



The Plot Special Event Guidelines

The Plot, a temporary use on private property leased by the Downtown Norfolk Council (DNC), is intended to be used as a community gathering space in the NEON District for the benefit of members of the DNC. Subject to DNC rules and scheduling procedures, it will be open for use on a daily basis on a first come, first serve basis.

The Plot is limited to **14 permitted events** per calendar year. The DNC, lessee of the space, will manage the permit process for organized special events. Events that are free and open to the public will be given scheduling preference.

An event with one or more of the following elements will require a special event permit:

- Amplified entertainment with more than one (1) performer
- Alcohol
- Vendors
- Tents
- Anticipated attendance of more than 25 people
- Any other element requiring a special event permit under the City of Norfolk Code

1. **Application:** Organizers must submit applications no less than 6 weeks in advance of the event to the DNC.
2. **Application Fee:** \$25 submitted to DNC.
3. **Approval:** Event applications will be reviewed by the DNC, which shall have sole and absolute discretion which events, if any, are approved for The Plot. If approved by DNC, the applicant will then submit an application and application fee of \$25 to the Department of Planning, City of Norfolk for their review. Instructions for that process can be found [here](#). Approval of an event on one occasion shall not be deemed approval of the same or similar events for future occasions.
4. **Permit:** The Department of Planning, City of Norfolk will issue the final permit for the event. A copy of the permit must be provided to the DNC for posting on site at The Plot.
5. **Insurance; Liability; Security Deposit:** DNC may require a certificate of insurance prior to their approval of the event. The DNC will be listed as additional insured, if an event policy is required. Event organizers should provide proof of liability insurance with standard limits of \$1 million per occurrence and \$2 million aggregate coverage. This insurance is necessary to protect against potential liabilities arising from accidents or injuries during the event. Please ensure that the insurance policy meets these requirements before renting the public space.

DNC is not responsible for the safety or security of persons attending any event or property brought onto to the Plot. DNC shall not be liable for any loss, damage, injury, death, or liability of any kind to any person, organization, or property arising from events or activities conducted on The Plot, except to the extent proximately caused by the negligence or intentional misconduct of DNC. DNC may require the event organizer to post a security deposit as a condition to approving the event.

6. **Ticketed Events: No Admission Fees:** Ticketed or gated events requiring the payment of admission fees are prohibited at The Plot, unless for bona fide charitable purposes as determined by the DNC.
7. **Alcohol:** The sale and/or consumption of alcohol will be governed by applicable ordinances in the City Code.
8. **Staffing:** Based on the size and nature of the event, DNC staff may be required to work special events at the expense of the event organizer. If determined that DNC staff is required, a charge of \$25 per hour for a Duty Manager and \$15 per hour for logistics support will be charged to the event organizer by DNC. Number of persons needed will be determined by the DNC after reviewing application. City staff may also be required and may include off-duty Norfolk Police (security) and Norfolk Fire-Rescue (EMS) at the event organizer's expense.
9. **Equipment/Vehicle Access:** Event organizers may be required to provide portable restrooms for their event. This will be determined during the permit review. If required, a location for placement will be identified. Festival guidelines from the Norfolk Fire Marshall will apply for all event equipment (tents, generators, etc.) Vehicles may access the parking area of The Plot and a designated area off Wilson Avenue. Event organizers will be required to provide an event layout map for approval.
10. **Event Curfew:** All special events permits held Sunday thru Thursday must adhere to a curfew of 10pm. Friday and Saturday special events must adhere to a curfew of 11pm.
11. **Vendors:** All vendors must meet the requirements of the Department of Public Health and Commissioner of Revenue.
12. **Trash Removal:** The event organizer is responsible for clean-up during and immediately following the event. The premises must be left in the condition received. All trash should be removed from the site immediately following the event. A cleaning fee may be assessed following the event, if the space is not left in the condition received and/or if trash remains on-site from the event.
13. **Stage Use:** The Plot stage is included in the special event permit. Stage use should be limited to small musical performance groups, small theatrical performances, and/or presentations. The stage is not intended for physical activities such as dance performances or exercise. All events must abide by the City of Norfolk Noise Ordinance.
14. **Entertainment:** All special events at The Plot must be family oriented and open to all ages. Vulgar language and/or profanity displayed or spoken by entertainment, organizers, staff and/or guests **will not be tolerated**. DNC assumes no responsibility for the content of any performance or event at The Plot.
15. **Utilities:** Event organizers may request access to power and/or water for special events on the permit application. There is limited power available. DNC staff will unlock and lock access to

the water on the day of the event. A flat rate of \$15 per power connection and \$10 per water connection per day will be charged to the event organizer by DNC.

16. **Cooking/Food:** On-site cooking and/or grilling with flame or propane must adhere to the Fire Marshall Festival Guidelines* and meet the requirements of the Department of Public Health. Additional permits may be required. Grease and/or grey water must be taken off-site following the event. Cooking is permitted on hard surfaces only and ground cover must be provided under cooking equipment. ****Food vendors must have a Fire Extinguisher on-site with a current inspection tag and tents must have a Flame Retardant Certificated on the tent.***
17. **Tents:** 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.
18. **Notification:** Residents, businesses and the Downtown Norfolk Civic League may be required to receive event notification for events receiving a permit.
19. **Pre-Event:** The applicant should schedule a check-in with DNC staff 24 hours prior to the event to confirm the reservation and any support needed.
20. **Termination of Events:** DNC reserves the right to terminate any event at The Plot if DNC determines, in its sole discretion, that such event has caused or is reasonably expected to cause a nuisance, public disturbance, or damage to persons or property.
21. **DNC Not Organizer:** Notwithstanding DNC's review and processing of permit applications, DNC shall not be deemed the organizer of any event unless DNC expressly assumes such role in writing.
22. **Guidelines Subject to Change:** DNC reserves the right to amend or modify these guidelines at any time and from time to time without notice.