



Permit Application for  
**Special Event**  
**Neighborhood Scale**

Complete this application in its entirety and submit, along with \$25 application fee, to the address below. Please retain a copy for your records.

City of Hampton  
 Hampton Police Division  
 Attn: Senior Corporal H. Gallishaw  
 40 Lincoln Street  
 Hampton, Virginia 23669  
 757.727.6640 (p) | 757.727.6629 (f)

OFFICE USE ONLY	
Date Received	_____
Approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
Date Approved	_____
Application Number	_____
Permit Number	_____
Date Insurance Received	_____
Date Fee Received	_____
Fee Amount \$	_____ Check # _____

Neighborhood Scale Special Event permits require a thirty (30) day time frame to be processed. Please refer to the [Special Event Guidebook](#) for assistance and [Special Events Submittal Deadline Calendars](#) for assistance.

*Please remember acceptance of your application does not indicate final approval or confirmation of your request nor does it exempt you from other required application and reservation procedures.*

**1. APPLICANT/ORGANIZATION INFORMATION**

Name of Sponsoring Organization \_\_\_\_\_

Organization Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Billing Address (if different from above) \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Website \_\_\_\_\_

Registered Neighborhood Organization?  YES  NO

Applicant Contact \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

➤ Day of Event **On-Site Contact** \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

**2. EVENT INFORMATION**

Event Name \_\_\_\_\_

Event Location \_\_\_\_\_

\* All events must be held on an identified Neighborhood Scale lot as shown on the [Neighborhood Scale Public Special Event Map](#). Reservations can be made through the Parks & Recreation Department at 757.727.6348.



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**Type of Event**

- Block Party                       Picnic                       Other: please specify \_\_\_\_\_

**Event Date(s)** \_\_\_\_\_

- Recurring Event** (Events may be permitted for one calendar year. Please list additional dates or 'every second Saturday', 'fourth Thursday', etc.) \_\_\_\_\_

**Estimated Daily Attendance** This should include both participants and spectators.

- 0 - 100                       100-249

*\*Attendance must be less than 250 for Neighborhood Scale events. If over 250 attendees, providing live entertainment, serving alcohol, or providing food vendors, please complete the City Scale Special Event application form.*

**Event Start Time** \_\_\_\_\_ **Event End Time** \_\_\_\_\_

*Include set up and breakdown for a total of how long you will be occupying the space.*

**3. EVENT TRANSPORTATION & PARKING**

Methods of transit to/from event?

- Personal Vehicle                       Walk/Bike

Where will attendees park?

- On-site public parking                       Private property (must acquire written permission of property owner)

**4. EVENT ADVERTISING & SIGNAGE**

Advertising and signage may be placed within the event area and on private property, as approved.

Signage Locations \_\_\_\_\_

- Signs may not exceed 4' x 8', may not be placed more than 30 days prior to the event, must be removed 24 hours after the conclusion of the event, and written authorization from private property owners must be obtained.
- Include plans, maps, drawings, etc. to clarify location.

**Advertising, marketing, or promoting a special event prior to receiving an approved special event permit is done AT YOUR OWN RISK. Details of the event, including but not limited to date and time, may require changes during the review process. Acceptance of your application by the City of Hampton is not a guarantee of approval of the event. The event organizer must complete all requirements before any special event permit will be issued. Under no circumstances will the City of Hampton be liable for advertising expenses incurred by the event organizer.**



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**5. WASTE DISPOSAL**

Waste disposal is the responsibility of the event organizer when using the venue. Security deposit attached to the reservation of the space through the Parks & Recreation Department will NOT be refunded if applicant/organizer does not dispose of waste at conclusion of event.

**6. ADDITIONAL EVENT INFORMATION**

- |                                 |                              |                             |
|---------------------------------|------------------------------|-----------------------------|
| a. Tents/Stages                 | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. Amusements/Inflatables/Rides | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. Food                         | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| d. Amplified Music/Sound        | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**a. TENTS**

Number of tents to be set up \_\_\_\_\_ Expected occupancy under tent \_\_\_\_\_

Do you rent or own the tent? \_\_\_\_\_ If renting, from where? \_\_\_\_\_

- The Virginia Uniform Statewide Building Code states that any tent or air-supported structure that covers an area over 900 square feet or that has an occupant load of over 50 persons, requires a [tent permit](#) (contact the Development Services Center at 757.728.2444 for more information). Tents used for food preparation need to meet Fire Department regulations (757.727.1210 for more information).

**b. AMUSEMENTS/INFLATABLES/RIDES**

Types of amusements/inflatables/rides and company from which you are renting:

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- Amusement Rides require an [Amusement Device Permit](#) through the Community Development Department.
- At least one trained operator must be provided for each piece of equipment.
- Inflatable Amusement Vendors must provide proof of insurance in the form of a certificate of insurance showing that a general liability policy is in place with limits of one million dollars (\$1,000,000) per occurrence and a two million dollar (\$2,000,000) aggregate as well as excess insurance in the amount of \$2,000,000. The City of Hampton must be named as an additional insured on the COI when on City property. The COI must be accompanied by an endorsement to the general liability policy naming the City of Hampton as an additional insured when on City property. A copy of the certificate needs to be filed with the City of Hampton.

**c. FOOD** (Mark all that apply)

- Catered       Prepared Outdoors/On-site (gas, electric, etc.)

Description of food offerings \_\_\_\_\_

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- All Food preparation must meet the requirements Health Department and Fire Prevention Branch.



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**d. AMPLIFIED MUSIC/SOUND**

Start Time \_\_\_\_\_ AM/PM to End Time \_\_\_\_\_ AM/PM

Sound Check Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

**7. INSURANCE REQUIREMENTS**

- General liability insurance with limits of one million dollars (\$1,000,000) per occurrence and a two million dollar (\$2,000,000) aggregate, as well as excess insurance in the amount of two million dollars (\$2,000,000).
- The City of Hampton must be named as an additional insured on Certificate of Insurance, which must be accompanied by an endorsement to the general liability policy naming the City of Hampton as an additional insured.
- Insurance requirements may be waived for registered neighborhood organizations.

**8. HOLD HARMLESS/INDEMNIFICATION**

It is understood and agreed that Applicant hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Applicant, its subcontractors, agents or employees under or in connection with this Contract or the performance or failure to perform any work required by this Contract. Applicant agrees to indemnify and hold harmless the City and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and (c) the performance of the work by Applicant or those for whom Applicant is legally liable. Upon written demand by the City, Applicant shall assume and defend at Applicant's sole expense any and all such suits or defense of claims made against the City, its agents, volunteers, servants, employees or officials.

**9. APPLICABLE LAW & VENUE**

This Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

Applicant shall observe and comply with all laws, rules and regulations of the federal, state and city governments governing operations and conduct on City property. Any and all suits for any claims or for any and every breach or dispute arising out of this Contract shall be maintained in the appropriate court of competent jurisdiction in the City of Hampton.

**10. NON-ASSIGNMENT**

Applicant shall not assign its rights and duties under this agreement without the prior written consent of the City.

**11. TERMINATION WITH CAUSE**

The City of Hampton reserves the right to revoke any permit at any time if the applicant or its users do not adhere to the rules and regulations governing the use of the property and deposit will be forfeited.



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**12. EVENT CANCELLATION**

The City of Hampton reserves the right to shut down any event, upon no notice to the event organizer, in situations that threaten the public health, safety and welfare. Such situations include, but are not limited to, hurricanes, tropical storms, lightning storms, and other severe weather events, unruly or violent crowds, and crowds in excess of property capacity.

City shall not issue any refunds if an event is cancelled pursuant to this section of this Agreement and will not be liable for any additional expenses incurred by the event organizer as a result of cancellation.

**13. MODIFICATION**

There may be no modification of this Contract, except in writing, executed by the authorized representatives of the City and Contractor.

**14. ENTIRE AGREEMENT**

This Agreement represents the entire agreement of the parties, rescinding and superseding all previously written agreements and all oral understandings between the parties.

**15. IMPORTANT PERMIT INFORMATION**

Please be advised that all components of the event are subject to approval of the Special Event Coordinator and may require approval by and/or permits from other City Departments/Agencies. The Special Event Coordinator approval does not constitute permission from other departments/agencies. It is the responsibility of the applicant to secure all necessary permits and/or licenses at least five (5) days prior to the event.

Applicant Name (printed) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

WITNESS, the following signatures

THE CITY OF HAMPTON, VIRGINIA

By: \_\_\_\_\_  
Senior Corporal H. Gallishaw  
Special Events Coordinator

ORGANIZER: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



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**Signature Page:**  
*Applicant has fulfilled all requirements  
 necessary for this event*

**Commissioner of Revenue** \_\_\_\_\_  NOTHING REQUIRED  
*Admissions, Merchandise, Promoters, Food/Food Trucks, or Beverage Vendors: List of all vendors to be provided 14 days prior to the event. Food & Beverage Tax for the event shall be paid on or before the 20th of the month following the month of collection. Admissions Tax for transient vendors shall be paid within five days of the event.*

NOTES \_\_\_\_\_

**Community Development** \_\_\_\_\_  NOTHING REQUIRED  
*Amusement Devices, Inflatables, Tents (over 900 sq. ft.)*

NOTES \_\_\_\_\_

**EMS & Special Event Branch** \_\_\_\_\_  NOTHING REQUIRED  
*Emergency Medical Services, Fire and Rescue Apparatus*

NOTES \_\_\_\_\_

**Fire Prevention Branch** \_\_\_\_\_  NOTHING REQUIRED  
*Fireworks; Fire Extinguishers; Fire Code Enforcement*

NOTES \_\_\_\_\_

**Health Department** \_\_\_\_\_  NOTHING REQUIRED  
*List of Food Vendor submitted and applications submitted for each vendor; Food Trucks*

NOTES \_\_\_\_\_

**Hampton City Schools** \_\_\_\_\_  NOTHING REQUIRED  
*School Property & Facility Rentals*

NOTES \_\_\_\_\_

**Parks & Recreation** \_\_\_\_\_  NOTHING REQUIRED  
*Site map with location and sizes of all vendors and tents; Fees for Park Use; Additional rentals requested*

NOTES \_\_\_\_\_

**Public Works** \_\_\_\_\_  NOTHING REQUIRED  
*Traffic Control Plan*

NOTES \_\_\_\_\_

**Police Division** \_\_\_\_\_  NOTHING REQUIRED  
*Extra duty form submitted; Site map of event; Overflow parking plan; Safety/security plan; Street closures*

NOTES \_\_\_\_\_

**Risk Management** \_\_\_\_\_  NOTHING REQUIRED  
*Certificate of Insurance with Endorsement for each Food Vendor, amusement devices and overall event Insurance*

NOTES \_\_\_\_\_