

# Outdoor Special Event Permit Guidebook



Chesapeake Parks, Recreation and Tourism  
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## Welcome

The City of Chesapeake celebrates special events for their contributions to cultural, community and economic growth. We are pleased you have selected Chesapeake as the site for your special event. Chesapeake strives to provide excellent customer service while facilitating your event needs.

City Event Coordination staff oversee the outdoor special event permitting process. We serve as a resource to assist event organizers during event planning and will coordinate the collaborative involvement of City resources. Depending on the scope of your event, a number of City and State departments may be involved in the logistics necessary to produce a safe and successfully executed event. The **Outdoor Special Event Permit Application** will facilitate these requirements.

The **Special Event Guidebook** has been developed for you to use as a reference while you complete your application. The guidebook provides a review of the process and key information needed during the planning stages of your event. Please feel free to contact the City Event Coordination staff at 757-382-6411 or [events@cityofchesapeake.net](mailto:events@cityofchesapeake.net) if you have any questions.

It is our goal to work with event organizers to ensure safe and successful events are held in the City of Chesapeake. We hope you find these instructions helpful in completing your Outdoor Special Events Application and your event is a great success!

Sincerely,

City Events Coordinator  
City of Chesapeake

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## **Outdoor Special Event Permit Process At-A-Glance**

(Every event must go through the permit process, whether it is a new or an annual event.)

### **Step One: Submit Outdoor Special Event Permit Application**

Complete and return the City of Chesapeake Outdoor Event Permit Application according to the schedule below.

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 over 1,000  (and/or) requires closure of a major roadway, intersection or network of streets

After you complete the Outdoor Special Event Permit Application please return it to the City of Chesapeake Special Event Coordination staff as directed on the permit application. The City Events Coordinator will contact you upon receipt of the application and assign a staff person to be your primary point of contact for the processing of your permit. ***Please keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.***

Throughout your review process you will be notified if your event requires any additional information, permits, licenses, certificates, or fees. During our initial application screening process you will be allowed time to provide us with pending documents (e.g. certificate of insurance, secondary permits, etc.). We must receive these items before issuing an Outdoor Special Event Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner.

### **Step Two: Permit Application Review**

The application will be distributed to all City departments and public agencies affected by your event, which may also need to issue additional permits. Each department or agency will review the Permit Application only if all forms are completed and all necessary information and supporting documents are included. You will be contacted individually by these departments or agencies only if they have specific questions or concerns about your

event. *Please be aware that in some cases you may have to contact federal, state or local agencies in addition to the City of Chesapeake.*

- **Special Event Permitting and Public Safety Group (SEPPS)**

SEPPS consists of staff representing the various City and State departments that may provide a service during an event. These members review the Outdoor Special Event Permit Application and offer suggestions and recommendations for approval or denial. SEPPS *may* meet at least once with the applicant. Representatives from the following City and State departments attend the SEPPS meeting:

- Commissioner of Revenue
- Development and Permits
- Emergency Medical Services
- Fire Department
- Parks, Recreation and Tourism
- Police
- Public Works/Traffic Operations
- Virginia Department of Health
- Risk Management (need only basis)
- City Attorney's Office (need only basis)

### **Step Three: Permit Application Approval/Denial Notification**

#### **Notice of action on application:**

Parks, Recreation and Tourism shall act upon the Outdoor Special Event Permit Application required by this policy within 15 business days of all requirements being fulfilled, notifying the applicant of the decision. If the application is denied, the reasons shall be set forth in writing, and staff will make every effort to work collaboratively with the applicant to determine alternate conditions which meet the requirements dictated by reviewing departments.

#### **Revocation of an Outdoor Special Event Permit (prior to event occurrence):**

An Outdoor Special Event Permit may be revoked upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that may have arisen.

#### **Revocation of an Event Permit (during event occurrence):**

An Outdoor Special Event Permit may be revoked during an event. If an Event Permit is revoked, the event must be cancelled and activities must be terminated immediately. This will be determined by senior safety officials on-site and/or with the City Manager or designee.

# **Guidance for Completing the Outdoor Special Event Permit Application**

## **Organization Status**

### **Commercial Organizations:**

All organizations without IRS 501 (c) valid tax exemption status are considered to be commercial.

### **Tax Exempt, Nonprofit:**

These are organizations that have been recognized as tax-exempt by the IRS. You will need to submit a copy of the 501 (c) tax exemption letter certifying that your organization is tax-exempt and a nonprofit status is required.

**Please note that a public event in a park must be produced by a non-profit organization.**

## **Commissioner of Revenue**

All events are subject to pay taxes unless exempt through the 501 (c) designations. Please contact the Office of the Commissioner of Revenue if you are not sure of your group's status. This also applies to all vendors and sponsors that will be a part of the event. Any event organizer who charges an admission to an event must register with the Commissioner of Revenues Office. You may contact the Office of the Commissioner of Revenue.

## **City Properties**

All rules and regulations provided for City parks and public property must be followed. Due to increased demand for City parks as community event sites, please reserve space for your event as early as possible. To reserve a City park contact Chesapeake Parks, Recreation and Tourism.

## **Site Plan / Route Map**

The City Event Coordination staff requires that you submit a Site Plan/Route Map with your application. Your site plan should be clear and legible and, if possible, computer-generated.

Based on your event site plan and its components, the Chesapeake Fire Department, Chesapeake Police Department, Development & Permits, Virginia Department of Health, Public Works and any other City department may require an inspection of your venue before and during the event.

If your event includes portable structures, prefabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents and membrane structures, amusement structures, as well as other similar structures, the Development & Permits Department and Fire Department may require issuance of a permit for those structures. Please provide all necessary structural calculations and structural drawings to facilitate structural review and permit issuance, as well as the related site inspections required by Development & Permits and Fire Department.

If possible, your event site/route map should be submitted in a computer-generated form. If you do not have access to a computer program, please draw and legibly label your event site/route map.

- List the entire event venue. Include streets and areas that are a part of the venue. If the event is a moving event (e.g. marathon, walk, run), label the direction of the route and all street closures.
- Please mark the location of all fences and barricades. Please indicate an area for emergency access to the site.
- Please remember to leave a minimum of 20' for emergency access lanes within the event site.
- Indicate all stages, platforms, bleachers, tents, portable toilets, beer, vendors, trash areas, etc.
- Indicate food vendors and type of cooking devices (e.g. propane, grill, self-contained unit).
- Indicate locations of all sources of electricity/generators.
- Indicate locations of all vehicles and trailers.
- Please indicate Enter and Exit locations for fenced-in events.
- Please indicate all ADA-compliant access points and viewing areas.
- Please indicate any information that may be relevant to the event site/route.
- Provide a timeline of the event. This should include, but is not limited to, load-in/load-out of the entire site, re-openings of streets involved in run/walk routes, breakdown completion, etc.

## Portable Restrooms

It is recommended that each event have one (1) portable toilet for every 150 people anticipated to attend your event during peak time. Ten percent (10%) of the portable toilets must be ADA accessible. The City of Chesapeake reserves the right to determine the total number of required portable toilets on an individual case basis.

## Signage

Please describe and indicate the location of all on-site (on City property only) directional and promotional signage to be used during and around your event on the Permit Application. Permission to post any sign on public property must be obtained prior to the display of any signs. These signs must be removed immediately upon conclusion of your event. All signage must comply with current sign code regulations.

On-site event signage to be used ONLY for the duration of the event, with the exception of banners, does not require a temporary sign permit but must be in compliance with City code. Use of any City of Chesapeake logo is prohibited without proper permission.

## Vendors

A vendor is any individual or organization who is participating in a special event to provide products or information.

**Food / Beverage Vendors:** Selling or sampling food / beverage products  
**Merchandise Vendors:** Selling products (non-food/beverage)

### Commissioner of the Revenue

If you have merchandise, food, or beverage vendors selling goods at your event, they must have a valid Business License with the City of Chesapeake and / or tax information and requirements. Please contact the City of Chesapeake Commissioner of the Revenue Office for more information.

### 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 for more information.

### Fire Department Information

The Chesapeake Fire Marshal's Office will conduct an on-site inspection of food vendors cooking on-site. On-site inspections will be scheduled by the Fire Marshal's Office.

## Alcohol

Alcohol consumption is generally not permitted on any property owned by the City of Chesapeake. Alcohol is not permitted at any City of Chesapeake park or recreational facility other than those listed in City of Chesapeake Code 50-20. Alcohol consumption at portions of **Chesapeake City Park, Battlefield Park, Elizabeth River Park, Dismal Swamp Canal Trail, Chesapeake Arboretum, The Portlock at South Norfolk, and Courtyard Square Park** may be approved for some festivals, large special events, and large corporate events as permitted by the City and pursuant to regulations established in the **Alcohol Request Guidelines and Procedures**. Approval to serve alcohol at these locations must be acquired from Parks, Recreation and Tourism. This request should be submitted along with your Park Use Application and Outdoor Special Event Permit Application.

If alcohol service is approved, the event organizer is responsible for checking the identification of all persons being served alcohol, as well as for ensuring that all persons acting as servers are age 21 or older. Event organizers should also ensure that people with disabilities are able to take alcoholic beverages to the accessible viewing area and should contact the City Event Coordination staff for suggested ways of meeting this obligation. It is also the volunteer servers' responsibility to make sure that intoxicated persons are not served.

Additionally, if alcohol is to be served, host liquor insurance coverage will be required in addition to General Liability Insurance with "City of Chesapeake, VA" listed as additionally insured. Failure to provide a Certificate of Insurance to the City may result in the cancellation of the Outdoor Special Event. A copy of the certificate must be provided to the City Event Coordination staff prior to the event. The event producer shall follow all regulations outlined in the Alcohol Request Guidelines and Procedures and the instructions to operate under a banquet license of the Virginia Department of Alcoholic Beverage Control Board.

A Banquet License must be obtained from the Virginia Department of Alcohol Beverage Control. For further permit information, contact the Virginia Department of Alcohol Beverage Control. A copy of the banquet license must be turned in to the City Events Coordination staff for review before your Outdoor Special Event Permit is issued.

## Street, Highway, Right-of-Way Use

For the City to allow for a road closure, the following must be considered: resident/business impact, detour routes, signage and notification, set up of barricades and directional signage, traffic control and safety. If your event requires road closures, you will be required to obtain traffic safety equipment for the safe closure of the event site and proper detour and parking information. If you are conducting a road race, a Traffic Planner from Public Works will be assigned to review your request.

In your description of street use please include:

1. A list of the roads to be closed and corresponding intersections

2. A legible map of the closure areas and/or event site including placement of volunteers and personnel (Please note that event personnel are required to wear safety vests or brightly colored apparel if they will be working on or near a public roadway.)
3. A detailed timeline of the closures and re-openings

## **Inclement Weather Plan**

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.

Below is an example of an acceptable inclement weather plan:

**If a weather event occurs, severe thunder storm, tornado or other warning, an announcement will be made using amplified sound (if available) for occupants to evacuate the outdoors and take shelter. Event staff will assist in evacuation and notification of emergency services if additional assistance is needed. Efforts will be made to ensure all occupants have evacuated any tents, trailers or other portable structures. If occupants refuse to evacuate, emergency services (Fire & Police, 911) will be notified of the matter and as much information will be provided as possible**

## **Fire and Medical Services**

The Chesapeake Emergency Medical Services will assist with determining your medical services requirements. The Chesapeake Fire Department will provide EMS staff/ambulances on location for a minimal fee. Please contact the Emergency Medical Services Office.

## **Security**

If your event includes serving or selling of alcohol, the applicant must submit a security plan acceptable to the Chesapeake Police Department that ensures the safety of the event. The Chesapeake Police Department has the final authority to determine the event requirements.

## **Parking and Transportation**

Please remember that parking and traffic congestion may be concerns for your event. If parking spots are not marked, it is recommended that marked parking attendants direct on-site parking.

If there is not adequate on-site parking for the event, the event organizer is responsible for developing a shuttle plan. If a shuttle will be used, indicate the route, as well as pick-up/drop-off points. If a shuttle service is provided there should be a wheelchair accessible shuttle or an accessible vehicle to provide the same service.

If your event requires a shuttle plan, this can be described on a separate document and attached to the Outdoor Special Event Permit application upon submission.

## **Trash and Recycling**

The event organizer is responsible for maintaining the event in a clean and orderly condition both during and after the event. Litter containers are available through privately-owned companies. If the event is held on City property, the City may require the event organizer to secure a dumpster with size and placement to be determined by the City.

## **Americans with Disabilities Act**

All events on City property are required to comply with all City, State and Federal Disability Requirements. The event must have reasonable modifications to the programs, services and activities of your event to insure accessibility to all individuals with disabilities.

## **Public Safety Plan**

**Events with an anticipated attendance or capacity of over 1,000 require a Public Safety Plan** to be completed and approved by the Fire Marshal's Office. This is done through anticipating possible problems and concerns related to your event activities and the environment and planning accordingly. The size, type, activities, time of day and location of your event need to be analyzed in depth and addressed in your security plan. If you need assistance with developing the plan, please contact the Chesapeake Fire Marshal's Office.

## **Notification Letter to Affected Businesses and Residents**

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. If you need assistance with developing this plan, please contact the City Events Coordination staff.

## Insurance Coverage

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, VA 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 cancellation of the Outdoor Special Event.

## Post-Event Site Evaluation

If the public property used as an event site is not returned in the same condition as it was secured before the event, the outdoor special events permit holder shall be billed for cleanup or repair services as recommended by City staff. Cleanup costs are calculated and billed to the event producer.

### A post-event site evaluation will focus on these items:

- Have all event-related items (blocks, lumber, chairs, tables, signs, tents, etc.) been removed?
- Has all trash been picked up and removed?
- Has the event area been cleared of debris?
- Have all hard surfaces been cleared of stains?
- Have any trees, shrubs, flowers, or turf been damaged?
- Have any light poles, park furniture, sculptures, or water features/fountains been damaged?
- Has the irrigation system been damaged?
- Have any electric panels and outlets been misused or damaged?
- Has the area been cleared of all animal waste?

## Outdoor Special Event Points-of-Contact

City Events Coordinator .....	(757) 382-6411
Commissioner of Revenue .....	(757) 382-6455
Development and Permits .....	(757) 382-6018
Emergency Medical Services .....	(757) 382-6297
Fire Marshal's Office .....	(757) 382-6297
Parks, Recreation and Tourism .....	(757) 382-6411
Police Department.....	(757) 382-6161
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) 382-8600

## “Green” Event Information

**Virginia Green** is the Commonwealth of Virginia’s campaign to promote environmentally-friendly practices in all aspects of Virginia’s tourism industry. **Virginia Green Events** have been thoughtfully planned and designed to minimize the event’s impacts on the environment.

Virginia Green Activities - When visiting a Virginia Green event, you can expect the following practices:

### CORE ACTIVITIES for **Green Events**

- ☑ **Recycling.** Events must provide recycling for its participants. Recycling should be highly visible and made available to the public with clear signage.
  - Aluminum Cans, Plastic Bottles, & Paper
- ☑ **No Styrofoam.** Events should eliminate the use of Styrofoam cups and plates. If you must use disposables, use products that are bio-based, paper, or recyclable.
  - Disposable cups are recyclable and have high-recycled content.
- ☑ **Printed Materials.** Recycled-content, soy-based inks, and 2-sided copies – and quantities should be minimized whenever possible!
  - Use electronic registration, correspondence and forms
  - Print brochures and other printed items on recycled content paper
  - All paper products have high recycled-content.
- ☑ **Waste Reduction.** Event planners should make a general commitment to reduce the amount of waste generated by their event.
  - Encouraging exhibitors and vendors to minimize wastes and provide for recycling of boxes and other set up wastes.
  - Encourage the use of mass-transit, walking, bike riding or carpooling to your event.
- ☑ **Green Signage.** Event planners must commit to **tell their participants about how green** the event is. Event signage should include the Virginia Green logo and list all “green activities” practiced in the planning and operation of the event.
  - Posted web-link to the Virginia Green Events webpage
  - Created a green event section on your event’s webpage highlighting green activities
  - Use the Virginia Green logo on signs and at recycling centers
- ☑ **Your Green Statement.** Why Are You “Greening” Your Event? (This was used above in the event description)

For more information on **Virginia Green** program, see [www.deq.virginia.gov/p2/virginiagreen](http://www.deq.virginia.gov/p2/virginiagreen). Click on “Events” for a more of green events.

**Virginia Green** is a partnership supported by the Virginia Department of Environmental Quality, the Virginia Hospitality & Tourism Association, and the Virginia Tourism Corporation.



## **Americans with Disabilities Act Resources**

The following are resources available to assist with questions regarding required ADA modifications:

ADA Title III Technical Assistance Manual  
[www.ada.gov/taman3](http://www.ada.gov/taman3)

The United States Department of Justice  
ADA Information Line  
[www.ada.gov/infoline](http://www.ada.gov/infoline)  
800-514-0301 (voice)  
800-514-0383 (TTY)

The Virginia Department of Rehabilitation Services  
Virginia Beach Office  
757-683-8440 (voice)  
757-683-8460 (TDD)

Virginia Office for Protection and Advocacy  
800-552-3962 (voice/TTY)

The Chesapeake Mayor's Committee for Persons with Disabilities  
757-382-6151

In addition, there are other private, non-profit disability advocacy agencies that may be of assistance, including, but not limited to:

The Independence Center, Inc.  
757-461-8007

National Organization on Disability  
202-293-5960  
[www.nod.org](http://www.nod.org)