

**SPECIAL INTEREST GROUP
FESTIVAL SPACE APPLICATION, GUIDELINES & AGREEMENT**
Newport News Parks, Recreation & Tourism
PROMOTIONS & SPECIAL EVENTS SECTION



EVENT:	
ORGANIZATION:	
CONTACT NAME:	
CONTACT ADDRESS:	
CONTACT PHONE(S):	
E-MAIL ADDRESS:	

GUIDELINES

Guidelines for special interest groups who wish to have booth/display space have been established in order to balance the following:

- The desire to preserve the ability of citizens to exercise free speech;
- The concern for the citizens who attend festivals and events for the specific purpose of family recreation and do not wish to be subjected to campaigning for office or issues;
- Ecological, aesthetic, and litter concerns in green spaces and park settings; and,
- Crowd control, egress, access, and other administrative concerns affecting the overall safety of festival patrons and their enjoyment of the festival.

The Guidelines are:

- The City will set aside one (1), free-of charge, 10'x10' area per group. Newport News Parks, Recreation & Tourism reserves the right to limit the number of spaces allowed at each event or festival based on the inherent space constraints associated with certain events, event locations, attendance, and other factors which may affect the access, egress, and safety of those attending.
- Special interest groups must provide any equipment they may need for their space (tables, chairs, canopies, etc.).
- All special interest activity and materials (including signs) should be confined to this 10'x10' space; however, *an actual political candidate* may walk throughout the festival grounds for the purpose of self-introduction, shaking hands, and speaking with members of the crowd who may wish to meet the candidate.
- Group members are expected to maintain a courteous and respectful presence within the booth space to festival-goers, festival staff, and others nearby.
- Fundraising and/or selling of any kind during the festival by special interest groups is strictly forbidden.
- Selling and/or distributing food/beverage items in strictly forbidden due to exclusive concession agreements with vendors.
- The use of helium and the distribution of helium-filled materials is strictly forbidden for ecological and safety reasons.
- Groups must agree to remain on-site during the entire festival; vehicles are not permitted on festival grounds during festival hours, and are usually not permitted on grounds one hour prior and one hour after the scheduled festival hours due to crowd safety concerns. Groups must wait for all-clear announcements by festival/security personnel before breaking-down booth materials.
- Booth space must be left in the condition in which it was found upon arrival.
- All other festival and park rules must be followed (no pets, no alcohol, etc.) by all members of each group.

AGREEMENT

In consideration for the opportunity to register and have booth/display space provided free of charge at this event, I, and all others in my group, agree to abide by the above guidelines and to the fullest extent permitted by law hereby release and agree to hold harmless the City of Newport News, and elected and appointed officials, employees, and volunteers thereof, from any and all liability for any injury or damages whatsoever arising from or in connection with my participation in said activities.

I have read the above information and agree to abide by, and that all others in my group will abide by, the rules set forth in this document and all other park rules and ordinances created by the City of Newport News as well as all other applicable state and federal laws. I understand that event participation does not imply inclusion in event programming, and will not be advertised as such. I understand that failure to abide by this agreement may jeopardize future participation privileges for my group in this and all other festivals produced by the City of Newport News.

Applicant's Signature:

Date of Agreement:

APPROVED BY	DATE RECEIVED	STAFF INITIALS/COMMENTS