Office Use Only
OSE _____

City of Chesapeake
OUTDOOR SPECIAL EVENT APPLICATION

Return To: Bureau of Community Programs Office
City Events Coordinator
306 Cedar Rd 5th Floor, Chesapeake, VA 23322

Phone: 757-382-6456
Fax: 757-382-6372
E-mail: events@cityofchesapeake.net

If an Outdoor Special Event is required in accordance to City of Chesapeake Code 46-14, 74-21, and/or 50-51 this application must be completed, signed and forwarded to the Bureau of Community Programs Office 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 over 1,000 (and/or) requires closure of a major roadway, intersection or network of streets

****NOTE:** Prior notice should be provided with respect to your required advertising needs.

Before an Outdoor Special Event Permit is issued, the below non-refundable administrative fees are required:

Type	Administrative 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

Please type or print information clearly and attach maps, layouts and additional information.

1. EVENT INFORMATION

EVENT NAME:

Event Dates: Indicate Dates/Times OPEN to attendees			**Hours:** Open until Closing Each Day		**Expected Daily Attendance:** participants	volunteers, staff, spectators
Day 1	Day:	Date:	Start Time:	End Time:		
Day 2	Day:	Date:	Start Time:	End Time:		
Day 3	Day:	Date:	Start Time:	End Time:		
Day 4	Day:	Date:	Start Time:	End Time:		
Day 5	Day:	Date:	Start Time:	End Time:		
RAIN Dates: Indicate Dates/Times OPEN to attendees			**RAIN Hours:** Open until Closing Each Day			
Day 1	Day:	Date:	Start Time:	End Time:		
Day 2	Day:	Date:	Start Time:	End Time:		
Day 3	Day:	Date:	Start Time:	End Time:		
Day 4	Day:	Date:	Start Time:	End Time:		
Day 5	Day:	Date:	Start Time:	End Time:		

Event Setup Starts:		**Event Take Down Complete:**		**Total Attendance:** (Add all rows & columns)
Start Day/Date:	Start Time:	End Day/Date:	End Time:	

Has this event been produced before? Yes___ No___	Previous Name(s) of event:		How many years?
Is this an annual event? Yes___ No___	If yes, what are the projected event dates for the next two years?	Date 1:	Date 2:
Are there any changes from previous years? Yes___ No___	Describe Changes:		

2. APPLICANT INFORMATION

Sponsoring/Producing ORGANIZATION NAME:	Is the organization a 501(C)(3) non-profit Yes No **(If yes, proof of 501(C)(3) may be required)**
Street Address:	
City, State, Zip	

Applicant Contact:		**Secondary Contact:**	
Name:		Name:	
Title:		Title:	
Phone:	Cell:	Phone:	Cell:
Email:		Email:	

Organization/Event Website: http://www.

3. EVENT DETAILS

Event Type:	___Parade/Procession ___Protest/Rally ___Free Event ___Admission Fee Event	___Concert/Performing Art ___Festival/Fair/Block Party ___Fireworks ___Explosive / Explosive material ___Other:	*Sporting Event:* ___Triathlon/Marathon ___Boating/Rowing ___Bicycle ___Run/Walk ___Swim ___Other:
Is this event public? Yes___ No___ Is this event private? Yes___ No___	If open to the public, please check all methods by which the event is advertised: ___TV ___Radio ___Internet ___Billboards ___Posters ___Advance Ticket Sales ___Other:		

Describe the logistics and setup of your event here. Attach additional documents if necessary:

Event Location:	*Describe in detail.* ***Attach maps and layouts (REQUIRED)***
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 is part of your layout attach an additional map with beer garden dimensions, entrances & exits.** *Include: street names, equipment, fencing, barriers, barricades, 20' Fire lane, staging, bleachers, canopies, tents, cooking areas, generators, vehicles, beer gardens, first aid facilities, routes with directional arrows, start and finish lines, directional arrow pointing north, etc.*
Equipment / Setup:	**Please check all boxes that apply** *(Show all equipment on your attached map)*

___Signage ___Generators ___Staging/Scaffolding ___Fireworks ___Tents/Canopies # Size(s):
___Inflatables / Bouncy Toys # ___Hand Washing Stations ___Portable Restrooms

Please contact the Department of Development and Permits at 757-382-6018 if you'll have scaffolding, bleachers, inflatables/bouncy toys, or tents/canopies at your event to determine if a separate permit is required.

Please list the outside companies/vendors that you are using for any of the checked boxes above:

4. PARKS & RECREATION

Events held on City of Chesapeake Parks property require a Park and/or a Facility Use Permit, with separate 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 and Recreation Department at 757-382-6411.

Will your event be fully or partially held in a City of Chesapeake Park? Yes___ No___	Park(s) / Shelters requested:	Have you completed the necessary application with the Parks and Recreation Dept.? Yes___ No___

5. VENDORS / FEES & PROCEEDS

Admission Fee? Yes___ No___ Amount? $ Who will benefit from proceeds?	Parking Fee? Yes___ No___ Amount? $ Who will benefit from proceeds?	Donations Collected? Yes___ No___ Who will benefit from proceeds?
Will vendors be selling goods at your event? Yes___ No___	Food Yes___ No___ How Many Vendors? Merchandise Yes___ No___ How Many Vendors? Services Yes___ No___ How Many Vendors?	

If yes, please contact The City of Chesapeake Commissioner of Revenue Office at 757-382-6738 or visit the Commissioner of the Revenue's Webpage for Business License and/or Tax information and requirements. A comprehensive list of your vendors with their business name, type of goods sold, address, and point of contact will need to be submitted to the Commissioner of Revenue Office, and Bureau of Community Programs 30 days prior to your event.

Type of Vendor (Food / Beverage or Merchandise)	**Business / Organization Name & Address**	**Point-of-Contact**	**Contact Information** (phone # / e-mail)	**Goods Sold**

Please attach a separate document titled "Vendor List" if necessary.

6. ALCOHOL

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

The Chesapeake Fire Marshal requires a DETAILED schematic/layout of any intended beer/wine/liquor or other use "garden" areas that depicts fencing, entrances, exits, their dimensions and maximum intended capacities.

Will alcohol be sold or consumed? Yes___ No___

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:

Day 1	Day:	Date:	Start Time:	End Time:
Day 2	Day:	Date:	Start Time:	End Time:
Day 3	Day:	Date:	Start Time:	End Time:
Day 4	Day:	Date:	Start Time:	End Time:
Day 5	Day:	Date:	Start Time:	End Time:

7. FOOD

If you're planning to sell food or have food vendors at your event, a 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 14 days prior to the event. Contact Chesapeake Health Department at 757-382-8672. Additional requirements are listed on the application available at: http://www.vdh.state.va.us/lhd/chesapeake/environmental.htm

Will food be sold or given to the general public? Yes___ No___	How many food vendors will you have at your event?	Will food be cooked onsite? Yes___ No___

8. NEIGHBORHOOD COMMUNICATION

The event applicant is responsible for coordinating all neighborhood communications efforts to include residents and businesses affected by the event. Please describe plan to notify impacted residents and businesses of the event:

9. AMPLIFIED SOUND/MUSIC

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.

Does your event have any amplified sound? Yes___ No___	Does your event have amplified music and entertainment? Yes___ No___	What times are you requesting amplified sound? **Please list dates and start and end times below**:

Day 1	Day:	Date:	Start Time:	End Time:
Day 2	Day:	Date:	Start Time:	End Time:
Day 3	Day:	Date:	Start Time:	End Time:
Day 4	Day:	Date:	Start Time:	End Time:
Day 5	Day:	Date:	Start Time:	End Time:

10. RECYCLE AND TRASH

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 beverages in cans or bottles be sold at your event? Yes___ No___	Are you providing recycling and/or trash containers at your event? Yes___ No___	How many containers will you have at your event?

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:

11. AMERICANS WITH DISABILITES ACT

Some events must comply with ADA requirements. Please indicate which of the following you will have at your event:

___Designated wheelchair viewing areas ___Sign Language translator
___Handicapped – accessible restrooms ___Handicapped-accessible shuttles
___Designated handicapped parking area

12. POLICE & TRAFFIC

Special events may require the use of police officers for crowd and/or traffic control. These needs will be determined at your Special Events Committee review or advised by the Chesapeake Police Department and Public Works – Traffic Engineering.

13. STREET, HIGHWAY, RIGHT-OF-WAY USE (Block Parties Included)

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 Fee.

Do you plan to use street parking? Yes___ No___	**If your event requires either of these, or affects any streets, please include details on your attached event map. REQUIRED**	
Do you anticipate affecting or re-routing any HRT bus routes? Yes___ No___	Are there Bus Zones within your street closure? Yes___ No___	Please list HRT bus routes: *(include route locations on your map)* HRT Bus route information can be found at www.gohrt.com/route
What times are you requesting to close the streets?	Start Date: Start Time:	End Date: End time:

Please describe your street use. List days, hours, street names, etc.:

*(If closures vary by date/time & location, describe in detail) – **MUST ATTACH MAP***

14. EVENT SECURITY

If your event includes serving / selling of alcohol, a security plan is required. Please describe your security plan:

___Uniformed presence provided by:
___Off-Duty Police Officers
___Sheriff's Deputies
___Private security (DCJS Certified)
___Volunteers

15. FIRE

Special Events may require fire permits. The cost of these permits is not included in the Special Event Permit fee. Fire permits may be required for tent/canopies, open flame cooking (with propane, charcoal or wood), and other uses. Please contact the Fire Marshal's Office at 757-382-6566, or visit the Chesapeake Fire Marshal's webpage at least 30 days prior to your event.

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.

16. MEDICAL

Does your event require onsite medical assistance or first response providers standing by?
(The Chesapeake Fire Department will assist with event assessment)
Yes___ No___

If Yes, services will be provided by:
___Fire/Rescue ___Private Provider:

For more information contact Chesapeake Fire Department - EMS at 757-382-6297 or visit the Chesapeake Fire Department's webpage

Please describe your medical plan:

17. PARKING AND 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:

18. OTHER	If there is additional information about your event that we should know, please attach additional pages.

19. INSURANCE	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 cancellation of the Outdoor Special Event. Please fax or email your proof of insurance to the Bureau of Community Programs Attn: City Events Coordinator, Contact information on page 1 of this form.

20. SIGNATURE, CERTIFICATION, AND RELEASE	I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. 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.

Applicant Signature	**Applicant Printed Name**
Date:	

__By checking this box as an electronic signature, I agree 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 Bureau of Community Programs are public documents and subject to public disclosure in accordance with the Commonwealth of Virginia Freedom of Information Act.