



OUTDOOR EVENT AND ENTERTAINMENT APPLICATION FOR A BLOCK PARTY

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

The information requested on the event application will be used to determine your eligibility for the permit requested. Applications may be released upon written request, as provided by the Freedom of Information Act. Completion of the application 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 of the event and possible loss of privilege to host events in the future.

Please be advised:

- Your application cannot be processed until you have submitted the \$50.00 processing fee. Credit cards, checks and money orders are accepted. Checks should be made payable to the City of Virginia Beach. No cash.
- Applications are not accepted electronically (fax or email) and will not be processed.
- Submitting an application does not guarantee approval of the permit.

Late fees will be assessed for applications received after the due date. NO EXCEPTIONS.

APPLICATION AND PAYMENT ARE DUE <u>30 DAYS PRIOR TO THE EVENT.</u>	
Block party - residential street	\$50 permit processing fee
DAYS LATE	LATE FEE
first 5 business days	\$10 per day
next 5 business days	\$20 per day
each business day following	\$30 per day

Before submitting an application, please review the following regulations:

- Block party permits will allow the temporary closure of a single block or street within a residential area. Impact of traffic flow and public safety will be the primary determining factors for granting or denying the block party permit. Block parties are prohibited on multiple, connected blocks or streets. Block parties cannot be held on a street with a traffic signal.
- Block party permits will only be issued to a community-based, non-profit organization/association or resident(s) of the neighborhood. Block party permits will not be issued to a commercial entity or adjacent to commercial property.
- Block parties may be held any day of the week, between 11:00 AM and 10:00 PM, for duration not to exceed four (4) hours.
- An event site map is required to be submitted with the application. A twenty (20) foot unobstructed emergency lane must be maintained within the street closure.
- A completed Block Party Petition is required to be submitted with the application. ALL residents within the proposed street closure or impacted by the street closure must sign the petition. No other petition form will be accepted.
- Sales of any kind are prohibited - food, beverages, products, etc. No admission fees can be charged.
- Consumption of alcohol in a public place is prohibited. As the event organizer, you should review Virginia Beach City Code Sections 23-14, 23-22.1 and 23-47 regarding disorderly conduct, public drunkenness and noise. Access the City Code at www.vbgov.com/government/codes-ordinances or by visiting any public library.
- Proof of insurance is required. If you or the organization you represent is unable to provide proof of insurance, you may purchase insurance from the City of Virginia Beach. You may request a quote when you submit the application.
- As the event organizer, you are responsible for cleaning up at the conclusion of the event. If the area is not cleaned to the satisfaction of the City, you may be billed for any resources used to properly clean the area.
- Additional information or documentation may be required based on event activities.



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OFFICE USE ONLY	Application Number: _____	Event Coordinator: _____
	Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance: <input type="checkbox"/> Received <input type="checkbox"/> City purchased

APPLICANT INFORMATION

Host Organization Name: _____
 EIN / Federal Tax ID#: _____
 Is it a non-profit organization with 501(c)(3) status? Yes No
 If yes, attach a copy of the 501(c)(3) certificate or supporting documentation issued by the IRS.

Applicant name: _____
 Are you 18 years of age or older? Yes No
 Are you representing the host organization? Yes No
 Will you be the on-site point of contact during the event? Yes No
 Do you reside in the neighborhood? Yes No
 Phone: _____ Email: _____
 Cell: _____ Fax: _____
 Mailing address (including zip code) for correspondence regarding this event: _____

Contacts

Identify the point of contact that will be on-site during the event. If the applicant is the first point of contact, enter an alternative contact.
 On-site contact name and title: _____
 Phone: _____ Cell: _____ Email: _____

ABOUT THE EVENT

Event name: _____
 Location(s): _____
Be descriptive. An event site map is REQUIRED to be submitted with this application.
 Event date: _____
 What time will the event set-up begin? _____
 What time will the event begin? _____
 What time will the event end? _____
 What time will the event clean-up be completed by? _____

Indicate how many times this event has been hosted before:
 1st time 2 - 4 times 5 or more times

Event activities include...

Amusement rides / devices (bounce houses, mechanical bulls, amusement rides, etc.)

DJ / recorded music

Live music

Food - prepared by residents (no sales)

Food - prepared by a licensed establishment or caterer (no individual sales)

Name of establishment / caterer: _____

other (describe in detail): _____

Anticipated Attendance

Indicate the anticipated attendance:

0-50

50-100

100-150

150-200

200-250

250-300

If more than 300, indicate the anticipated attendance: _____

COMMUNITY MITIGATION / NOTIFICATIONS

Have you met with the residents, businesses, places of worship, schools and/or other entities that will be impacted by your event?

Yes

No

If yes, attach a completed Block Party Petition (no other form of petition will be accepted).

If no, please explain:

Have you distributed a notice to the residents, businesses, places of worship, schools and/or other entities that will be impacted by your event?

Yes

No

If yes, list / attach a list of who was contacted, when they were contacted and provide any input that you received. Attach a copy of the notice. If no, please explain:

EVENT TRANSPORTATION, PARKING AND TRAFFIC CONTROL

How will the attendees / participants get to / from the event?

Personal vehicles

walk / bike

Pre-arranged transit / shuttle / valet - Provide details of your plan(s):

Where will the attendees / participants park?

Public parking facilities / lot(s)

Private property - commercial

Private property - residential

Private property - vacant lot(s)

School grounds

Church grounds

Satellite parking location(s): _____

Other (provide details): _____

Will your event involve the use of traffic safety personnel? Yes No

If yes, indicate the type of personnel:

Certified traffic monitor(s) How many: _____ Date(s) and time(s): _____

Sheriff's Deputies How many: _____ Date(s) and time(s): _____

Have you made arrangements with the Sheriff's Office? Yes No

If yes, provide the following information for the person you made arrangements with in the Sheriff's Office:

Contact name and number: _____

Off duty Police How many: _____ Date(s) and time(s): _____

Have you made arrangements with the Police? Yes No

If no, you will be contacted to make arrangements.

If yes, provide the following information for the person you made arrangements with in the Police Department:

Contact name and number: _____

Other - describe: _____

Will your event involve the use of traffic safety equipment? Yes No

If yes, indicate the type of equipment and how many will be used (estimates are accepted):

traffic cones How many: _____ road closed barricades How many: _____

no parking signs How many: _____ detour / directional signs How many: _____

other: _____

When will the traffic equipment be set-up? Date(s): _____ Time(s): _____

When will the traffic equipment be removed? Date(s): _____ Time(s): _____

Are you requesting use of City traffic equipment? Yes No

Be advised there may be a charge for equipment and personnel. Availability is not guaranteed. You will be contacted to make arrangements. Do not contact Public Works directly.

Have you contracted with a traffic equipment provider? Yes No

Equipment provider: _____

Address: _____

Contact name and number: _____

EVENT SITE

You are required to submit an event site map. Illegible / outdated maps and plans will not be accepted. Maps should include, but are not limited to:

- An outline of the entire event area.
- Street names, location and addresses for impacted residents. Indicate where streets will be closed and the direction of travel.
- Placement of traffic barricades and signs (required to close City streets).
- Placement of certified traffic monitors, Sheriff's Deputies or Police (if applicable).
- Placement of any signs or structures (amusement rides/devices, tents, stages, bleachers, etc.).

EVENT SIGNS & STRUCTURES

Complete the following information regarding any structures and signs at the event site.

Amusement devices / rides

Will there be any inflatable devices / rides such as bounce houses, slides, etc.? Yes No

If yes, please provide the following information for the inflatable devices / rides:

Will there be a fee or donation for individuals to ride/participate/use? Yes No

Description of devices / rides: _____

Company name / supplier: _____

Contact name / phone number: _____

Will there be any mechanical devices / rides such as mechanical bulls, carnival rides, etc.? Yes No

If yes, please provide the following information for the mechanical devices / rides:

Will there be a fee or donation for individuals to ride/participate/use? Yes No

Description of devices / rides: _____

Company name / supplier: _____

Contact name / phone number: _____

Will there be any other form of amusement such as pony rides, dunk tanks, rock walls, etc.? Yes No

If yes, please provide the following information:

Will there be a fee or donation for individuals to ride/participate/use? Yes No

Description: _____

Company name / supplier: _____

Contact name / phone number: _____

Tents

Will there be tents at the event site? Yes No

If yes, indicate the number of tents for each size(s), the location and supplier. ALL tents are required to have documentation on-site indicating it has been treated with flame retardant by a company certified to do so OR a label/tag that is readable affixed to the structure fabric indicating it is flame retardant.

Tents over 900 square feet or smaller tents placed adjacent to each other creating a covered area over 900 square feet are required to obtain a permit from the Department of Planning Permits & Inspections. An on-site inspection conducted by the Virginia Beach Fire Marshal's Office is required. Inspection time(s) are typically scheduled for one (1) hour before the event begins.

If you are requesting a specific inspection date and time, enter the date and time you are requesting:

Date: _____ Time: _____

Number	Size	Location

Company name / supplier: _____

Contact name / phone number: _____

Stages

Stages over 30 inches in height and/or 256 square feet or more are required to obtain a permit from the Department of Planning Permits & Inspections. An on-site inspection may be required.

Will there be stages at the event site? Yes No

If yes, provide the size (L x W x H), location and supplier.

Size: _____ Location: _____

Company name / supplier: _____

Contact name / phone number: _____

Size: _____ Location: _____

Company name / supplier: _____

Contact name / phone number: _____

Bleachers

Will there be bleachers at the event site? Yes No

If yes, provide the size (L x W x H), location and supplier.

Size: _____ Location: _____

Company name / supplier: _____

Contact name / phone number: _____

Banners / signs

Will there be banners / signs at the event site? Yes No

If yes, provide banner and sign information. Indicate number, type and location using the codes below.

Type codes: DI - Directional / Information SP - Sponsorship OT - Other

Location codes: AT - Attached to an existing structure FS - Freestanding sign

Number	Type Code	Location code	Location

INSURANCE

Proof of insurance is required for all events taking place on public property. The City of Virginia Beach does not require that the city be named as an additional insured; however, all certificates of insurance must contain the following information:

1. Certificate Holder: City of Virginia Beach
2. Commercial General Liability coverage in the amount of \$1,000,000 per occurrence.
The City of Virginia Beach reserves the right to increase the insurance limits based on the nature and degree of risks to the public.

If you are unable to provide insurance coverage, you are required to purchase coverage through the City of Virginia Beach. Please note that certain activities cannot be insured by coverage purchased through the City of Virginia Beach. If you have questions regarding City insurance coverage, please inquire with your assigned Event Coordinator after submitting the application.

Please select one:

I will provide proof of insurance.

I will purchase insurance coverage through the City of Virginia Beach.

NOISE

The City may impose reasonable restrictions on noise at events authorized by special event permits.

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. Furthermore, by signing this Application, Permittee hereby agrees to waive any and all claims that Permittee may have against the City, it's officers, agents, employees, and representatives arising out of or in connection with the revocation or cancellation of an event permit.

By submitting this Application, you are agreeing to abide by all block party regulations set forth in the Virginia Beach Special Events Guidebook.

Applicant name (print neatly)

Applicant signature

Date

