



# Permit Application for Special Event · City Scale

Complete this application in its entirety and submit, along with \$50 application fee, to the address below. Please retain a copy for your records.

City of Hampton  
Hampton Police Division  
Attn: Corporal Shaun Stalnaker  
40 Lincoln Street  
Hampton, Virginia 23669  
757.727.6640 (p) | 757.727.6629 (f)

OFFICE USE ONLY	
Date Received	_____
Approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
Date of Denial	_____
Application Number	_____
Permit Number	_____
Date Fee Received	_____
Fee Amount	_____ Check # _____

Dependent upon the scale of your event, the time frame for processing your application will vary. Please refer to the [Special Event Guidebook](#) and [Special Events Submittal Deadline Calendars](#) for assistance. Please remember acceptance of your application does not indicate final approval or confirmation of your request nor does it exempt you from other required application and reservation procedures.

## 1. APPLICANT/ORGANIZATION INFORMATION

Name of Sponsoring/Producing Organization \_\_\_\_\_

Organization Address \_\_\_\_\_ City \_\_\_\_\_

Is this organization a 501c3?  YES  NO

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Billing Address (if different from above) \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Website \_\_\_\_\_

Applicant Contact \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

▪ Day of Event On-Site Contact \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

## 2. EVENT INFORMATION

Event Name \_\_\_\_\_

Event Location\* \_\_\_\_\_

Event Date(s) and Time: \_\_\_\_\_

Recurring Event (Events may be permitted for one calendar year. Please list additional dates or 'every second Saturday,' 'every fourth Thursday,' etc.) \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_

\* Events held on City of Hampton property require a reservation through the Parks & Recreation Department and may have additional fees. Please view the [Park & Outdoor Facilities Rental list](#) for a listing of parks and facilities and contact Parks & Recreation at 757.727.6348 to make reservations.

\* All applications for events held on private property must be completed by the property owner or with permission of the property owner.



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## Type of Event

- Parade\*/ Procession   
  Festival/Fair   
  Concert   
  Block Party   
  Sporting Event  
 Picnic   
  Rally/Tribute   
  Other: please specify \_\_\_\_\_

\*Motorcycles are not permitted in parades.

**Estimated Daily Attendance** This should include both participants and spectators.

- 0 - 100   
  100-249   
  250-499   
  500 - 999   
  1,000 – 2,499  
 2,500 – 4,999   
  5,000- 9,999   
  10,000 – 14, 999   
  15,000+

**Event Admission / Entry Fee** Please include entry fee for ticketed events. This information is required by the Commissioner of Revenue.

- Free & Open to the Public   
  Private Event  
 Admission / Donation Fee \$\_\_\_\_\_

### 3. EVENT SITE

Regardless of venue, please attach a site map. Site maps should include the following information:

- An outline of the entire venue area
- Entrance/exits for attendees
- Location of vendor/sponsor loading areas
- Emergency access points (Minimum 20' emergency access lane throughout)
- ADA areas

**Evacuation Plan** For events anticipating over 500 attendees, how will you evacuate the venue in the event of an emergency? Include communication plan with staff, vendors, attendees.

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**Inclement Weather Plan** For events anticipating over 500 attendees, what is your notification plan if inclement weather approaches during the event?

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**4. DETAILED EVENT TIMELINE**

Please be as descriptive as possible to further expound upon the information provided in *Permit Application for Special Event* Question #2: Event Information.

**Event Set-Up** Indicate the date(s), start and end times, and description for the **event set-up**. Use the description area to indicate specific information (i.e. construction of tents, stages, fencing, vendor/sponsor load-in, entertainment load-in, sound checks, run/walk set-up, etc.).

Date(s)	Start Time	End Time	Description

**Event Date(s)** Indicate the date(s), start and end times, and description for the **event**. For runs/walks/parades/processions, indicates registration/assembly time and begin time for each activity. For example 8am – 9am registration, 9.15am – 5k begins, 10am – 1k begins.

Date(s)	Start Time	End Time	Description

**Event Breakdown** Indicate the date(s), start and end times, and description for the **event breakdown**. Use the description area to indicate specific information (i.e. disassembly of tent, stages, fencing, vendor/sponsor load-out, removal of equipment, etc.).

Date(s)	Start Time	End Time	Description

**5. SECURITY PLAN**

Please identify the number of staff, volunteers, and private security you have assigned to work your event and attach a security plan. After submittal of your application, the Hampton Police Division will determine if the number staff and security you have arranged for your event is sufficient.

X	Personnel	Number	Date(s) & Time(s)
	Event Staff		to
	Volunteers		to
	Private Security		to
	Extra Duty Hampton Police		to



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Private Security Firm Company Name: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

Have you already requested additional Sheriff's Deputies and Extra Duty Hampton Police Officers?  YES  NO

**\* Please attach a document describing the security plan. Include maps, plans, and photos.\***

## 6. EVENT TRANSPORTATION

Methods of transit to/from event?

- Personal Vehicle
- Shuttle/Valet\*\*
- Walk/Bike
- Public Transit

**\*\* Please attach a document describing the shuttle/valet system. Include maps and photos as necessary. If a shuttle is provided, an wheelchair accessible option should also be provided.\*\***

## 7. PARKING

Where will attendees park?

- On-site public parking
- Private property (must acquire written permission of property owner)
- Satellite parking location\*\* (please see D above and attach information on intended shuttle system)
- Other: \_\_\_\_\_

**\* Please remember events must provide ADA accessible parking. \***

Is on-site parking coordination required?    YES    NO    If yes, who will be directing? (Volunteers, event staff, police?) \_\_\_\_\_

## 8. WASTE DISPOSAL AND RESTROOMS

Clean-up/Waste Disposal Plan \_\_\_\_\_

Restroom Plan \_\_\_\_\_

- Waste disposal is the responsibility of the event organizer when using the venue. Additional trash receptacles are available for an additional fee through the Parks & Recreation Department at 757.727.6348.
- Most locations have no restroom facilities available. It is the responsibility of the organizer to furnish adequate restrooms. For events open to the public, one toilet shall be provided per 150 attendees. Events serving alcohol shall provide two toilets per 150 attendees. Ten percent shall be ADA accessible.



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## 9. EVENT ADVERTISING & SIGNAGE

Advertising and signage may be placed within the event area and on private property, as approved.

Signage Locations \_\_\_\_\_

- Signs may not exceed 4' x 8', may not be placed more than 30 days prior to the event, must be removed 24 hours after the conclusion of the event, and written authorization from private property owners must be obtained.
- Include plans, maps, drawings, etc. to clarify location.

**Advertising, marketing, or promoting a special event prior to receiving an approved special event permit is done AT YOUR OWN RISK. Details of the event, including but not limited to date and time, may require changes during the review process. Acceptance of your application by the City of Hampton is not a guarantee of approval of the event. The event organizer must complete all requirements before any special event permit will be issued. Under no circumstances will the City of Hampton be liable for advertising expenses incurred by the event organizer.**

## 10. COMMUNITY MITIGATION / NOTIFICATIONS

The event applicant is responsible for coordinating all neighborhood communication efforts to include residents, civic associations, and business affected by the event. The Communication plan must be completed 14 days prior to your event. Please describe your Plan. **If you need assistance with developing this plan, please contact the Hampton Police Division at 757.727.6111.**

- Mailer                      Distribution Date: \_\_\_\_\_
- Flyer                         Distribution Date: \_\_\_\_\_
- Email                         Distribution Date: \_\_\_\_\_
- Door Hanger                Distribution Date: \_\_\_\_\_
- Signage                      Location: \_\_\_\_\_
- Other: \_\_\_\_\_

Summary of feedback received \_\_\_\_\_

## 11. ADDITIONAL EVENT INFORMATION

Please indicate whether the following pertain to your event. If yes, please **complete the appropriate section below** with the necessary information.

a. Food Vending	YES	NO
b. Alcohol Served or Sold	YES	NO
c. Retail Vending	YES	NO
d. Amplified Music/Sound	YES	NO
e. Street Closure or Sidewalk Use	YES	NO
f. Tents/Stages	YES	NO
g. Amusements/Inflatables/Rides	YES	NO
h. Electricity	YES	NO
i. Fireworks	YES	NO
j. Fire & Medical Services	YES	NO



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## a. FOOD/RETAIL VENDING

A vendor is someone who is serving, selling, or sampling food, beverages; including alcohol or merchandise.

### FOOD (Mark all that apply)

Served Free    Sold    Catered    Samples    Prepared Outdoors/On-site (gas, electric, etc.)    Food Trucks

Total number of food vendors \_\_\_\_\_

### BEVERAGE (Mark all that apply)

Wine    Beer    Mixed beverages    Sold    Served

**RETAIL**    YES    NO   Total number of vendors \_\_\_\_\_

Description of vendors \_\_\_\_\_

- All Food Vendors must provide proof of insurance, and meet the requirements of the Commissioner of the Revenue's Office, Health Department, and Fire Marshal.
- A list of all Food, Beverage (including alcohol), & Merchandise vendors including contact information is required 14 days prior to event date to the Commissioner of the Revenue's Office and the Health Department. Notify the Commissioner of the Revenue's Office after the event of any vendors whom failed to participate in the event.
- All Alcohol Vendors must provide proof of insurance and meet the requirements of the Department of Alcoholic Beverage Control. A [form is required](#) to have ABC in public parks.
- All Events with alcohol are required to have Hampton Police Officers on-site during the event.

## b. AMPLIFIED MUSIC/SOUND

Start Time \_\_\_\_\_ AM/PM to End Time \_\_\_\_\_ AM/PM

Sound Check Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

## c. STREET CLOSURE/SIDEWALK USE & TRAFFIC EQUIPMENT

Will this even require a street closure?    YES    NO

- If yes, must attach map / traffic plan. Include the name of all streets, streets to be closed, direction of travel, placement of traffic equipment (electronic message boards), police and/or Sheriff's deputies. All traffic control plans and traffic control devices must meet the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) and the Virginia Work Area Protection Manual.
- All road races must use a professional company for placement of traffic equipment.
- A detailed timeline of closures and reopening must be included.
- Any request for removal of on-street parking must be included.

Traffic Equipment Set-up Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ to \_\_\_\_\_

Traffic Equipment Removal Date: \_\_\_\_\_ Removal Time: \_\_\_\_\_ to \_\_\_\_\_



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**d. TENTS/STAGES**

Number of tents to be set up \_\_\_\_\_ Tent size \_\_\_\_\_ Expected occupancy under tent \_\_\_\_\_

Do you rent or own the tent? \_\_\_\_\_ If renting, from where? \_\_\_\_\_

- The Virginia Uniform Statewide Building Code states that any tent or air-supported structure that covers an area over 900 square feet or that has an occupant load of over 50 persons, requires a [tent permit](#) (contact the Development Services Center at 757.728.2444 for more information). Tents used for food preparation need to meet Fire Department regulations (757.727.1210 for more information).

Number of stages to be set up \_\_\_\_\_ Stage Sizes \_\_\_\_\_

\*If you desire use of the mobile stage (only available March – December), please complete the [rental and reservation form](#) and work through the Parks & Recreation Department.

**e. AMUSEMENTS/INFLATABLES/RIDES**

Types of amusements/inflatables/rides and company from which you are renting:

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- Amusement Rides require an [Amusement Device Permit](#) through the Community Development Department.
- At least one trained operator must be provided for each piece of equipment.
- Inflatable Amusement Vendors must provide proof of insurance in the form of a certificate of insurance showing that a general liability policy is in place with limits of one million dollars (\$1,000,000) per occurrence and a two million dollar (\$2,000,000) aggregate as well as excess insurance in the amount of \$2,000,000. The City of Hampton must be named as an additional insured on the COI when on City property. The COI must be accompanied by an endorsement to the general liability policy naming the City of Hampton as an additional insured when on City property. A copy of the certificate needs to be filed with the City of Hampton.

**f. ELECTRICITY**

Not all City-owned parks and facilities have available electricity. Generators may be needed.

Will you be bringing in additional generators for electrical power?  YES  NO

If your electrical plans exceed the regular 120-volt power outlets, a City Electrician must remain on-site during your event (a four hour minimum is required). An additional \$45 per hour fee is charged for this service.

**g. FIREWORKS**  YES  NO

- All events with fireworks must obtain a Fireworks Permit through the Fire Prevention Branch. Please call 757.727.1210 to obtain and begin a permit application.
- A one million dollar bond and professionals trained to launch fireworks are required to obtain a fireworks permit.

**h. FIRE & MEDICAL SERVICES**  YES  NO

- All events with fireworks, all athletic events, events with attendance over 1000 people, and events as determined by staff must procure on-site medical services as determined by the Fire Division. Please contact the EMS and Special Events Branch at 757.727.6296 for questions regarding on-site medical services.



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### **12. PARKS & OUTDOOR FACILITIES RENTAL & FEES**

If you desire to hold an event on City-owned property, please refer to the [Park & Outdoor Facilities Rental list](#) for a listing of parks and facilities which may be reserved and contact Parks & Recreation at 757.727.6348. The following items may be rented through the Parks & Recreation Department. All rental and other determined fees must be paid at least thirty (30) business days prior to the event.

- a. Public Property + Security Deposit + Staff Fee
- b. Mobile Stage
- c. PA System for Mobile Stage
- d. Event Barricades/Bike Racks
- e. Waste Disposal
- f. Bleachers

### **13. INSURANCE REQUIREMENTS**

The following must be provided:

- General liability insurance with limits of one million dollars (\$1,000,000) per occurrence and a two million dollar (\$2,000,000) aggregate, as well as excess insurance in the amount of two million dollars (\$2,000,000).
- The City of Hampton must be named as an additional insured on Certificate of Insurance, which must be accompanied by an endorsement to the general liability policy naming the City of Hampton as an additional insured for any events held on City of Hampton property.
- Copies of the COI and Endorsement must be filed with the City of Hampton minimum 5 days prior to the event.

### **14. HOLD HARMLESS/INDEMNIFICATION**

It is understood and agreed that Applicant hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Applicant, its subcontractors, agents or employees under or in connection with this Contract or the performance or failure to perform any work required by this Contract. Applicant agrees to indemnify and hold harmless the City and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and (c) the performance of the work by Applicant or those for whom Applicant is legally liable. Upon written demand by the City, Applicant shall assume and defend at Applicant's sole expense any and all such suits or defense of claims made against the City, its agents, volunteers, servants, employees or officials.

### **15. APPLICABLE LAW & VENUE**

This Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

Applicant shall observe and comply with all laws, rules and regulations of the federal, state and city governments governing operations and conduct on City property. Any and all suits for any claims or for any and every breach or dispute arising out of this Contract shall be maintained in the appropriate court of competent jurisdiction in the City of Hampton.





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**16. NON-ASSIGNMENT**

Applicant shall not assign its rights and duties under this agreement without the prior written consent of the City.

**17. TERMINATION WITH CAUSE**

The City of Hampton reserves the right to revoke any permit at any time if the applicant or its users do not adhere to the rules and regulations governing the use of the property and deposit will be forfeited.

**18. EVENT CANCELLATION**

The City of Hampton reserves the right to shut down any event, upon no notice to the event organizer, in situations that threaten the public health, safety and welfare. Such situations include, but are not limited to, hurricanes, tropical storms, lightning storms, and other severe weather events, unruly or violent crowds, and crowds in excess of property capacity. City shall not issue any refunds if an event is cancelled pursuant to this section of this Agreement and will not be liable for any additional expenses incurred by the event organizer as a result of cancellation.

**19. MODIFICATION**

There may be no modification of this Contract, except in writing, executed by the authorized representatives of the City and Contractor.

**20. ENTIRE AGREEMENT**

This Agreement represents the entire agreement of the parties, rescinding and superseding all previously written agreements and all oral understandings between the parties.

**21. IMPORTANT PERMIT INFORMATION**

Please be advised that all components of the event are subject to approval of the Special Event Coordinator and may require approval by and/or permits from other City Departments/Agencies. The Special Event Coordinator approval does not constitute permission from other departments/agencies. It is the responsibility of the applicant to secure all necessary permits and/or licenses at least five (5) days prior to the event.

Applicant Name (printed) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

WITNESS, the following signatures

THE CITY OF HAMPTON, VIRGINIA

By: \_\_\_\_\_  
Corporal Shaun Stalnaker  
Special Events Coordinator

ORGANIZER: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



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## Signature Page

*Applicant has fulfilled all requirements necessary for this event*

**Commissioner of Revenue** \_\_\_\_\_  NOTHING REQUIRED

*Admissions, Merchandise, Promoters, Food/Food Trucks, or Beverage Vendors: List of all vendors to be provided 14 days prior to the event. Food & Beverage Tax for the event shall be paid on or before the 20th of the month following the month of collection. Admissions Tax for transient vendors shall be paid within five days of the event.*

*NOTE: For recurring events, the Commissioner of Revenue's approval is conditioned upon receipt of a complete list of vendors no later than 14 days prior to EACH event date.*

NOTES \_\_\_\_\_

**Community Development** \_\_\_\_\_  NOTHING REQUIRED

*Amusement Devices, Inflatables, Tents (over 900 sq. ft.)*

NOTES \_\_\_\_\_

**EMS & Special Event Branch** \_\_\_\_\_  NOTHING REQUIRED

*Emergency Medical Services, Fire and Rescue Apparatus*

NOTES \_\_\_\_\_

**Fire Prevention Branch** \_\_\_\_\_  NOTHING REQUIRED

*Fireworks; Fire Extinguishers; Fire Code Enforcement*

NOTES \_\_\_\_\_

**Health Department** \_\_\_\_\_  NOTHING REQUIRED

*List of Food Vendor submitted and applications submitted for each vendor; Food Trucks*

*NOTE: For recurring events, the Health Department's approval is conditioned upon receipt of a complete list of vendors no later than 14 days prior to EACH event date.*

NOTES \_\_\_\_\_

**Parks & Recreation** \_\_\_\_\_  NOTHING REQUIRED

*Site map with location and sizes of all vendors and tents; Fees for Park Use; Additional rentals requested*

NOTES \_\_\_\_\_

**Public Works** \_\_\_\_\_  NOTHING REQUIRED

*Traffic Control Plan*

NOTES \_\_\_\_\_

**Police Division** \_\_\_\_\_  NOTHING REQUIRED

*Extra duty form submitted; Site map of event; Overflow parking plan; Safety/security plan; Street closures*

NOTES \_\_\_\_\_

**Risk Management** \_\_\_\_\_  NOTHING REQUIRED

*Certificate of Insurance with Endorsement for each Food Vendor, amusement devices and overall event Insurance*

NOTES \_\_\_\_\_