

# **2016 CITY CENTER AT OYSTER POINT SPECIAL EVENT PERMIT APPLICATION**



**NEWPORT NEWS PARKS, RECREATION & TOURISM  
700 TOWN CENTER DRIVE SUITE 320  
NEWPORT NEWS, VA 23606  
(757) 926-1400**



**CITY OF NEWPORT NEWS  
2016 Special Event Permit Application**



Return to: Department of Parks, Recreation & Tourism  
700 Town Center Drive, Suite 320  
Newport News, VA 23606

Attn: Liz Spence  
Phone: (757) 926-1457  
Fax: (757) 926-1455

The information requested by the Special Event Permit Application will be used to determine your eligibility for the permit requested.

This application must be fully completed, signed and forwarded to the City of Newport News Parks, Recreation & Tourism Department at least sixty (60) business days prior to the first day of the event, but not before December of the year preceding the event. Applications will not be considered without all the proper information, forms and fees. Please keep a copy of this application for your records. If approved, a finalized signed copy of the application as well as your event permit will be issued. Certain permits may require City Council Authorization.

**There is a \$50 non-refundable application fee before processing.** Please make check/money order payable to the City of Newport News. Additional fees may be applicable for cost recovery or other permits depending on your event. More information on fees, including the requirement to pay all fees due to the City prior to your event, can be found in the attached Application Agreement.

In addition to obtaining a Special Event Permit, you may also be required to obtain separate permits for activities including, but not limited to: vending, food and/or alcohol service, and/or other government agencies. While the Parks, Recreation & Tourism Department will be happy to assist you with contact information, it is wholly your responsibility to obtain all permits required for your event.

**Please note: This application is not your Special Event Permit. Arrangements for your event should not be finalized until you receive your actual permit from the Parks, Recreation & Tourism Department. Under no circumstances may you hold your event without a Special Event Permit.**

**— IDEMNITY PROVISION —**

Permittee (applicant/organization) shall assume all risks 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 hold harmless the City of Newport News, its officers, agents, employees, and representatives 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 from any act or omission of said applicant or other sponsor in connection with said event.

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

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

\_\_\_\_\_  
PR&T Representative Name (printed)      Date

\_\_\_\_\_  
PR&T Representative Signature              Date

<b>Office Use Only:</b>	Date Application Received ____/____/____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Insurance Received ____/____/____	Date Fee Received ____/____/____	
Amount Received \$ _____	Permit # _____	Check # _____



CITY OF NEWPORT NEWS  
Special Event Permit Application



700 Town Center Drive, Suite 320 Newport News, VA 23606 Phone: (757) 926-1400 Fax: (757) 926-1455

Date of Application: \_\_\_/\_\_\_/\_\_\_

**APPLICATION/ORGANIZATION NAME**

Applicant's Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website Address: \_\_\_\_\_

Does the organization hold 501(c)(3) non-profit status? Yes \_\_\_\_\_ No \_\_\_\_\_

(If so, please attach a copy of the 501(c)(3) certificate or note identification number \_\_\_\_\_)

➤ **On-Site** contact for Day of Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PERSON(S) RESPONSIBLE FOR EVENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**EVENT INFORMATION**

Type of Event (please check all that apply):

- |                                                                                    |                                          |                                        |
|------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Wedding Ceremony                                          | <input type="checkbox"/> Parade/Walk/Run | <input type="checkbox"/> Festival/Fair |
| <input type="checkbox"/> Wedding Reception                                         | <input type="checkbox"/> Concert         | <input type="checkbox"/> Private Event |
| <input type="checkbox"/> Weekly/Monthly Series                                     | <input type="checkbox"/> Rally/Tribute   | <input type="checkbox"/> Picnic        |
| <input type="checkbox"/> Event extends from private property onto public sidewalks | <input type="checkbox"/> Dance           | <input type="checkbox"/> Other         |

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

Event Date(s): \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Location (be specific): \_\_\_\_\_

(If appropriate) Start Location: \_\_\_\_\_ End Location: \_\_\_\_\_

Route Location/Plan: \_\_\_\_\_

Set-Up times: \_\_\_ AM/PM - \_\_\_ AM/PM Breakdown times: \_\_\_ AM/PM - \_\_\_ AM/PM

Description and Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

**EVENT INFORMATION CONTINUED...**

Please indicate whether the following items pertain to your event:

- Admission/Participation Charge .....Yes  No
- Food/Retail Vending.....Yes  No
- Amplified Music/Sound .....Yes  No
- Street Closure or Sidewalk Use.....Yes  No
- Stages/Tents.....Yes  No
- Amusements/Rides.....Yes  No
- Vehicles/Trailers On-Site.....Yes  No
- Electricity Needed.....Yes  No
- Water Access Needed.....Yes  No
- First Aid.....Yes  No
- Security.....Yes  No
- Dumpster Use.....Yes  No
- Portable Toilets/Wastewater Containers.....Yes  No
- Event Advertising/Signage.....Yes  No
- Equipment Staged on Sidewalks .....Yes  No
- ADA Compliant Access.....Yes  No

If you have answered 'YES' to any of the previous questions please proceed to the corresponding section and describe. If you have answered 'NO' to all of the following questions please proceed to the Application Agreement (final page).

**ADMISSIONS/PARTICIPATION CHARGE:**

How much are the admission or participation charges? \_\_\_\_\_ daily/weekend

- ***Any event charging a gate admission is subject to an Admissions Tax. For more information please contact the City of Newport News Commissioner of Revenue Office (see page 4 of this application).***

**FOOD AND RETAIL VENDING:**

(A vendor is someone who is serving, selling, or sampling food, beverages or merchandise.)

**Food:** (Please check all that apply)

- \_\_\_\_\_ Served      \_\_\_\_\_ Sold      \_\_\_\_\_ Catered      \_\_\_\_\_ Delivered
- \_\_\_\_\_ Prepared Outdoors (gas, electric, charcoal, other)

**Type of Food Served:** \_\_\_\_\_

- ***All Food Vendors must provide proof of insurance, and meet the requirements of the Commissioner of Revenue's Office, Health Department, and Fire Marshal.***

**Beverage:** (Please check all that apply)

- \_\_\_\_\_ Wine    \_\_\_\_\_ Beer    \_\_\_\_\_ Liquor    \_\_\_\_\_ Sold    \_\_\_\_\_ Served    \_\_\_\_\_ Non-Alcoholic

- ***All Alcohol Vendors must provide proof of insurance and meet the requirements of the Department of Alcoholic Beverage Control.***
- ***All Events with alcohol are required to have Newport News Police Officers on-site during the event. The number of Officers required will be based upon anticipated event attendance or as deemed appropriate by City Staff. Please contact the Newport News Police Department to make these arrangements (see page 4 of this application).***

**AMPLIFIED SOUND/MUSIC:**

Please indicate the start time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

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

**EVENT INFORMATION CONTINUED...**

**STREET CLOSURES:**

Please describe the reasons for a street closure, include a map of the route if closure is needed for a parade/walk/run:

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- *All street closures require a permit from the City of Newport News Engineering Department as well as notification to the Hampton Roads Transit Authority. All permit requests must be submitted at least thirty days prior to your event. Please contact the Engineering Department to make these arrangements (see page 4 of this application).*

**SIDEWALK USE:**

Please describe how you will use city sidewalks and list all vendors who will be located on a sidewalk:

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- *Any person or group, who wishes to utilize public sidewalks as part of their permitted event, or for an event extended from private property onto public sidewalks, must obtain a Special Events Permit from the Department of Parks, Recreation and Tourism. For reference, please see attached map.*

**STAGING/TENTS:**

How many stages will be set up? \_\_\_\_\_ Please list their sizes \_\_\_\_\_

Are you requesting the use of the large white bandshell for your event? \_\_\_ Yes \_\_\_ No  
(Bandshell is only available during the months of May - December.)

How many tents will be set up? \_\_\_\_\_ Do you rent or own these tents? \_\_\_\_\_  
If renting, from where? \_\_\_\_\_

Please list tent sizes: \_\_\_\_\_

- *The City of Newport News Department of Codes Compliance states that any tent/building structure over 900ft.<sup>2</sup> must have a building permit. Please contact the Department of Codes Compliance to make these arrangements (see page 4 of this application).*
- *All applicants using tents and/or staging must have a completed "proposed site plan" map.*

**AMUSEMENTS/RIDES:**

Please list the type of amusements/rides planned (to include inflatable devices):

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- *The City of Newport News, Economic Development Authority of the City of Newport News, VA, Newport News Town Center LLC, Northwestern Mutual Life Insurance Company, and Harvey Lindsay Commercial Real Estate must all be named as additional insured on all amusements/rides insurance.*

**EVENT INFORMATION CONTINUED...**

ELECTRICITY AND WATER ACCESS:

The City of Newport News can provide access to multiple 120 volt power outlets as well as water. Generators for additional electrical needs may be needed for your event.

Will you be bringing in additional generators for electrical power? \_\_\_Yes \_\_\_No

- ***If you checked "No" and your plan is to use only the provided 120 volt power outlets, a City Electrician must remain on-site during your event (a three-hour minimum is required). There is an additional fee for this service (\$72.00 per hour).***

WASTE DISPOSAL AND RESTROOMS:

You are responsible for your own trash disposal when using the venue. Additional trash receptacles are available for an additional fee. There are no restroom facilities available outside.

- ***Rental of ADA compliant portable restrooms are REQUIRED FOR ALL EVENTS if no onsite restroom facilities are available.***

Please describe your clean up plan:

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Please list your plan for restroom facilities: Outside Restroom Available? \_\_\_Yes \_\_\_No

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EVENT ADVERTISING AND SIGNAGE:

Event advertisements and signage may be placed in specified locations within City Center limits ONLY. In order to place signage outside of City Center, written permission from the Economic Development Authority must be verified.

Please list your plan for event signage to include proposed locations of signage:

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**INSURANCE REQUIREMENTS:**

All applications must contain evidence of insurance and list the following entities as additionally insured:

City of Newport News  
2400 Washington Ave  
Newport News, VA 23607  
\*separate municipal endorsement required

Newport News Economic Development Authority  
Andy Wilks  
2400 Washington Ave., 3<sup>rd</sup> Floor  
Newport News, VA 23607

Northwestern Mutual Life Insurance Company  
720 East Wisconsin Avenue  
Milwaukee, WI 53202

Harvey Lindsay Commercial Real Estate  
999 Waterside Drive, Suite 1400  
Norfolk, VA 23510

Newport News Town Center LLC  
Steven A. Meade, Esq.  
Patten, Wornom, Hatten & Diamonstein, L.C.  
12350 Jefferson Avenue  
Suite 300  
Newport News, Virginia 23602

**GENERAL CONTRACTS  
INSURANCE LANGUAGE AND REQUIREMENTS  
(Includes Liquor Liability)**

**A. INSURANCE REQUIREMENTS**

**1. General Insurance Requirements:**

- a. The Applicant shall procure and maintain, at its own expense, and with a company or companies acceptable to the Risk Administrator or his/her designated representative, the minimum insurance coverages set forth below. The Applicant shall place their insurance program with an insurance company rated "A" or above by A. M. Best and authorized to do business in Virginia. Applicant shall maintain all insurance until the completion of the permit period. Prior to performance under this agreement, the Applicant shall provide certificates of insurance to the City Attorney's Office or the Office of Risk Management and the representative of the City handling this contract. Failure by the Applicant to provide these certificates before commencing performance may constitute grounds for termination for default. Such certificates of insurance shall evidence that the below listed insurance is in effect, and that not less than thirty (30) days' prior written notice will be given to Risk Management in the event of modification, cancellation, or non-renewal of any such insurance coverage.
- b. The Applicant shall be responsible to review and insure any and all contracted vendors comply with the insurance provisions contained herein and said insurance is maintained as specified. The Applicant shall provide copies of any and all insurance policies and / or Certificates of Insurance upon request. Insurance policies written on a "claims made form" will not be acceptable.
- c. The Applicant shall purchase and maintain during the life of this Agreement such Commercial General Liability Insurance including product and completed operations liability insurance as will provide protection from Applicant's performance of the Work and Applicant's other obligations under the Contract Documents, whether such performance is by Applicant, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and shall otherwise bear responsibility therefore. The Applicant further agrees that all limits will be made available which are excess of the amounts below. Insurance coverage for personal injury and property damage, including insurance on vehicles and equipment, shall be with the same company.

***The City of Newport News shall be Additional Insured in all such policies.***

## 2. Insurance Requirements:

The Applicant shall carry the required amounts of insurance specified below throughout the contract period and submit a Certificate of Insurance certifying coverages:

Such certificates shall provide that the Insurance will not be canceled or reduced without prior notice to the City of Newport News.

a. Commercial General Liability

The minimum Limit of Liability shall be:

Bodily Injury per person / occurrence (BI)	\$1,000,000
Property Damage per occurrence (PD)	\$1,000,000
Or	
Combined Single Limit (CSL)	\$2,000,000
If Policy has Aggregate Provisions – Minimum Annual Aggregate Limit	\$2,000,000

b. Liquor Liability

The minimum Limit of Liability shall be:

Bodily Injury per person / occurrence (BI)	\$1,000,000
Property Damage per occurrence (PD)	\$1,000,000
Or	
Combined Single Limit (CSL)	\$2,000,000
If Policy has Aggregate Provisions – Minimum Annual Aggregate Limit	\$2,000,000

c. Automobile Liability

For Owned, Non-Owned and Hired Automobile, the minimum Limit of Liability shall be:

Bodily Injury per person / occurrence (BI)	\$1,000,000
Property Damage per occurrence (PD)	\$1,000,000
Or	
Combined Single Limit (CSL)	\$2,000,000
If the Policy has Aggregate Provisions – Minimum Annual Aggregate Limit of	\$2,000,000

c. Workers Compensation

The Applicant shall comply with all federal and state statutory regulations pertaining to Workers' Compensation requirements for insured or self-insured programs, and waive subrogation rights. The minimum Limit of Liability for Employers Liability shall be \$1,000,000 for each accident, disease/employee, and disease/policy.

d. Additional Insured Provisions:

The Applicant shall name the following as Additional Insured:

“The City of Newport News including its elected and appointed officials, employees, and agents, shall be named as an additional insured and the required insurance coverage shall be primary coverage and provide contractual liability coverage. The insurer shall provide notice of cancellation or non-renewal of insurance to the City of Newport News in writing upon being notified of said cancellation or non-renewal by the insured.”

The Additional Insured Endorsement on ISO Form CG 20 10 or similar and for Products/Completed Operations CG 20 37 must be attached to the Certificate of Insurance and must properly reference the above language

**OTHER PERMITS AND REQUIREMENTS**

Please be advised that all components of the event are subject to Department of Parks, Recreation & Tourism approval and may require approval by and/or permits from other City Departments/Agencies. The Department of Parks, Recreation & Tourism 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 thirty (30) days prior to the event.

Important Contact #s:

- Virginia Department of Health (Health Permits) (757) 594-7340
- Commission of Revenue (Business License, Tax Information, etc.) (757) 926-8752
- Virginia Department of Alcoholic Beverage Control (ABC License) (757) 825-7830
- Codes Compliance (Large Building or Tent Structures) (757) 926-8861
- Newport News Fire Marshal (757) 247-8873
- Engineering (Street Closures/Right of Way Permits, Foot Race) (757) 926-8139
- Newport News Police Department (MPO Richardson) (757) 266-9428
- Economic Development Authority (City Center Signage- Andy Wilks) (757) 926-3800

City Council review and approval required. \_\_\_Yes \_\_\_No

Date of review \_\_\_\_\_

**SIGNATURE OF RESPONSIBLE PARTY (IES)**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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



CITY OF NEWPORT NEWS  
City Center at Oyster Point  
Site and Equipment Rental Fees



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### CITY CENTER USAGE FEES

The following rental fees apply for usage of designated event areas in City Center at Oyster Point: *(Please see attached map showing location of each area)*

- **FOUNTAIN PLAZA**  
\$500.00/day    \$900.00/2 days  
(access to the entire Fountain Plaza area and adjacent city sidewalks)  
*\*Usually for events with attendance  $\geq 200$*
- **FOUNTAIN COURT**  
\$350.00/day    \$600.00/2 days  
(access to main stage area, North Plaza Court)  
*\*Usually for events with attendance  $\leq 100$*
- **FOUNTAIN GAZEBO**  
250.00/day    \$400.00/2 days  
(access to the Fountain Gazebo)  
*\*Usually for events with attendance  $\leq 100$*
- **NORTH PLAZA/SOUTH PLAZA**  
\$200.00/day    \$300.00/2 days  
(access to either North Plaza located next to the LFCU building, or the South Plaza located across the street from Aromas)  
*\*Usually for events with attendance  $\leq 150$*
- **TOWN CENTER DRIVE SURFACE PARKING LOT**  
\$100.00/day    \$150.00/ 2 days  
(access and usage of the surface parking lot located directly across from the Marriott)  
*\*Usually for athletic events or large-scale festivals*
- **PUBLIC SIDEWALKS IN CITY CENTER**  
\$50.00/day    \$500/flat fee for reoccurring events  
(sidewalk rental is only permitted as an add-on option with Fountain Court, Fountain Gazebo or North/South Plaza or events that take place on private property and overflow onto city sidewalks)

## **CITY CENTER USAGE FEES CONTINUED...**

### **EQUIPMENT USAGE FEES**

The following equipment may also be made available for rental:

- Crowd Control Barriers (8') \$15.00 each
- Snow Fence(temporary fencing) \$50.00 flat fee
- 50 Seat Bleacher \$100.00 each

### **EVENTS WHICH REQUIRE ROAD CLOSURES**

All applicants who require road closures for their event at City Center (foot race, cycling crit) must communicate no parking and road closure information to all City Center and Oyster Point residents, tenants and business as specified by the City.

Applicants will be given a mailing list containing 700 addresses, a letter template and road closure map 30 days prior to event. Applicant must produce mailing within 15 days of event and is responsible for all supplies, postage and follow-up regarding event mailing. If mailing is not completed within the time-frame outlined above, the City will not approve the event permit and the applicant may not be permitted to host future events at City Center.

For an additional fee of \$500.00 per event, City staff will produce the mailing on behalf of the applicant.

### **EVENT SECURITY DEPOSIT**

A refundable security deposit of \$250.00 is due upon the approval of your event. This deposit will be used in the event of damage to the facility or grounds and/or extra clean up required.

### **GUIDELINES**

All fees must be paid at least thirty (30) business days before the date of your event. Unpaid fees may result in the cancellation of your event. Checks or money orders should be made payable to the City of Newport News.