

208 East Main Street, 2<sup>nd</sup> Floor • Norfolk, VA 23510  
(757) 623-1757 Main • (757) 623-1756 Fax • [www.downtownnorfolk.org](http://www.downtownnorfolk.org)

## THE PLOT EVENT PERMIT GUIDELINES

### FEES ASSOCIATED WITH EVENTS

- Application Fee - \$25

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- Duty Manager - \$25 per hour *(After reviewing the application, DNC will determine if a Duty Manager is needed.)*  
*Administrative Fee - 15%*
- Logistics Support - \$15 per hour per person *(Number of persons needed will be determined by the DNC after reviewing application)*  
*Administrative Fee - 15%*
- Power - \$15 per power connection
- Water - \$10 per water connection

### HOW DO I SUBMIT A PERMIT APPLICATION?

1. Complete the permit application and sign the permit agreement. **Incomplete applications will not be processed.**
2. Compile supporting documents to submit with your permit application. Supporting documents will vary by event, but can include an event schedule/timeline and event insurance certificate.
3. Submit the completed application, application fee and supporting documents to Downtown Norfolk Council a **minimum of 6 weeks** prior to the event date. The submittal of an application will place a tentative hold on the time, date and location requested pending application review and approval. A hold will not be placed without submission of an application. If the requested date is not available, Downtown Norfolk Council will notify the organizer and assist to find an alternate date and time. **If DNC and the City of Norfolk approve the application, a permit will be issued once all applicable fees and permit requirements have been met for the applicant**

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### THE PLOT EVENT PERMIT APPLICATION AND AGREEMENT

*For Office Use Only*

Date Received: \_\_\_\_\_ Permit #: \_\_\_\_\_

**Instructions:** Please type or print clearly. Incomplete applications will not be processed. Indicate N/A if a question does not apply to your event. Information in this form will be used to determine fees and eligibility for the permit requested.

#### EVENT INFORMATION

EVENT NAME: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

EVENT DATE (S)	SETUP TIME	START TIME	END TIME	BREAKDOWN TIME
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\_\_\_\_\_

RAIN DATE(S)/TIME(S): \_\_\_\_\_

**TYPE OF EVENT:**

*Please check all that apply.*

- Family Reunion/Picnic
- Church Event
- Concert/Performance
- Carnival/Amusements
- Community/Cultural
- Neighborhood Reunion
- Fundraiser/Charity Event
- Other: \_\_\_\_\_

**EXPECTED DAILY ATTENDANCE:** *Please include participants and spectators in this total.*

- 0 – 49
- 50 – 99
- 100 – 149
- 150-199

**EVENT REOCCURRENCE:** *Please also indicate if this is an annual event.*

- 1<sup>st</sup> Time
- 2 – 4 Times
- 5 - 10 Times
- +10 Times
- Annual Event

If held previously, please list location(s): \_\_\_\_\_

**EVENT ADMISSION / ENTRY FEE:** *Please check all that apply. (Entry Fees are only permitted for charitable events.)*

- Free
- Open to the Public
- Private Event
- Participation Fee \$ \_\_\_\_\_
- Ticketed / Gated \$ \_\_\_\_\_
- Suggested Donation \$ \_\_\_\_\_

**APPLICANT INFORMATION:** *Applicant must be the contact person or event organizer for the event submitted.*

Applicant's Name: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

Organization: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Event website: \_\_\_\_\_

Does your organization have 501 (C) (3) Status? Yes No Tax ID#: \_\_\_\_\_

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**EVENT SETUP** Applicant must provide a detailed and labeled EVENT MAP/LAYOUT with the application to include all activities and equipment (i.e. tents, bleachers, stages, ride/amusements, restrooms, dumpster, etc.).

#### EQUIPMENT:

- Will you have tables/chairs?  Yes  No  
Will equipment be left overnight?  Yes  No  
Will power be provided by a generator?  Yes  No  
Will you have tents?  Yes  No # and size of tents: \_\_\_\_\_

#### RESTROOMS/WASTE DISPOSAL:

- Do you plan to provide portable restrooms?  Yes  No If yes, how many? \_\_\_\_\_  
Will you be renting a dumpster or taking trash off site?  Rent Dumpster  Take Trash Off Site

#### VENDORS:

Please check all that apply.

- Will food/beverage be provided at the event?  Yes  No For Sale  Free  Cooked on site  Cooked off site   
Will there be retail/merchandise vendors?  Yes  No For Sale  Free   
Will there be arts & crafts vendors?  Yes  No For Sale  Free   
Will alcohol be served at the event?  Yes  No For Sale  Free   
Will there be informational/sponsor tables?  Yes  No  
Will there be food trucks?  Yes  No For Sale  Free

#### ENTERTAINMENT:

Please check all that apply.

- Live Music/DJ/Band  Live Animals/Petting Zoo  Dance/Stage Performance  Speeches/Presentations

#### MEDICAL/SECURITY:

- What do you plan to do in case of an emergency?  Provide First Aid Kit  Onsite Medical Staff  Call 911  Other

Please explain your medical plan: \_\_\_\_\_

- Do you intend to hire security for the event?  Yes  No

- If yes, security will be:  Off duty Norfolk Police  Private Provider  Norfolk Sheriff's Deputies  Other

If other, please explain: \_\_\_\_\_

- Tents larger than 10x10 require a permit from the Fire Marshal. Tents larger than 900 square feet (30x30) or if the proposed capacity is more than 50, also require a permit from the Department of Planning, Office of Building Safety.
- Providers are responsible for submitting a certificate of insurance listing the Downtown Norfolk Council as additional insured. A permit is required for mechanical rides from the Department of Planning, Office of Building Safety.
- Power is available at 110 voltage.
- It is the responsibility of the event organizer to provide trash liners for existing trash receptacles and to remove event waste from the premises following the event or to place all waste in a rented dumpster.
- All vendors AND event organizers providing food/beverage to the public must meet all requirements of the Health Department. If the food/beverage or merchandise is being all requirements of the Commissioner of Revenue must be met.
- If your event location is permitted to have alcohol, you must meet the requirements set by the Department of Alcoholic Beverage Control and obtain the appropriate ABC License. An event insurance policy is required and must include liquor liability coverage.
- Security requirements are at the discretion of Norfolk Police and may be at a cost to the organizer. Off-duty rates apply.

**INSURANCE** Depending on the nature of the event, the Downtown Norfolk Council may require the permittee to obtain an insurance policy. If insurance is required, a certificate of insurance must be submitted listing the Downtown Norfolk Council as additional insured.

- Do you have or plan to obtain insurance coverage?  Yes  No If yes, provider: \_\_\_\_\_

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**COMMUNICATIONS PLAN** *It is the responsibility of the applicant to design a communication plan to notify the community about the event a minimum of 14 calendar days prior to the event date. The notification plan is to be approved by the City as a part of the permit process.*

When do you plan to notify the impacted civic leagues of the event details? Notification Date: \_\_\_\_\_

Do you plan to notify each resident/business adjoining the Plot?

Yes  N/A Notification Date: \_\_\_\_\_

Do you grant permission to the City and the Downtown Norfolk Council to take and/or use event photographs for promotional purposes?

Yes  No

### SPECIAL EVENT PERMIT AGREEMENT

By signing below the applicant agrees to abide by the following regulations:

1. If required, proof of insurance will be provided 10 business days (2 weeks) prior to the event. The applicant(s) shall at its own cost and expense furnish a policy of liability insurance for bodily injury, wrongful death, and property damage with coverage and limits specified by the Downtown Norfolk Council. The Downtown Norfolk Council MUST be named as additional insured. It is the applicant's responsibility to obtain the required certificate of insurance when it is required from a third party vendor.
2. Applicant shall ensure that The Plot is left in as good a condition as received, reasonable wear and tear excepted. All trash will be disposed of properly. Applicant shall reimburse Downtown Norfolk Council for the cost to repair any damage to the Plot or its elements occurring during the event, regardless of cause. Downtown Norfolk Council property shall not be removed from the premises.
3. Applicant will be responsible for ensuring that the event and its organizers and attendees comply with DNC's guidelines and all laws, rules, regulations, and ordinances of federal, state and city governments and their respective agencies.
4. The noise level will not exceed 110dB, in accordance with Chapter 26 Norfolk City Code.
5. Premises will be available to all citizens without discrimination.
6. All events 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.
7. This agreement may be terminated by the Downtown Norfolk Council at any time upon finding violation of any rule, ordinance or condition of the permit or upon good cause shown.
8. The applicant, its agents, employees, officers, guests, and invitees assume all responsibility and liability for any injury to persons, wrongful death, or damage to public or private property caused, directly or indirectly, by the event, except to the extent directly caused by the negligence or intentional misconduct of DNC or its employees or authorized agents. Furthermore, the applicant agrees to indemnify, defend, and save and hold harmless the Downtown Norfolk Council, its agents, employees and officers from any and all claims, demands, actions, judgments, executions, proceedings, losses, liabilities, and expenses (including attorney's fees) arising out of or relating to the event or the use of The Plot, including without limitation in connection with personal injury, wrongful death, or damage to property, except to the extent directly caused by the negligence or intentional misconduct of DNC or its employees or authorized agents.
9. Any misrepresentation or deviation from the final permit conditions may result in revocation of the permit, halting of the event, and/or liability for damages. Events must be held on the date(s) specified in the approved permit.
10. Any request to cancel a permit or permit application must be submitted in writing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_