

# Special Event - Private Property Application

## Application requirements

Complete application must be submitted 15 days prior to the event to the City Planning Department, 5<sup>th</sup> Floor, City Hall – 810 Union Street.

## Application to include:

1. Fee: \$25.00
2. Completed application with security plan
3. Conceptual site/floor plan and copy of tent permit with Certificate of Flame Resistance for all tents
4. Written approval from the property owner
5. List of Vendors and a copy of their City of Norfolk Business License

A conceptual plan must be attached including:

- |  |               |                           |  |
|--|---------------|---------------------------|--|
| -Extent of area where event will occur | -Parking area | -Entertainment area/stage | -List of Vendors                           |
| -Seating (if any)                      | -Tents        | -Security Plan            | -Ingress/egress (pedestrian and vehicular) |

## Applicant Information

Name (applicant – person's name requesting permit):

Address:

City:	State:	ZIP Code:
Tel. No.:		E-mail:

## Event Information

Name of Event:			
Date(s) of Event:		Time(s) of Event:	
Event Address:			
Estimated Attendance	_____ 25 or fewer    _____ 26 to 50    _____ 51 to 75    _____ 75+    If over 75, estimated attendance: _____		

## Type of Event

Will food be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete vendor list
Will alcoholic beverages be served or sold? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, contact the Department of Alcoholic Beverage Control (ABC)
Will there be vending trucks/carts? **	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete vendor list
Will there be merchandise vendors? **	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete vendor list
Will there be a tent(s)? ***	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, QTY: _____ what size? _____ sq. ft. _____ sq. ft.
Is the event indoors or outdoors?		
Will there be a cover charge/admission fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, contact <a href="mailto:corbt@norfolk.gov">corbt@norfolk.gov</a> <i>Permit will not be issued without proof of City of Norfolk Business License</i>

## Entertainment (complete if entertainment will be provided)

Live music/band	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description
Disc Jockey (DJ)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete vendor list
Stage performance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description
Other (Bounce House, Etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description

List of Vendors (complete if you have vendors)

[illegible]

**Questions? Contact (757) 664-4752 for more information.**

**\*If your alcoholic beverages will be provided, you must meet the requirements set by the Department of Alcoholic Beverage Control and obtain the appropriate ABC License.**

**\*\*All vendors providing food/beverage to the public must meet all requirements of the Health Department. If the food/beverage or merchandise is being sold, or a cover charge/admission fee is being charged, all requirements of the Commissioner of the Revenue must be met.**

\*\*\*Tents larger than 900 square feet, or with an occupancy of 50 or more, require a permit from the Department of Planning, Office of Building Safety  
All tents larger than 10 X 10 require a permit from the Fire Marshal.

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