. Further, the Special Events 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 me 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 me 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. If using a park or open space, 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 Signature)

Print Name: \_\_\_\_\_

Print Organization Name: \_\_\_\_\_

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