



## **SPECIAL EVENT PROCEDURE**

**Required for all events sponsored by NRHA internally as well as external applicants**

### **Special Event Authorization / Permits**

Special Event Authorization is required to hold events on Norfolk Redevelopment and Housing Authority (NRHA) property. The type of event, expected attendance, and location will determine the eligibility criteria and authorization for the requested event. For the purposes of this policy, authorization for a “small permit” will be defined as 0-49 in attendance. In the event attendance is expected in excess of 50, the authorization will be assessed on a case-by-case basis with Security Programs and Executive Approval. All NRHA properties are not available for large events with the necessary amenities or parking needed for a successful event. Therefore, each application will be assessed based on the location and anticipated attendance.

Please note that any event that involves the use of any City Property requires the submission & approval in advance of a city permit prior to the submission of the application for any Special Event on NRHA property. The city-issued permit must be attached with the NRHA application when submitted. City properties near NRHA properties are available for special event use, i.e. Community Park Open Space, Norfolk Public Schools Grounds, & Public Right-of-Way (streets & sidewalks). All City of Norfolk event permits are online under [www.norfolk.gov/specialevents](http://www.norfolk.gov/specialevents).

### **Special Events may include, but are not limited to:**

Festivals

Concerts & Performances

Block Parties & Street Festivals

Community, Cultural & Church Gatherings

Carnivals & Amusements

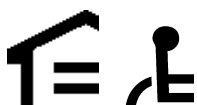
### **Guidelines**

Applicants submitting a request must be able to provide the number of expected attendees. There is no fee associated with the permit, however, we require the event be applicable to services (community-based partners and / or activities) provided for NRHA residents. Application permits will be submitted to management of the property requested for services and assessed by the Property Management Director / Security Programs Department. ***Submission of an application does not confirm nor hold a date and/or location for the event until the application is returned approved to the applicant.***

### **How Do I Submit a Special Event Application?**

1. Complete the permit application and sign the permit agreement. Forward all documents to the Manager of the property requested. Management will be in touch with you within 5 business days to discuss the next steps.
2. Provide supporting documents (will vary by event) such as advertisement, event schedule / timeline, event insurance coverage information, and security provisions, if applicable. All documents must be submitted with the application for consideration for approval. Event applications and all supporting documentation are to be submitted to NRHA at a minimum of fifteen (15) business days prior to the event date. Approval disposition will be determined once all requirements have been met. Incomplete applications will not be processed.
3. All applicants are required to submit a “Certificate of Insurance” listing “NRHA” as Additional insured at least five (5) business days prior to the event.

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## Event Permit Application

**Applicant's Name:** \_\_\_\_\_ **Date of Submission:** \_\_\_\_\_  
*Applicant must be the contact person or event organizer for the event submitted.*

Organization / Vendor: \_\_\_\_\_

NRHA Request if applicable: \_\_\_\_\_ Department: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you represent a 501 (c) 3 status? \_\_\_\_\_ 501 (c) 3# \_\_\_\_\_

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

Requested Event Location / Community: \_\_\_\_\_  
*Please note the type of location above and the specific park, street / sidewalk or intersection name*

Park / Field \_\_\_\_\_ Streets / Sidewalks \_\_\_\_\_ Other \_\_\_\_\_

*Additional use of city – owned property requires pre-approved City of Norfolk Special Permit.*  
 City of Norfolk Special Event Permit #: \_\_\_\_\_ (attach copy to NRHA application) N/A ☐

Event Date (s)	Setup Time	Start Time	End Time	Breakdown Time
_____	_____	_____	_____	_____

Rain date if applicable: \_\_\_\_\_

**Type of Event:** *Please check all that apply.*

<input type="checkbox"/> Family Reunion / Picnic	<input type="checkbox"/> Church Event
<input type="checkbox"/> Carnival / Amusement	<input type="checkbox"/> Community / Cultural
<input type="checkbox"/> Neighborhood Reunion	<input type="checkbox"/> March / Walk
<input type="checkbox"/> Fundraiser / Charity Event	<input type="checkbox"/> Concert / Performance
<input type="checkbox"/> Other (explain) _____	

**Expected Daily Attendance:**

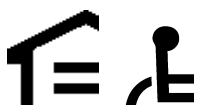
☐ 0-49      ☐ 50-99      ☐ 100-149      ☐ 150-199

**Event Reoccurrence:** *Please indicate if this is an annual event.*

☐ 1<sup>st</sup> time      ☐ 2-4 times      ☐ 5-10 times      ☐ Annual Event

If held previously, please indicate location (s): \_\_\_\_\_

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**Event Admission / Entry Fee:** *Please check all that apply.*

☐ Community Residents      ☐ Open to the Public      ☐ Private Event  
☐ Free      ☐ Ticketed fee \$ \_\_\_\_\_      ☐ Donations

**Event Setup:** *Applicant must provide a detailed layout with the application to include all activities and equipment (i.e. tents, stages, rides / amusements, portable restrooms, dumpsters, etc.).*

**Equipment:**

- Will you have tables / chairs? ☐ yes ☐ no
- Will you have staging? ☐ yes ☐ no
- Will equipment be left overnight? ☐ yes ☐ no
- Will you have tents? ☐ yes ☐ no
- Will power be provided by a generator? ☐ yes ☐ no

**Entertainment:** *Please check all that apply.*

☐ Live Music / DJ      ☐ Dance / Stage Performance  
☐ Speeches / Presentations      ☐ Other: \_\_\_\_\_

**Medical / Security:**

What do you plan to do in case of an emergency?

☐ Provide First Aid      ☐ Medical Staff on Site      ☐ Call 911

Do you intend to hire security for this event if applicable? ☐ yes ☐ no

If yes, security will be: ☐ Off - Duty Norfolk Police      ☐ Private Provider      ☐ Other

If other, please explain: \_\_\_\_\_

*Security requirements are at the discretion of NRHA and may be a cost to the organizer.*

Do you have insurance coverage? ☐ yes ☐ no

If yes, provider: \_\_\_\_\_

*NRHA Office Use Only*

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

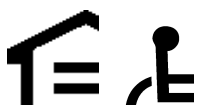
**Security Programs:**

By \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

**Executive Approval:**

By \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

*Required for all attendance anticipated 50+*



**Event Name:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**By signing below the applicant agrees to abide by the following regulations:**

1. Applications and all supporting documentation are to be submitted to NRHA at a minimum of fifteen (15) business days prior to the event date. Approval disposition will be determined once all requirements have been met. Incomplete applications will not be processed.
2. All applicants are required to submit a "Certificate of Insurance" listing "NRHA" as Additional insured at least five (5) business days prior to the event. The applicant(s) shall at their own cost and expense furnish a policy or policies for property damage or bodily injury in the amount specified by the Norfolk Redevelopment and Housing Authority.
3. It is the applicant's responsibility to obtain the required certificate of insurance when it is required from a third-party vendor.
4. Applicant will have developed a comprehensive security plan when applicable with NRHA. An emergency medical services plan will be submitted if applicable.
5. Premises will be left in as good a condition as received with reasonable wear and tear expected. All trash will be disposed of properly. Applicant accepts responsibility for any damages which might occur during the period of use. NRHA property shall not be removed from the premises.
6. Applicant will comply with all laws, rules and regulations of the federal, state, and city governments governing operations and conduct on NRHA property.
7. This agreement may be terminated by NRHA at any time upon finding violation of any rule, ordinance, or condition of the permit or upon good cause shown.
8. The Permittee, its agents, employees, officers and assignees assume all responsibility and liability for any injury to persons or damage to public or private property caused, directly or indirectly, by the permitted event. Furthermore, the Permittee, its agents, employees, officers and assignees agree to save and hold harmless NRHA, its agents, employees and officers from any and all claims, demands, actions, judgments, executions, damages or proceeding for any and all personal actions, judgments, executions, damages or proceedings from any and all personal injury, and injuries to property, real or personal, public or private caused by or arising out of directly or indirectly, in connection with said event.
9. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit, halting of the event, and probationary use of NRHA property in the future.
10. Cancellation of a permit or permit application must be submitted in writing by the Applicant.
11. Failure to use the dates approved on the permit are grounds for cancellation of your permit and may result in possible restrictions future permits.

**Signature:**

**Date:**

**Print Name:**

**Date:**

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