



Office Use Only
 OSE _____

City of Chesapeake OUTDOOR SPECIAL EVENT APPLICATION

Return To: Chesapeake Parks, Recreation and Tourism
 City Events Coordinator
 1224 Progressive Drive Suite 200, Chesapeake, VA 23320

Phone: 757-382-6411
 Fax: 757-277-9365
 Email: events@cityofchesapeake.net

If an Outdoor Special Event is required in accordance to City of Chesapeake Code 46-14, 74-21, or 50-51 this application and any necessary attachments must be completed, signed and forwarded to the Department of Parks, Recreation and Tourism at least:

| | |
|------------------|---|
| 30 days prior if | anticipated attendance is 499 or less (and/or) requires closing a minor neighborhood street (i.e., "Block Party" on a "dead-end" or "cul-de-sac" street) |
| 60 days prior if | anticipated attendance is 500 – 1,000 (and/or) requires closure of a minor street with simple traffic control or traffic detour |
| 90 days prior if | anticipated attendance is over 1,000 (and/or) requires closure of a major roadway, intersection or network of streets |

Before an Outdoor Special Event Permit is issued, the below non-refundable administrative fee may be required. If a fee is required you will be **billed** by the City of Chesapeake after your application has been submitted.

| TYPE | ADMIN FEE |
|--|------------------------------|
| Event held on public (non-park) or private property | \$28.20 |
| Event held in a public (City of Chesapeake maintained) park | \$0 (park rental fees apply) |
| Block Party or event held on public streets/sidewalks/right-of-ways not requiring road closures (Parades less than ¼ mile in length, less than 5 units and less than 50 people and does not use public streets) | \$10 |
| Event held on public streets/sidewalks/right-of-ways requiring road closures | \$100 |

If any section of this application does not apply to your event, please select "N/A" and move to the next section.

1. APPLICANT INFORMATION

| | | | |
|--|---------------|--|---------------|
| Full Legal Name of Sponsoring/Producing Organization (Applicant): | | Is the organization a 501 or non-profit organization? __ Yes / __ No | |
| | | If yes, what is the 501 designation? _____ (Proof of certificate may be required) | |
| Street Address: | | | |
| City, State, Zip | | | |
| Billing Address: (If different from above) | | | |
| City, State, Zip | | | |
| Applicant Contact: | | Secondary Contact: | |
| Name: | | Name: | |
| Title: | | Title: | |
| Phone: | On-site Cell: | Phone: | On-site Cell: |
| Email: | | Email: | |
| Organization/Event Website: http://www. | | | |

2. EVENT INFORMATION

Event Name: _____

| Event Dates(s) | Setup Time | Start Time | End Time | Breakdown Time |
|----------------|------------|------------|----------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Rain Date / Times: _____

Event Location: *please list specific parks and/or address:* _____

Events held on City of Chesapeake Parks property require a Park reservation and/or a Special Use Permit that may have additional fees. Please familiarize yourself with the [Park Shelter Rental Information](#) and [Chesapeake City Park Rental Application / Policy](#) to understand the conditions, limitations and fees for events on Parks property. Please contact the Parks, Recreation and Tourism Department at 757-382-6411.

Will your event be fully or partially held in a City of Chesapeake Park? __ Yes / __ No

If so, have you completed the necessary application(s) with the Parks, Recreation and Tourism Department? __ Yes / __ No

Type of Event: Check all that apply.

- Block Party
- Ceremony
- Charity Event
- Community Event
- Concert / Performing Art
- Festival/Fair
- Fireworks / Explosive material
- Parade/Procession
- Protest / Rally
- Other: _____

Sporting Event:

- Triathlon/Marathon
- Boating/Rowing
- Bicycle
- Run / Walk
- Swim
- Other: _____

Total Expected Daily Attendance: Please include participants and spectators in the total.

- 0 – 199
- 200 – 499
- 500 – 999
- 1,000 – 2,499
- 2,500 – 4,999
- 5,000 – 9,999
- 10,000 – 24,999
- 25,000 +

Event Reoccurrence:

- 1st Time
- 2 – 4 Times
- 5 – 10 Times
- 10 + Times
- Annual Event

If an annual event, please list your anticipated event date for next year: _____
If held previously, please list past locations: _____

Event Admission / Entry Fee: Please include entry fee for runs, walks & bike races.

This information is required by the Commissioner of the Revenue Office.

- Parking Fee \$ _____
- Ticketed / Gated \$ _____
- Participation Fee \$ _____
- Free and Open to the Public
- Private Event

Will proceeds be used exclusively for charitable purposes? Yes / No

If yes, what charitable organization(s)? _____

If not, who will benefit from proceeds? _____

Entertainment:

- Live Music / DJ / Band
- Speeches / Presentations
- Live Animals / Petting Zoo

3. EVENT SETUP

Site Map Required:

Attach a legible drawing outlining your event plan/route on an 8.5" x 11" piece of paper. Include all equipment set up and measurements. If a beer garden or alcohol service area is part of your layout, attach an additional map that depicts fencing, area dimensions, entrances, exits, and maximum intended capacities. Please contact the Fire Marshal's Office at 757-382-6566, or visit the [Chesapeake Fire Marshal's web page](#) if you need assistance.

Include: street names, fencing, barriers, barricades, 20' fire lane, fire extinguishers, staging, bleachers, cooking tents, sponsor tents, general assembly tents, cooking areas, generators, vehicles, beer gardens, first aid facilities, portable restrooms, routes with directional arrows, start and finish lines, directional arrow pointing north, etc.

Tents: __ N/A

A permit is required from the Department of Development and Permits and the Fire Department for tents larger than 900 sq. ft. or occupancy over 50 people.

Commercial Tents: __ Yes / __ No

Sizes: _____

Provider: _____

Number of Tents: _____

Contact & Phone Number: _____

Number of Cooking Tents: _____

Pop-Up / EZ Up Tents: __ Yes / __ No

Provider: _____

Number of Pop-Up Tents: _____

Bleachers: __ N/A

Sizes: _____

Provider: _____

Number of Bleachers: _____

Contact & Phone Number _____

Staging: __ N/A

Sizes: _____

Provider: _____

Number of Stages: _____

Contact & Phone Number _____

Inflatable & Mechanical Rides & Amusements: __ N/A

A permit is required by the Department of Development and Permits if admission is charged to event participants for use of these devices.

Inflatable: __ Yes / __ No

Provider: _____

Number of Inflatable Rides: _____

Contact & Phone Number _____

Mechanical: __ Yes / __ No

Provider: _____

Number of Mechanical Rides: _____

Contact & Phone Number _____

Will admission be charged to event participants for use of these devices? __ Yes / __ No

Power: __ N/A

Please describe your plan to provide power for the event. Access to power is not available at most City properties.

Portable Restrooms:

Event organizer is required to provide portable restrooms if sufficient public facilities are not available. It is recommended that a minimum of (1) portable restroom is provided per 150 people during peak event hours. 10% should be ADA accessible.

Do you plan to provide portable restrooms? __ Yes / __ No

If yes, how many? Standard: _____ ADA: _____

Rental Provider: _____

Delivery Day / Time: _____

Contact & Phone Number: _____

Pick-up Date / Time: _____

4. VENDORS N/A

If you have **merchandise, food, or beverage vendors** selling goods at your event, please contact the City of Chesapeake Commissioner of the Revenue Office at 757-382-6738 or visit [the Commissioner of the Revenue Webpage](#) for Business License and/or Tax information and requirements.

FOOD VENDORS

Health Department Information:

If you're planning to provide food to the general public, the Chesapeake Health Department Temporary Food Service Permit may be required for each food vendor or sales/serving location. The Temporary Food Service application and fee are due at least 10 business days prior to the event. Please contact the Chesapeake Health Department at 757-382-8672 for more information. [Please print this checklist for each of your food vendors to ensure health compliance.](#)

Note: [Additional requirements are listed on the application available online.](#)

Fire Department Information:

The Chesapeake Fire Marshal's Office will conduct an on-site inspection of food vendors cooking on-site. [Please print this checklist for each of your food vendors](#) to ensure State Fire Code compliance at time of inspection. On-site inspections will be scheduled by the Fire Marshal's Office.

EVENT VENDOR INFORMATION

Number of FOOD Vendors: _____
Number of BEVERAGE Vendors: _____
Number of MERCHANDISE Vendors: _____
Number of On-site SPONSOR Displays: _____

Please provide a list of your vendors below and indicate the following for EACH vendor: *You may submit this information as a separate document.*

1. Type of Vendor (food, beverage, merchandise)
2. Business / Organization Name
3. Mailing Address
4. Contact Person
5. Phone Number
6. Email Address
7. Goods Sold

5. ALCOHOL N/A

The sale, service and consumption of alcoholic beverages are subject to Virginia Alcohol and Beverage Control (ABC) regulations, licensing, and permit requirements. Special Event (Banquet) licenses are issued only to non-profit organizations holding or sponsoring a special event at which spirits, beer, or wine is sold by the drink. For more special event ABC information visit <http://www.abc.virginia.gov/licensing/banquet.htm#Banquet> or call 757-424-6700.

Is a non-profit organization providing the alcohol services? Yes / No

If yes, indicate name of non-profit organization: _____

If no, indicate alcohol service provider: _____

Alcohol Service Area or Beer Garden Days, Dates & Hours:

| | | |
|-------|-------------|--------------|
| Date: | Start Time: | Finish Time: |
| Date: | Start Time: | Finish Time: |
| Date: | Start Time: | Finish Time: |
| Date: | Start Time: | Finish Time: |

6. STREET, HIGHWAY, RIGHT-OF-WAY USE (Block Parties Included) N/A

Barricades, traffic cones, “No Parking” signs, message boards, etc. may be required by the Public Works (Traffic Engineering) Department as part of the Traffic Control Plan. Required materials are the expense of the permit holder and are not included in the Special Event Permit Administrative Fee. Special events may require the use of police officers for crowd and/or traffic control. These needs will be advised by the Chesapeake Police Department and Public Works – Traffic Engineering.

Do you plan to use street parking? Yes / No

HRT Bus Route Information can be found at www.gohrt.com/route

Does your event affect any HRT bus routes? Yes / No

Permit applicant must notify HRT of bus routes that may be affected by your event. (Include route locations on your site map)

Please describe your street use. List days, hours, street names, etc.: *(If closures vary by date/time & location, describe in detail) - **see section 3 above for site map requirements***

7. AMPLIFIED SOUND N/A

Section 26-124 of the Chesapeake City Code prohibits musical performances between the hours of 10:00 p.m. and 6:30 a.m. if the sound is plainly audible at a distance of 50 feet or more. You may be entitled to an exemption from certain restrictions of the Chesapeake Noise Ordinance, provided this permit is issued and the use of amplified sound does not exceed the permitted hours of the outdoor special event. In no event shall any sound be amplified past 10:00 p.m.

What times are you requesting amplified sound?

| | | |
|-------|-------------|--------------|
| Date: | Start Time: | Finish Time: |
| Date: | Start Time: | Finish Time: |
| Date: | Start Time: | Finish Time: |
| Date: | Start Time: | Finish Time: |

8. FIRE MARSHAL'S OFFICE ___ N/A

If your event is open to the general public or anticipated attendance exceeds 500 please answer the below questions.

Special Events may require Fire permits. The cost of these permits is not included in the Special Event Permit Administrative fee. Fire permits may be required for tent/canopies, open flame cooking (with propane, charcoal or wood), fireworks, and other uses. This section is required to assist with complying with the requirements of the Virginia Statewide Fire Prevention Code (SFPC) for completing a Fire Evacuation, Fire Safety and Public Safety Plan. These plans are required in Sections 403 and 404 of the SFPC. **Please contact the Fire Marshal's Office at 757-382-6566, or visit [the Chesapeake Fire Marshal's web page](#) if you need assistance with answering the below questions.**

Please provide the below information:

1. In the case of an emergency, how will event attendees safely exit the event site? (Ex: open gates, openings in fence, or event has no perimeter barriers)
2. In the case of an emergency, how will emergency vehicles enter and exit the event site? (Ex. describe appropriate route into the event site)
3. In the case of an emergency, what employees must remain on-site to operate critical equipment before evacuating? (EX: cooking staff, fireworks / explosive staff)
4. In the case of an emergency, what procedures will be done to assist with the rescue of persons unable to use the general means of egress? (Ex: event staff will assist, event security will assist, dedicated volunteers will assist)
5. In the case of an emergency, how will event attendees be notified to relocate or evacuate? (Ex: stage announcements, word of mouth, announcements utilizing amplified sound)
6. In the case of an emergency, how will the fire department or designated emergency response organization be alerted? (Ex: call 911 from cell phone, radios, public safety personnel is on-site)
7. Please provide a list of major fire hazards associated with the event. (Ex. cooking operations, fireworks, explosives)

INCLEMENT WEATHER EMERGENCIES

In the event of Inclement Weather Emergencies in the area of the event (Ex. Severe Thunderstorm Warning, Tornado Warning or other Hazardous Weather Warning) any outdoor event must activate an emergency plan. This plan must clearly identify person(s) and contact information for event staff that will be on-site and is authorized to make command decisions related to emergencies. The event must always have a person on-site who can make command decisions about the delay, postponement or cancelation of the event.

Please provide an alternate on-site point-of-contact.

On-site Contact Name: _____
On-site Contact Cell Phone Number: _____

Please provide a description of your Inclement Weather Emergency Plan: **If you need assistance with developing the plan, please contact the Chesapeake Fire Marshal's Office at 757-382-6566.**

9. FIRE & EMERGENCY MEDICAL SERVICES N/A

If your event requires on-site Fire Department apparatus, medical assistance or first response providers standing by, contact the Chesapeake Fire Department at 757-382-6297 or visit [the Chesapeake Fire Department's webpage](#). The point-of-contact is the Department's Resource Management Officer. **The Chesapeake Fire Department will assist with event assessment if needed.**

If yes, services will be provided by:

I am requesting Chesapeake FIRE Apparatus and Personnel

I am requesting Chesapeake EMS Apparatus and Personnel

I will be utilizing a private provider

Name of the provider: _____

Other: _____

Please provide reason for requested Chesapeake Fire or EMS Apparatus and Personnel:

10. SECURITY N/A

If your event includes serving / selling of alcohol, a security plan is required. Please describe your security plan: *Events on City property require security guard locations indicated on site map for review and approval.*

Volunteers

Private security (DCJS Certified)

Company Name: _____

Contact Person: _____ Phone Number: _____

Uniformed presence provided by:

Off-Duty Police Officers

Sheriff's Deputies

11. PARKING & TRANSPORTATION

How will people get to / from your event? Personal Vehicles Shuttle / Satellite Parking Other: _____

Where will event attendees park?

- On-site / Public Parking
 Park Grounds
 Reserved / VIP Parking
 Private Property (must acquire written permission from property owner)
 Satellite Parking Location
 Other: _____

Is on-site parking coordination required? Yes / No

If so, who will be directing event attendees to park? (Ex. volunteers, Sheriff Deputies, event staff)

12. TRASH & RECYCLING

Permittee shall remove all litter caused by the event. The City of Chesapeake encourages vendors and organizers for festivals, special events, and official gatherings to provide recycling containers at events where beverages in cans and/or bottles are sold. Local waste companies offer recycling services. Please see the Special Event Guidebook for recycling information and resources.

Will you be managing your own waste and recycling? Yes / No

Will you be hiring an outside vendor? Yes / No

List outside vendor/company name: _____

13. AMERICANS WITH DISABILITY ACT N/A

Events on City property must comply with ADA requirements. Please indicate which of the following you will have at your event:

- | | |
|--|--|
| <input type="checkbox"/> Designated wheelchair viewing areas | <input type="checkbox"/> Sign Language translator |
| <input type="checkbox"/> Handicapped – accessible restrooms | <input type="checkbox"/> Handicapped-accessible shuttles |
| <input type="checkbox"/> Designated handicapped parking area | |

14. IF you anticipate OVER 1,000 in attendance please provide the following information N/A

Public Safety Plan: Events that anticipate over 1000 people, Fire/EMS and Security (Police, Sheriff or Private Security) may be required. Describe in detail, a plan that will address items including, emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas, the directing of both attendees and vehicles (including the parking of vehicles), and the need for the presence of law enforcement, Fire and EMS personnel at the event. **If you need assistance with developing the plan, please contact the Chesapeake Fire Marshal's Office at 757-382-6566.**

Communication Plan: The event applicant is responsible for coordinating all neighborhood communications efforts to include residents, civic associations, and businesses 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 City Events Coordinator at 757-382-1312.**

| | |
|---------------------------------------|--------------------------|
| <input type="checkbox"/> Mailer | Distribution Date: _____ |
| <input type="checkbox"/> Flyer | Distribution Date: _____ |
| <input type="checkbox"/> Email | Distribution Date: _____ |
| <input type="checkbox"/> Door Hanger | Distribution Date: _____ |
| <input type="checkbox"/> Signage | Location(s): _____ |
| <input type="checkbox"/> Other: _____ | |

15. INSURANCE N/A

If your special event is held on public property, permittee shall at its own cost and expense pay all required premiums and fees required to furnish the City with an insurance policy or policies for property damage and bodily injury showing out of any one accident or other cause in a sum of not less than **\$1,000,000 combined single limit or in the amount specified by the City Risk Management Division**. The City of Chesapeake must be listed as additional insured. Additionally, if alcohol is to be served, host liquor coverage will be required. Failure to provide a Certificate of Insurance to the City, may result in the cancelation of the Outdoor Special Event.

Please fax or email your proof of insurance to the Department of Parks, Recreation and Tourism Attn: City Events Coordinator, Contact information on page 1 of this form.

SIGNATURE, CERTIFICATION & RELEASE

I certify that I am an authorized representative of the applicant, and the information that I have provided on this application and any attachments is true and accurate to the best of my knowledge. If this application is submitted electronically, I will submit any necessary attachments electronically or by hardcopy to the Department of Parks, Recreation and Tourism Attn: City Events Coordinator, using the Contact information on page 1 of this form. If the event plans change, I will submit a revised application or additional information accordingly.

Permittee 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 permittee’s operation. Permittee hereby expressly agrees to defend and save the City, its 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, including permittee’s invitees.

I acknowledge that all information contained in this application is subject to public disclosure and that the City has the right to cancel any event on public property when it is necessary to protect the health and safety of the general public.

| |
|---|
| Name and Title (if any) of Person Signing on Behalf of Applicant: |
| Date: |
| <input type="checkbox"/> By checking this box as an electronic signature, I agree on behalf of the applicant to all the terms and conditions that may apply to the Special Event permitting process and agree that all information contained in this application is true and correct to my knowledge. |
| All documents received by the Department of Parks, Recreation and Tourism are public documents and subject to public disclosure in accordance with the Commonwealth of Virginia Freedom of Information Act. |

OUTDOOR SPECIAL EVENT POINTS - OF - CONTACT

| | |
|---|--------------|
| City Events Coordinator | 757-382-1312 |
| Commissioner of Revenue | 757-382-6738 |
| Development and Permits | 757-382-6018 |
| Emergency Medical Services | 757-382-6297 |
| Fire Marshal's Office..... | 757-382-6566 |
| Parks, Recreation and Tourism Department | 757-382-6411 |
| Police Department – Special Operations (traffic division) | 757-382-8468 |
| Public Works-Traffic Engineering | 757-382-6101 |
| Sheriff's Office | 757-382-6159 |
| Virginia Alcoholic Beverage Control | 757-424-6700 |
| Virginia Department of Health..... | 757-382-8672 |

Once completed, please save this application to your computer and email to events@cityofchesapeake.net for review.

CITY WEB CALENDAR SUBMISSION

Is your event on the City of Chesapeake website calendar? We welcome submission of events that meet the following guidelines:

The City Web Calendar is a media outlet hosted by the City of Chesapeake and made available to non-profit organizations and community groups to post their Chesapeake events and programs.

This calendar is viewed by the general public and only features events that are open to the general public and of general community interest. Only events held in Chesapeake will be included.

Any event which includes or promotes the following will not be permitted on the Web Calendar:

- Promoting illegal activity
- Promotion of hostility or violence
- Promotion of political organization, products, or personal information
- Promotion of religious views and activities
- Solely designed to promote private business / industry
- Attack on ethnic, racial or religious groups
- Personal attacks
- Promotion of sexual, obscene or pornographic activities
- Promotion of violent, profane, hateful, or racist content or ideas

The City reserves the right to deny any event submission.

<http://www.cityofchesapeake.net/submit-an-event>