

## Special Event Checklist

A Special Event permit is required for any person, group or organization to conduct a special event, parade, walk, race, or block party on a street, sidewalk or other area within the public right-of-way. For exceptions to this requirements, please refer to Chapter 38, Article XII – Special Events, Parades and Races in the Newport News Code of Ordinances ([https://library.municode.com/va/newport\\_news/codes/code\\_of\\_ordinances](https://library.municode.com/va/newport_news/codes/code_of_ordinances)).

This document is intended to aid an applicant in making a complete submittal of a Special Event permit request, it does not preclude the applicant from understanding and following any applicable local, state and/or federal laws and regulations. Additional documentation may be requested by city departments/divisions in order to perform a complete review of the proposal.

The applicant shall attach this completed and signed checklist when applying for the permit. Applications are submitted using the city permit system. To access this system visit <https://cssprod.nnva.gov/EnerGov Prod/selfservice/>.

✓	CHECKLIST ITEMS
	<p><u>REQUIRED FOR ALL EVENT TYPES</u></p> <p>An event sketch/diagram of the proposed location (or route) of the event. This sketch must also show the parking area for participants, volunteers and staff. *If the parking location is not owned by the applicant, a letter from the property owner granting permission for use of their property is required.</p>
	<p><u>REQUIRED FOR ALL EVENT TYPES</u> (except events being held for the sole purpose of exercising one’s First Amendment Right to Freedom of Speech)</p> <p>A Certificate of General Liability Insurance must have Newport News listed as a certificate holder. A separate Additional Insured Endorsement form naming the city as an additional insured must be attached to the certificate along with another separate document stating that the city will be provided 30 day notice of policy cancellation (10 days for non-payment). All <u>three</u> documents must be provided in order for the Office of the City Attorney to approve issuance of the permit.</p>
	<p>RACES/WALKS/RIDES/PARADES/RALLIES/MARCHES</p> <p>The following items <b>MUST</b> be included on the event sketch/diagram:.</p> <ul style="list-style-type: none"> <li>• Location of First Aid Station(s) and a written description of the medical plan for the event.</li> <li>• Emergency vehicle access points.</li> <li>• Location and dimensions of the stage and/or viewing stand. (if applicable).</li> </ul>
	<p>RACES/WALKS/RIDES/PARADES/RALLIES/MARCHES</p> <p>Written turn-by-turn route directions.</p>
	<p>BLOCK PARTY</p> <p>The completed Block Party Signature Form.</p>

An incomplete submittal will delay the review/approval of the permit. For questions, please contact the Development Services Permit office at (757) 933-2311.

To the best of my knowledge and belief, all of the above items have been addressed accordingly.

\_\_\_\_\_  
Applicant Name (print)

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

\_\_\_\_\_  
Date