



## **City of Poquoson Department of Parks, Recreation & Events Special Events Permit Application**

The City of Poquoson is pleased to be able to assist you in planning your Special Event. In order to operate in a consistent manner, protect City of Poquoson Property, and provide a safe event for our citizenry, this Application for Special Events will be used for all events.

No event is considered approved until this Application has been completed and a Special Event Permit issued from the Department of Park, Recreation, and Events (DPRE).

***This application must be submitted by the event sponsor/organizer a minimum of 120 days prior to the event date.*** If approved a Special Events Permit shall be issued no later than 4 weeks prior to event. The Special Events Permit may contain conditions and/or special requirements of the Sponsor. Failure to meet these additional conditions and/or requirements may result in revocation of the Permit.

A Special Event is defined as any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights of way or sidewalks within the City of Poquoson. Special Events may include but are not limited to such activities as Community days, arts festivals, fairs, tours, tournaments, concerts, holiday celebrations, and grand opening celebrations, certain outdoor business promotional events, bike races, runs/walks, parades, marches, tournaments, athletic events, processions, charity rides, and motorcades. Sponsors wishing to use public school property should contact Poquoson City Schools.

DPRE will serve as your primary point of contact for the processing of your event application. DPRE will distribute a copy of your application to all pertinent City Departments affected by your event. Each affected City Department will review the application and provide its recommendations and requirements and fees, if any, to DPRE.

Please be aware that approval of a Special Event Permit does not constitute approval from the Poquoson City Schools or any required Federal, State, or York County agencies that will also need to be involved. (i.e. Peninsula Health District, York/Poquoson Sheriff's Department, etc. or others.)

Throughout the review process you will be notified if your event requires any additional information. Delays in providing the City of Poquoson with a complete application and/or requested information may delay Permit issuance. The City reserves the right to deny any application. The City also reserves the right to allow event organizers an exception for requirements on a case by case basis, by which exceptions will only be determined by the City Manager.

## Important Information and Guidelines for Special Events

1. No event may be held without a Special Event Permit/Approval that is issued by DPRE. The Sponsor must have a copy of the Special Event Permit with them during the duration of the event.
2. **Hours of the event:** Event activities are prohibited after 11pm in residential areas, after midnight in Commercial areas, and before 7 AM in any area. Loudspeakers, amplified music, bull horn or other public address systems must follow City of Poquoson noise ordinances for your location, and will be strictly enforced.
3. **Alcohol:** Is strictly prohibited on City of Poquoson property. In any private, commercial area serving alcohol, event organizers must take appropriate measures required for insurance coverage, serving compliance with state, federal and local laws, and hire on-site security to prevent alcohol from being removed from the event premises.
4. **Restrooms:** At various sites throughout the City restrooms are not always available. Event organizers will be required to provide adequate temporary toilet facilities. Event details must provide times of delivery and pick up for toilets if being placed on properties. The arrangements to secure and costs of supplying the adequate temporary facilities will be the responsibility of the event organizer.
5. **Trash:** The City requires event organizers to provide daily cleanup of the site for multi-day events and also final clean up upon completion of the event. For the event during operating hours it is the responsibility of the event organizers to provide adequate trash containers for disposal, and dumpster sites. Event details must provide times of delivery and pick up for trash cans and or dumpsters if being placed on properties. The arrangements to secure and costs of supplying the adequate trash removal and disposal will be the responsibility of the event organizer.
6. **Signage:** Any sign promoting your event must have a Temporary Sign Permit issued by the Office of Community Development or it will be removed. Signs that will be displayed at the event sight must be included as part of the site plan. See #16.
7. **Fireworks:** Fireworks will not be permitted without prior approval from DPRE and the Poquoson Fire and Rescue Department. City of Poquoson reserves the right for denial of fireworks for any reason.
8. **Fire and Fire pits at an event:** If the event organizer plans to use a campfire or burning of any articles on City Property, an attached written plan of fire location, who will be managing the fire, procedures to extinguish will be required. The City Fire Chief will review all plans and all recommendations must be provided by the Chief Must be followed in order for approval. No City property may be damaged as a result of the fire. All damages should they occur, will be the responsibility of the event organizer. All fires must be contained properly in an approved fire burning container or raised fire pit. A plan for proper ash disposal and extinguishing must also be included in your plan to the City.
9. **Property bordering your event:** If any private/commercial property is involved in the event such as a business front or other areas, a letter of Permission from the property owner must accompany this permit application.
10. **Equipment:** No tables and chairs are provided by the City of Poquoson at any special event. No sound system or electricity is provided at any site. If generators are being used a licensed and bonded, city permitted electrician must be on site during the event. Costs associated with electrician and generators are the responsibilities of the event organizer.
11. **Tents:** Use of tents and their locations must be included in the submitted site plan. Placing tents in unapproved areas or traffic control areas near buildings will not be permitted. All fire codes and building codes will be in

force during your event. All tents must be properly staked, and City property must not be damaged to do so. Staking on pavement or concrete areas is not permitted at anytime. The City of Poquoson Staff reserves the right to move any tent at any time, and should it not match the site map it must match the approved site plan.

12. **Security and Traffic Control:** The size or scope of an event may require the hiring of City Police Officers to provide adequate security, and /or traffic management of the event. Only City Police Officers may direct traffic on city streets. The event organizers will be responsible for cost of necessary police and labor costs affiliated with the hours worked at the event. *The City of Poquoson will underwrite the cost of the 1<sup>st</sup> police officer needed for the event. If additional officers are required the event organizers/sponsors will be charged \$35/hour for each officer (2 hour minimum/officer). The Chief of Police will make the determination as to the number of police officers required for traffic control at the event.*
13. **First Aid and Medical:** Your events may require provisions for first aid and medical personnel to be on site during the event. The event planner is responsible for these costs to provide such staff.
14. **Enforcement:** City of Poquoson Police Department, York/Poquoson Sheriff's Department, and DPRE staff reserve the right to request that any event participant leave your event and any facility being used for the event for violation of City rules, laws, or ordinances.
15. **Insurance:** No event will be approved without proper insurance. The event organizer and all supporting vendors affiliated with the event must provide the City of Poquoson proof of Comprehensive Liability Insurance naming the City of Poquoson as an additional insured: All policies must reflect a minimum of \$1,000,000 general liability insurance combined single limit.

Note: The event organizer also agrees to provide the same proof of coverage for **all event vendors, caterers, ride providers, businesses exhibiting, and third party contractors** who are part of the event in any way.

If the event organizers, are individuals the event must still carry insurance. Proper event insurance as listed must be submitted with the application. If you do not have insurance for your event the City of Poquoson can advise you on where to obtain event insurance thru the TULIP program. Please ask DPRE for this information if you are in need of it and already do not have insurance.

16. **Roads-** no spray painting on any city property to mark starting lines, locations, etc. Doing so will result in being assessed costs for removal and repairing said damages being assessed to the event organizer.
17. **Site Plan:** To complete this application on the following pages, please attach a drawing with dimensions accurately depicting the proposed location of the special event. The site plan must include traffic patterns, curb cuts, activity location, restroom locations, and proposed parking plan.

Be sure to mark the actual location of the event on the property, any proposed road closures, location of waste disposal facilities, and access for the disabled, location and size of any tents, sign and banners. Your site plan should include all vendor locations, start or finish lines for races, and any neighboring non-city property that is being used as also part of the event.

18. **Food:** If **any food** will be served at your event the Peninsula Health District must be contacted and proper food service permits must be obtained. A copy of permit must be submitted with this application.
19. **Prohibitions:** The following is prohibited during a Special Event and will be cause for immediate shut down of the event by any necessary City Staff:

- Games of chance, gambling and raffles.
- Direct solicitation of funds.
- Fireworks without prior approval.
- Alcohol.
- An activity or practice that would violate or alter the passive nature of Public Areas.
- Any activity which violates Federal, State or City law, code or policy.

20. Approvals: All applications are subject for review and may require the applicant to provide additional information for further approval to proceed. The application may also be denied for reason of incompleteness or because of late submission in relation to the actual event. The City of Poquoson reserves the right to deny any application for any reason.

Exceptions to requirements: In some cases, if an exception can be made for any of the requirements necessary to host an event, this exception can only be approved by the City Manager.

# Event Application Form

**Type of Event:**

Run\_\_\_\_\_ Walk\_\_\_\_\_ Bike Tour\_\_\_\_\_ Parade\_\_\_\_\_ Street Fair\_\_\_\_\_ Festival\_\_\_\_\_

Parade\_\_\_\_\_ Triathlon\_\_\_\_\_ Block Party\_\_\_\_\_ Tournament (Please Specify Sport) \_\_\_\_\_

Other\_\_\_\_\_

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

Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

Proposed Location of Event: \_\_\_\_\_

Property owners if any other than City of Poquoson for Event: \_\_\_\_\_

\_\_\_\_\_

Event Dates: \_\_\_\_\_

Actual Event Hours \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm.

Set Up/Assembly Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm

Dismantle Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm

Delivery Times for any arriving Portable Toilets, Dumpsters, Vendors?  
Please list if different from above? \_\_\_\_\_

Who will be on site responsible for above listed times? \_\_\_\_\_

Will your event require the closing of any City streets? \_\_\_\_\_

Please list any streets and/or parking lots to be closed as a result of this event. Include street name(s), day, date, and a proposed time of closing and time of reopening. You must attach a copy of traffic and parking plan and a list of proposed equipment being used to close roads and the responsible party deploying the equipment. Please detail here. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will be serving as the point of contact for the event? Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Phone while onsite at the event? \_\_\_\_\_

### Sponsoring Entity Contact Information

Name of Group/Organization producing/organizing the event: \_\_\_\_\_\*

\*If the group/organization has a business license please attach a copy.

If this is an individual doing so please list here: \_\_\_\_\_

Address of organization/ producer of the event: \_\_\_\_\_

Name and address of any additional sponsoring group that will be assisting or organizing this event.

\_\_\_\_\_

Contact Phone of all sponsoring groups/individuals: \_\_\_\_\_

### Further Event Details

Projected Attendance of Event : \_\_\_\_\_ ( to include participants & spectators & Staff)

Will this event require the use of fireworks? \_\_\_\_\_

If so, Please provide site plan for fireworks attached with this application.

Alcohol on City Property is not permitted: If other property is involved with Alcohol please detail all security, serving, and management plans here: \_\_\_\_\_

\_\_\_\_\_

Will you be posting any signs throughout the city for this event? Yes/No

Will you be hanging any sign or banners during the event on the event grounds? If so, please detail size and locations and means you will be using to hang them? \_\_\_\_\_

\_\_\_\_\_

Description of Traffic and Parking Plan: Please provide a written map/copy. Describe here locations and flow pattern. Please detail any barricades, and locations, please provide who will be providing these barricades, and the times they will be put in place.

Plan for restroom and trash collection:

Entertainment plan: Please attach a schedule of entertainment/events for your event. This will aid in staff planning busiest times during your event.

Plan for Crowd and Traffic Control: (Please detail) Do you have any restricted areas on the site. What will be used as barriers? When will they be put in place?

Accessibility information. Please indicate how your event will accommodate persons with disabilities including: clear paths of travel, parking, restrooms, vending areas, first aid, etc.:

Plan for First Aid/Medical Support during the event:

Where and how will this event be promoted? Please list all that is applicable.

Are there any restrictions on attendance for this event? If there are restrictions how will these controls be operated?

Will there be a need for electricity? If yes, please detail plan and provide License # of electrician for the onsite electrician here.

Will this event need any special disposal processes as for items such as food, cooking grease, or potable water?

\_\_\_\_\_

If so please detail the provider of these services \_\_\_\_\_

**Class of Event:** (Please check all that apply)

Co-sponsored with the City \_\_\_\_\_ City Co-Sponsor Point of Contact \_\_\_\_\_

Fundraising for Charitable Events \_\_\_\_\_

Special Event \_\_\_\_\_

Special Event with road closure \_\_\_\_\_

**EVENT FEES (Various Locations):**

**Municipal Park**

Municipal Park **Pavilion only** (*To include Pavilion, no electrical or water hose hookup*)

**Note:** Use of the Pavilion side only of the park is free. Should any other necessary services as detailed on the application be needed as a result of the event, those charges will be transferred to the event organizer.

Municipal Athletic Field areas

Use for field per hour rate: \$20.00 per hour, \$30.00 per hour with lights, with a 2 hour minimum.

**Use of Outlets at Locations for electricity**

Plugging into any power source that is part of City Property will be charged at a rate of \$25 per outlet per day.

Number of outlets using? \_\_\_\_\_ (This is the case at Municipal Park or other areas where outlets are available.)

## **City of Poquoson Park Street Little League Complex**

This complex has 2 fields that are suitable for Major/Minor Baseball Play and 1 Field that is suitable for Fastpitch Softball (skinned surface)

Rental Per field per hour: \$20.00 per hour. Rental with Lights is \$30.00 per field per hour. (2 hour minimum required)

Preparation for field lining \$20 per time per field.

### **Firth Field (60 X 90) Full Size baseball field**

Preparation for field lining \$20 per time per field.

Rental for Field is \$30.00 per hour. Lights are \$50.00 per hour with a 2 hour minimum.

Rental for use of press box and restrooms will be an additional charge of \$20.00 per hour, plus staff will be required to be on duty for any tournament play. (See below under Tournaments)

### **Turf Field/Stadium**

The Turf Field Stadium rental is \$500.00 for 6 hours of use. The Use fee is not pro-rated unless requested. This use does not include lights, or restrooms. Lighting is an additional \$25.00 per 2 hour minimum. All uses and equipment used on this field must be pre-approved. Rental does not include score board, press box or middle school facilities. Large events will require user to secure rental of port-a-johns if necessary.

### **Phillips Park/South Lawson**

The cost per field is \$20.00 per hour with a 2 hour minimum.

Should any field lining be required: a fee of \$30 per field will be assessed to the renter. A field configuration must be submitted with your application, detailing goal needs and sizes, and field sizes.

No lighting is available at this time.

\*For any facility rental: An additional fee of \$10 will be added for groups not based in Poquoson. Your charter/mailling address etc. must show Poquoson as your home for operations.

### **For Tournaments and Athletic Events:**

Once the application is submitted, and terms agreed on for use, a contract for fees and usage will be completed between the City and the event organizer. This contract will detail required deposits based on the facility being used, staffing costs (required), field rental costs, field preparation costs, and fees for any additional services incurred by the City in order to hold your event on City Property. Field equipment such as goals, markers and end zone markers are subject to availability and may require a separate deposit.

This Contract will include but is not limited to all services provided to the organizer such as field linings, preparations, and staff management requirements. During any tournament A City Field Supervisor will be required to be present at your event. The Cost for staff is an additional \$25.00 per hour per staff person for the duration of the tournament with one hour ahead of the event and one hour prior for preparation and clean-up. Holidays and Weekends raise the staff cost fee. Also organizers must note that due to the size of the event, the City will decide how many field supervisors are necessary and the event organizer will be billed accordingly.

**Agreement and Signature:**

My signature indicates that as a condition of a Special Event permit I indemnify and hold the City of Poquoson harmless from claims, demand or cause of action which may arise from activities associated with the special event.

I, \_\_\_\_\_, Applicant and as a representative for the organizing group of this event do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Poquoson Event Permit, are true, and no false or fraudulent statement of answer is made here in to procure the granting of such permit. Additionally I understand that prior to my use I will make all payments for the said event as deemed in this agreement or future contract as a result of this application, payable to DPRE. I also understand that following my event that I will/ and the organization will properly clean the event area, and allow no damage to the grounds on which I hold the event; and a credit card is listed here as a guarantor for such damages. I also understand that certain facilities will require a deposit and I have provided it here with this application. Additionally, depending on facilities used and needs by the facility renter a contract will be drawn up between the event organizer and the city for additional fees and deposits that may apply. I also understand that should the City of Poquoson incur costs that were not detailed here or damage to city facilities caused by my group or group users this too will be charged to the event organizer as necessary.

Signature of Person Completing Application: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

Credit Card: \_\_\_\_\_

**The Following Should Accompany this Application:**

1. Site Plan to detail space between vendors, and meeting fire codes for booths and tents, in relation to themselves and any site buildings/structures.
2. Event Schedule detailing set up/take down, deliveries, entertainment, start time etc.
3. Food Permit from Virginia Department of Health
4. Alcohol service/ ABC license if applicable
5. All related insurance as detailed on page 2 of this application.

**FOR OFFICE USE ONLY:**

APPROVAL by POLICE DEPARTMENT: \_\_\_\_\_

APPROVAL by CHIEF OF FIRE DEPARTMENT: \_\_\_\_\_

APPROVAL by Community Development Department: \_\_\_\_\_

APPROVAL by Poquoson Parks & Recreation Department: \_\_\_\_\_

Final APPROVAL by CITY MANAGER: \_\_\_\_\_

Date permit issued: \_\_\_\_\_