



# OUTDOOR EVENT AND ENTERTAINMENT APPLICATION

Strategic Growth Area Office  
 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](http://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 corresponding 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.
- By submitting an application, you are agreeing to abide by all regulations set forth in the Outdoor Event and Entertainment Guidebook.

**The processing fee is based on the type of event:**

TYPE OF EVENT	APPLICATION & PAYMENT DUE	PROCESSING FEE
Event on residential property	30 days prior to the event	\$50
Commercial Carnival	30-60 days prior to the event	\$300
Outdoor Event / Entertainment – One (1) day event	30-60 days prior to the event	\$75
Outdoor Event / Entertainment – Two (2) or more days	60-90 days prior to the event	\$250
Outdoor Event / Entertainment – More than three (3) days in a calendar year that charges a fee to participate	60-90 days prior to the event	\$300 per week
Sporting Event / Parade – residential streets	30-60 days prior to the event	\$75
Sporting Event / Parade – non-residential street(s)	60-90 days prior to the event	\$250
Sporting Event / Parade – non-residential street(s) using both resort & non-resort streets	60-90 days prior to the event	\$500

**The following late fees will be assessed for applications received after the due date. NO EXCEPTIONS.**

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

**Other requirements:**

- An event site map must be submitted with the application. Applications will not be processed without an event site map. **NO EXCEPTIONS.**
- Vendor/sponsor information forms are due 30 days prior to the event. **NO EXCEPTIONS.** If you are submitting the application 30 days prior to the event, vendor/sponsor information forms must be submitted with the application.
- Proof of insurance is required for events, except for events taking place on private property. However, proof of insurance may be required by specific City departments for events taking place on public or private property.
- Additional information or documentation may be required based on event activities.



# OUTDOOR EVENT AND ENTERTAINMENT APPLICATION

Strategic Growth Area Office  
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](http://www.vbgov.com/seo)

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

## ABOUT THE EVENT

Event name: \_\_\_\_\_

Description of Event: \_\_\_\_\_

---



---



---



---



---

## 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

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: \_\_\_\_\_

Identify the point of contact for public inquiries – general information, volunteer, vendor/sponsor inquiries, etc.

Public contact name and title: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

The event will be hosted on...

Public property

Private property - commercial

Private property - residential

Location(s):

Be descriptive. An event site map is REQUIRED to be submitted with this application.

Indicate how many times this event has been hosted before:

1<sup>st</sup> time

2 - 4 times

5 or more times

Where?

Choose what describes the event.

Advocacy event

Expressive activity

Parade

Bike / auto procession

Faith-based activity

Private event

Charitable / fundraising event

Farmer / produce market

Sport / athletic event / competition

Community / neighborhood event

Festival

Sport league / camp

Concert / live performance

Marine / ocean event

Outdoor extension of business activities at existing commercial location

Other:

Event activities include... Check all that apply.

Aircraft

DJ / recorded music

Parachute / base jump

Live music

Amusement rides / devices

Media broadcast - indicate station:

Animals / petting zoo

Ocean / water activities

Announcements / speeches

Watercraft

Information / literature distribution

Street closure

Fireworks / pyrotechnics

Food - sampled, served or sold

Flame / fire effects or performances

Alcohol - sampled, served or sold

Products / services - given away, sampled or sold

The event is...

Private (by invitation only)

Free & open to the general public

Entry by participation or registration fee

Entry by admission fee or ticket (either by sales or contributions)

Admission information (if applicable):

Include entry / participant fees, admission / ticket prices, donation / pledge information / fees based on activity.

Anticipated Attendance

Indicate the anticipated attendance including participants, spectators, event staff/volunteers and vendor/sponsor support:

Anticipated Attendance:

Total:

Per Day:

Promotion / Advertising

Indicate how the event will be marketed, promoted or advertised.

event web site(s)

web address:

social media/network

URL(s):

local or regional radio/television

local or regional newspaper(s)/magazine(s)

radio / television outside of region

Identify: \_\_\_\_\_

newspaper(s)/magazine(s) outside of region

Identify: \_\_\_\_\_

other: \_\_\_\_\_

## EVENT TIMELINE

Be as descriptive as possible. A detailed schedule may be submitted as an addendum to the application.

### Event Set-up

Indicate the date(s), start and end time(s) and description for the event set-up.

Use the description area to indicate specific information such as: construction of tents, stages, fencing, vendor/sponsor load-in, entertainment load-in, sound checks, run/walk/parade/procession set-up times, etc.

Date(s):	Start Time:	End Time:	Description:

### Event date(s)

Indicate the date(s), start and end time(s) for the event.

For runs/walks/parades/processions, indicate registration/assembly time and begin time for each activity.

For example, 8:00 AM - 9:00 AM registration, 9:15 AM - 5K begins, 10:00 AM - 1K begins

Date(s):	Start Time:	End Time:	Description:

### Event breakdown

Indicate the date(s), start and end time(s) and description for the event breakdown.

Use the description area to indicate specific information such as: disassembly of tents, stages, fencing, vendor/sponsor load-out, entertainment load-out, removal of equipment, etc.

Date(s):	Start Time:	End Time:	Description:

## COMMUNITY MITIGATION / NOTIFICATIONS

Have you presented your event concept to the officially recognized groups that represent the impacted event venue?

Yes

No

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

---

---

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, list / attach a list of who was contacted, when they were contacted and provide any input that you received.  
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:

---

---

## PUBLIC SAFETY

As the event organizer, you are responsible for providing a safe and secure event. You must ensure adequate personnel are present to provide general security, crowd control, provide assistance to attendees, etc. More information may be required.

### Security

(Do not include traffic personnel in this section - see [Event Transportation, Parking and Traffic Control](#))

All events must present a security plan, which must be approved by the Virginia Beach Police Department. The Virginia Beach Police Department will determine the number and type of security personnel requirements. DCJS certified security personnel are required when:

- alcohol is being sold or served and/or
- equipment or materials are left overnight on public property

Security personnel includes (check all that apply):

Event staff                      How many: \_\_\_\_\_ Date(s) and time(s): \_\_\_\_\_

Volunteers                      How many: \_\_\_\_\_ Date(s) and time(s): \_\_\_\_\_

Private security                      How many: \_\_\_\_\_ Date(s) and time(s): \_\_\_\_\_

Company name: \_\_\_\_\_

Contact name and number: \_\_\_\_\_

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

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: \_\_\_\_\_ Phone number: \_\_\_\_\_

Describe the security plan. Attach an addendum to the application if necessary:

---

---

---

**Health and Medical**

All events must present a medical plan, which must be approved by Virginia Beach Emergency Medical Services. The complexity of the plan, along with the number and types of resources required will be determined by Virginia Beach Emergency Medical Services. Refer to the Virginia Beach EMS Special Events Health & Medical Planning Guide for further information.

Health and medical resources includes (check all that apply):

Ability to call 9-1-1

CPR certified personnel      How many: \_\_\_\_\_ Date(s) and time(s): \_\_\_\_\_

First aid tent/station      How many: \_\_\_\_\_ Date(s) and time(s): \_\_\_\_\_

Ambulance      How many: \_\_\_\_\_ Date(s) and time(s): \_\_\_\_\_

Mobile units      How many: \_\_\_\_\_ Date(s) and time(s): \_\_\_\_\_

Are you requesting Virginia Beach EMS / Volunteer Rescue Squad services?      Yes      No

Have you made arrangements with the Virginia Beach EMS/Volunteer Rescue Squad?      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 Virginia Beach EMS:

Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Have you contracted with a licensed professional emergency medical service provider?      Yes      No

Name of provider: \_\_\_\_\_

Contact name and number: \_\_\_\_\_

Describe your medical plan. Include method of communication, hours of operation, etc. Include name and contact information for the person(s) responsible for implementing the plan. Include medical certification levels of personnel on-site (MD, RN, Paramedic, EMT). Attach an addendum to the application if necessary:

---

---

---

**Fire**

All events must disclose the use of any hazardous/flammable/combustible materials or liquids. The event site map must indicate the location of such materials or liquids and any appliance using the material or liquid. Please submit a Material Safety Data Sheet (MSDS) for all hazardous materials with the event site map. The Virginia Beach Fire Marshal's Office must approve. Additional permits may be required.

Will there be gasoline, diesel, propane or any other flammable or combustible liquids stored / used on site?

Yes      No      If yes, please describe the type, how much and any appliances using the liquid:

The location of the liquid and any appliances using that material must be indicated on the event site map.

Will there be hazardous materials other than gasoline, diesel or propane stored / used on site?

Yes      No      If yes, please describe the type, how much and any appliances using the material:

The location of the material and any appliances using that material must be indicated on the event site map.

Will generators be used?                      Yes                      No  
If yes, the location(s) must be indicated on the event site map.

Will outdoor heaters be used?                      Yes                      No  
If yes, indicate the type:                      propane                      electric                      other: \_\_\_\_\_  
If yes, the location(s) must be indicated on the event site map.

Are you requesting a permit for entertainment or performances that involves the use of fire or flames?  
Yes                      No                      If yes, please describe and provide the following information:  
Describe: \_\_\_\_\_  
Company name: \_\_\_\_\_  
Contact name and number: \_\_\_\_\_  
On-site contact name and cell number: \_\_\_\_\_  
Have you / the company applied for a permit with the Virginia Beach Fire Marshal's Office?  
Yes                      No

Are you requesting a permit for the use of fireworks or pyrotechnics?                      Yes                      No  
If yes, please provide the following information:  
Company name: \_\_\_\_\_  
Contact name and number: \_\_\_\_\_  
On-site contact name and cell number: \_\_\_\_\_  
Have you / the company applied for a permit with the Virginia Beach Fire Marshal's Office?  
Yes                      No

Are you requesting a permit for a bonfire / recreational fire?                      Yes                      No  
If yes, please review Virginia Beach City Code, Section 12-5, which states: *It shall be unlawful and a Class 1 misdemeanor for any person to set fire to or to procure another to set fire to any wood, brush, logs, leaves, grass, debris or other flammable material at any time on any sand beach of the city.*  
If yes, have you / the company applied for a permit with the Virginia Beach Fire Marshal's Office?  
Yes                      No

Are you requesting Virginia Beach Fire Department apparatus to be on-site?                      Yes                      No  
Have you made arrangements with the Virginia Beach Fire Department?                      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 Fire Department:  
Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Evacuation plan**  
Describe your evacuation plan for the event venue. Include communication plan with event staff, vendors/sponsors, etc. Include how you will notify attendees, where you will direct them to exit, etc. in the event of an emergency.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inclement weather**  
Describe your inclement weather plan. Include how you will update / notify attendees before the event if inclement weather is expected. Include how you will notify attendees during the event if inclement weather approaches.  
**Responses such as "rain or shine" or "N/A" will not be accepted.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you agree to implement the Special Events Tornado & Severe Thunderstorm Trigger Chart, provided in the Outdoor Event Guidebook?

Yes, I agree. The individual that will have the responsibility of implementing this plan will be:

Name: \_\_\_\_\_ Cell number: \_\_\_\_\_

No, I do not agree. I have attached a severe weather plan that exceeds the minimum standards set forth in the Special Events Tornado & Severe Thunderstorm Trigger Chart provided in the Outdoor Event Guidebook. The individual that will have the responsibility of implementing this plan will be:

Name: \_\_\_\_\_ Cell number: \_\_\_\_\_

### 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): \_\_\_\_\_

Do you require special parking? (VIP, RV's, trailers, support vehicles, etc.)

Yes

No

Number of spaces	Location	Purpose

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: \_\_\_\_\_ Phone 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: \_\_\_\_\_ Phone 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: \_\_\_\_\_

Will the event require a street closure? Yes No

If yes, a detailed event site map / route map / traffic plan is required. Include the name of all streets, where streets will be closed and direction of travel. Include placement of traffic equipment, certified traffic monitors, Police and/or Sheriff Deputies. Ensure the street names are legible. Illegible / outdated maps / plans will not be accepted.

PARADES complete the following:

Number of marching units: \_\_\_\_\_ Number of non-marching units: \_\_\_\_\_

Number of floats: \_\_\_\_\_ height: \_\_\_\_\_ length: \_\_\_\_\_ width: \_\_\_\_\_

Number of vehicles by type: cars / trucks: \_\_\_\_\_ motorcycles: \_\_\_\_\_ Semi's: \_\_\_\_\_  
other: \_\_\_\_\_

Number of animals by type: horses: \_\_\_\_\_ dogs: \_\_\_\_\_ other: \_\_\_\_\_

Will you need special arrangements for dignitaries? Yes No

Will you have a reviewing stand? Yes No Location: \_\_\_\_\_

## EVENT SITE

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

- An outline of the entire event venue.
- Enter / exit points for event attendees. Identify vendor/sponsor load-in/load-out points.
- Emergency access points. Indicate the minimum twenty foot (20') emergency access lane(s) throughout the event venue.
- ADA areas.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The location of first aid areas – tent, ambulances, etc.

- The location of all stages, platforms, scaffolding, bleachers, chairs, canopies, general assembly tents, vendor/sponsor tents, cooking areas, grease containers, gray water containers, amusement devices/rides, portable restrooms, trash containers, pyro or fireworks areas, etc.
- The location of all hazardous materials and flammable/combustible materials such as pyro or fireworks, pressurized gas cylinders, portable generators, wood/charcoal grills, etc.
- All vendors/sponsors that are cooking or heating food must be identified.
- The location of water source(s).
- The location of electrical source(s) / generator locations.
- Placement of vehicles and/or trailers.

**Americans with Disabilities Act**

Most events must comply with ADA requirements. Indicate which of the following will be at the event.

Check all that apply:

- |                                     |  |
|-------------------------------------|--|
| Ramps / walkways on the beach       | Differently-abled accessible vehicles  |
| Designated wheelchair viewing areas | Differently-abled accessible restrooms |
| Sign-language translator            | Hearing impaired listening devices     |
| Other (provide details): _____      |  |

**VENDOR / SPONSOR INFORMATION**

A vendor/sponsor information form is required for each individual, business or organization that is providing food, beverages, information, services, products or merchandise at the event. The event organizer is responsible for ensuring the accuracy of information and submitting information forms in a timely manner. Vendors/sponsors are responsible for ensuring they are compliant with the Commissioner of the Revenue and Virginia Department of Health, as well as abiding by all requirements / regulations set forth by the Virginia Beach Fire Marshal’s office.

**Vendors / Sponsors (food / beverages)**

A vendor/sponsor information form is required for each individual, business or organization that is providing food or beverages at the event. This includes food that is prepared, heated or cooked at the event site as well as food that is prepackaged, catered or delivered to the event site ready to eat.

**FORMS ARE DUE THIRTY (30) DAYS BEFORE THE EVENT DATE. NO EXCEPTIONS. FOOD/BEVERAGE PROVIDERS ARE RESPONSIBLE FOR CONTACTING THE HEALTH DEPARTMENT BEFORE PARTICIPATING IN ANY OUTDOOR EVENT, REGARDLESS OF THE TYPE OF LICENSE THEY MAY HAVE.**

Food / beverage providers may be subject to inspection by the Virginia Department of Health and/or Virginia Beach Fire Marshal’s Office. 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: \_\_\_\_\_

Food and/or beverages will not be present at the event.

Food and/or beverages will be present at the event.      Number of food vendors: \_\_\_\_\_

Food date(s) and time(s): \_\_\_\_\_

Food will be:

sampled                                  sold                                  provided by event (not sold to attendees)

Food will be served by:

vendor(s)/sponsor(s)                  event staff                  caterer(s)

Food/beverage is prepared / cooked:

all food/beverage is pre-packaged

in a church kitchen

in a school cafeteria

in a mobile unit licensed with the Virginia Department of Health

in a mobile unit NOT licensed with the Virginia Department of Health

prepared / cooked at an existing licensed establishment and delivered to the event site ready to eat  
no heating/warming outdoors at the event site

prepared / cooked at an existing licensed establishment and delivered to the event site ready to eat  
heating/warming will occur outdoors at the event site

outdoors at the event site

outdoors at the event site under a tent      tent size(s): \_\_\_\_\_

Identify all appliances / fuel types that will be on-site:

warmer / hotbox

sterno

fryer

range

grill

flat top griddle

smoker

wood

charcoal

propane tank - less than 500 gallons

electric appliance(s) - describe: \_\_\_\_\_  
\_\_\_\_\_

Will you provide gray water containers for the food vendors?

Yes

No

If no, please explain the gray water disposal plan:

\_\_\_\_\_

Will you provide grease containers for the food vendors?

Yes

No

If no, please explain the grease disposal plan:

\_\_\_\_\_

### Alcohol

Alcohol information must be completed regardless of whether the event is public or private. All resort events requesting to have alcohol must receive approval from the Virginia Beach Alcohol Review Committee. Proof of license from the Virginia Department of Alcohol and Beverage Control is required, if applicable.

Will alcohol be sampled, sold or served at the event?

Yes

No

Alcohol will be:

sampled

sold

served / catered (not sold to attendees)

Type:

draft beer

canned beer

wine

distilled spirits

Alcohol date(s) and time(s): \_\_\_\_\_

Have you applied for a license with the Virginia Department of ABC?

Yes

No

If yes, provide the following information for the ABC Agent you are working with:

Contact name and number: \_\_\_\_\_

Describe your security plan to ensure the safe sale or distribution of alcohol during the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Vendors / Sponsors (non-food)

A vendor/sponsor information form is required for each individual, business or organization that is providing information, services or products at the event.

Vendors/sponsors will not be present at the event.

Vendors/sponsors will be present at the event.

Number of non-food vendors: \_\_\_\_\_

### EVENT STRUCTURES & SIGNS

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: \_\_\_\_\_

### Scaffolding

Scaffolding of any size is required to obtain a permit from the Department of Planning Permits & Inspections. An on-site inspection may be required.

Will there be scaffolding 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: \_\_\_\_\_

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

### WASTE DISPOSAL & RECYCLING

A minimum of two (2) trash receptacles and one (1) recycling receptacle is required for every 150 people anticipated to attend your event.

Indicate the number of trash receptacles for the event: \_\_\_\_\_

Have you contracted with a waste disposal company?                      Yes                      No

If yes, provide the sanitation company name, address, on-site phone:

---

---

When will the waste equipment be set-up?                      Date(s): \_\_\_\_\_                      Time(s): \_\_\_\_\_

When will the waste equipment be removed?                      Date(s): \_\_\_\_\_                      Time(s): \_\_\_\_\_

Please describe your plan for removal of waste and garbage during and after your event:

---

---

Have you contracted with a recycling disposal company?                      Yes                      No

If yes, provide the sanitation company name, address, on-site phone:

---

---

Please describe your plan for cleanup and removal of recyclable materials:

---

---

When will the recycling equipment be set-up?                      Date(s): \_\_\_\_\_                      Time(s): \_\_\_\_\_

When will the recycling equipment be removed?                      Date(s): \_\_\_\_\_                      Time(s): \_\_\_\_\_

### Restrooms

Indicate restroom areas. If portable restrooms are being utilized, you should have one (1) portable toilet for every 150 people anticipated to attend your event. Ten percent (10%) of the portable toilets must be ADA accessible.

Will you have portable restrooms at the event?                      Yes                      No

If no, indicate where restrooms are available for attendees to use: \_\_\_\_\_

If yes, have you contracted with a portable restroom company?                      Yes                      No

If yes, provide the company name, point of contact and an after-hours / emergency phone number:

When will the portable restrooms be delivered? Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_  
When will the portable restrooms be removed? Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

List the number and locations of the portable restrooms.

Number	Location

## INSURANCE

Proof of insurance is required for all events taking place on public property. The City of Virginia Beach requires that the city be named as an additional insured. All certificates of insurance must contain the following information:

1. Additionally insured: 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.
3. For sale or distribution of food and beverages: Products Liability Coverage
4. For sale or distribution of alcoholic beverages: Liquor Liability Coverage

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.

Proof of insurance is not required for permits issued for events taking place on private property. However, proof of insurance may be required by specific City departments for events taking place on public or private property.

Please select one:

- I will provide proof of insurance.
- I will purchase insurance coverage through the City of Virginia Beach.
- The event takes place on private property.

## COST OF CITY SERVICES

Many special events require some form of city services including, but not limited to, security, emergency services, traffic control, utility connections, etc. Certain City services can be provided by the City for the Permittee, depending on availability. Virginia Beach City Code Section 4-1 allows the City to recoup certain expenses related to special events. Depending on the event activities, Permittee may be required to pay the City for services. After review of the application, Permittee will be provided with an estimated cost of services. Actual cost of services will be billed immediately following the event.

## 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 regulations set forth in the Virginia Beach Special Events Guidebook.

---

Applicant name (print neatly)

---

Applicant signature

---

Date