



# Beach Wedding Permit Application

Resort Management | Special Events and Film Production Office  
 2101 Parks Avenue | Suite 302 | Virginia Beach, Virginia 23451  
 Phone: (757) 385-4800 | Fax: 422-3666 | [www.vbgov.com/seo](http://www.vbgov.com/seo)



OFFICE  
USE ONLY

Application Number: **SEOW** \_\_\_\_\_ Event Supervisor: \_\_\_\_\_  
 Fee Paid:  Yes  No

The information requested by the Event Application form will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen, as provided by the Freedom of Information Act. Completion of the form is voluntary; however, failure to do so will prevent processing of your application. Any misrepresentation in this application or deviation from the final permit conditions may result in immediate revocation of the permit, the halting off the event, and possible loss of privilege to host events in the future. **Please be advised that your application cannot be processed until you have submitted the applicable processing fee listed below.**

**\*\*Please answer all questions, indicate N/A if the question does not apply\*\***

**This application should ONLY be filled out IF you are requesting a permit for the beach wedding ceremony. Please refer to the [Beach Wedding Guidelines](#) describing non-permitted and permitted beach weddings. A permit will allow a reserved space for *up to 3 hours* and commercial setups on the beach.**

Type of Event	Application Due	Processing Fee
 <b>Beach Wedding— Permitted</b>	45 days prior to the event	\$200
 <b>Beach Wedding— Non-Permitted</b>	N/A	\$0

Applicant(s) Name: \_\_\_\_\_

Are you 18 years of age or older?    Yes    No

Are you representing someone else?    Yes    No                      Are you representing yourself?    Yes    No

Names of Engaged Couple: \_\_\_\_\_

Applicant(s) Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_    Contact Phone: \_\_\_\_\_

Fax: \_\_\_\_\_                      On-Site Cell Phone : \_\_\_\_\_                      Cell #2: \_\_\_\_\_

## ABOUT THE EVENT

**\*\*Space is reserved for a MAXIMUM of 3 hours\*\***

CEREMONY DATE/TIME/ REQUESTED includes set-up and breakdown time:

1st Choice: Date \_\_\_\_\_ 3 Hr. Timeframe \_\_\_\_\_

2nd Choice: Date \_\_\_\_\_ 3 Hr. Timeframe \_\_\_\_\_

LOCATION: 1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

Please note the range of **total** anticipated **attendees** (including spectators and participants):

0 – 50       50 – 100       100 – 150       Over 150

Please indicate elements anticipated:

Banners/Signs     Tents       Arches       Canopies       Cordons (Ropes, posts, ornamental swags, any device used to designate an enclosed area)

Other \_\_\_\_\_

**\*\*NO ALCOHOL IS PERMITTED**

**TENTS, ARCHES OR SEATING:** If your event will have *commercially installed* structural elements, provide the type, size, number and the supplier information.

**\*\* NO TENT LARGER THAN 400 sq. ft. IS PERMITTED**

Type of element	# of items	Sizes

Type: \_\_\_\_\_ Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_

Type: \_\_\_\_\_ Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_

For information regarding the Americans with Disabilities Act accessibility provisions at the beach, please locate the Accessibility tab on the [Convention & Visitor’s Bureau webpage](#) represented here.

**The Ins & Outs of the Resort Beach**  
 The following information can help you prepare and make the most of your experience at the Resort Beach.

<b>Directions</b>	Designated disabled on-street parking is available at Rudee Loop, 2nd, 6th, 7th, 10th, 11th, 12th, 14th, 15th, 16th, 20th, 22nd, 23rd, 24th, 25th, 26th, 30th, 33rd, 34th, 36th, 37th, 38th. Designated disabled off-street parking is available in all municipal lots.
<b>Lifeguards</b>	
<b>Parking</b>	
<b>Restrooms</b>	Black and White Cabs of Virginia Beach has available six wheelchair-accessible cabs. This service provides accessible on-demand transportation without service hour limitations. Taxicab service can respond at all hours of the day or night and to all locations in Virginia Beach, including
<b>Regulations</b>	
<b>Accessibility</b>	

**PARKING AND TRANSPORTATION**

Where will the event attendees and participants park?

On Street / Public Parking     Satellite parking location: \_\_\_\_\_

The city is unable to provide any parking passes or reserved parking for the ceremony. If you need information about public parking locations, please view the [Interactive Parking Map](#), or call Central Parking Office at 437-1157.

**HOLD HARMLESS CLAUSE**

Permittee (applicant / organization) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittees operation. Permittee hereby expressly agrees to defend and save the City, it’s officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees. The City reserves the right to revoke the permit based on public safety concerns. The City will either refund the money or reschedule at no additional cost

\_\_\_\_\_  
Applicant’s Name (Printed Legibly)

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

-----Detach Here-----Detach Here-----  
**DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT TO:**  
**Strategic Growth Area Office / Resort Management & Special Events Office**  
**2101 Parks Avenue, Suite 302    Virginia Beach, Virginia 23451**  
**MAKE CHECKS PAYABLE TO: VIRGINIA BEACH CITY TREASURER**

Name of Engaged Couple \_\_\_\_\_

Date of Ceremony \_\_\_\_\_

Amount Enclosed: 

200.00
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