

Outdoor Special Event Permit Guide



HAMPTON VA

Hampton Police Division
40 Lincoln Street
Hampton, VA, 23669

757.727.6640

eventpermits@hampton.gov

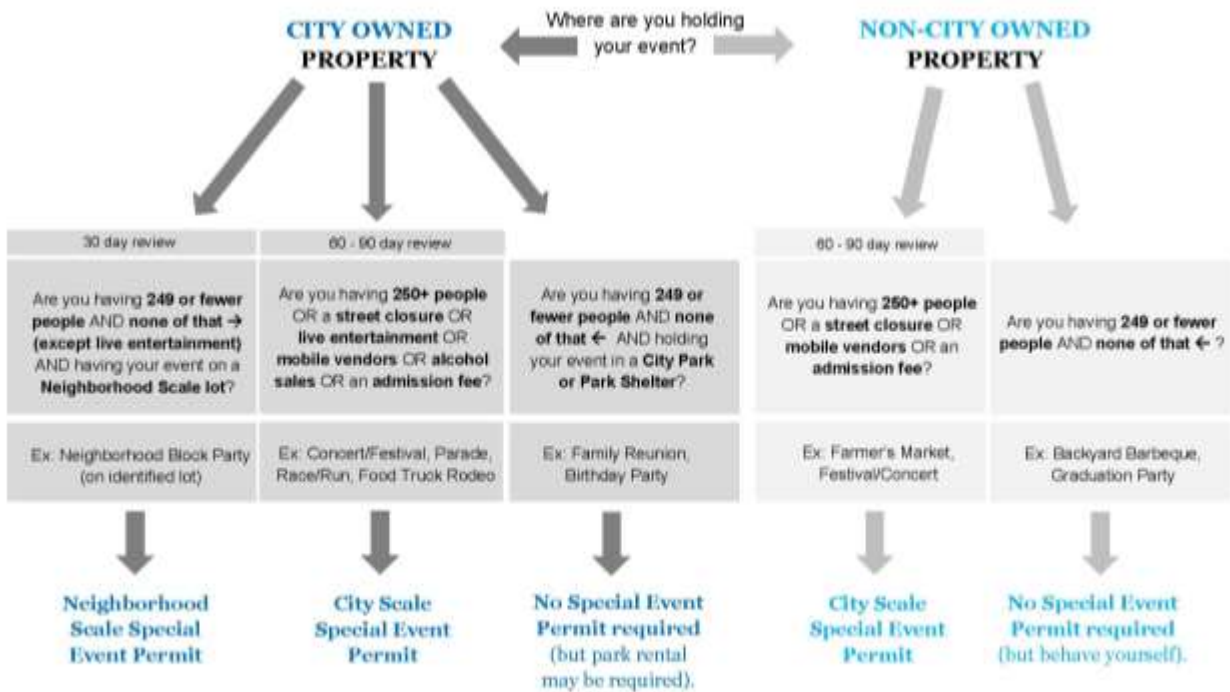
Planning an Outdoor Special Event

New and annual, public and private, events must go through the process should they meet the criteria below. Applications will take between thirty (30) and ninety (90) days for review.

Step 1: Do I need a Special Event Permit?

Special event permits may apply to both public and private property given certain circumstances. There are two types of special event permits based upon the characteristics of the event. This is intended to expedite the process for smaller, neighborhood based events, which have minimal impact on the surrounding community.

Check out the graphic below to determine if you need a special event permit, and what type. You can view a larger version on our [website](#). Please call our Special Events Coordinator at 757.727.6640 for help if you are still unsure.



OUTDOOR SPECIAL EVENT PERMIT TYPE GUIDE

City Code Sec. 2-313

Step 2: Submit Application

Getting an Application ([City Scale](#) or [Neighborhood Scale](#))

Applications may be obtained [online](#) or in person at the Hampton Police Division.

Hampton Police Division
40 Lincoln Street
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757.727.6640

Return your application to City of Hampton Special Event Coordination staff located within the Hampton Police Division. A staff person will be assigned as your primary point of contact. ***Please remember acceptance of your application does not indicate final approval or confirmation of your request nor does it exempt you from other required application and reservation procedures.***

Submission Date & Fee

Please see Special Events Review Process Calendar for detailed submission dates.

Submission Date	Special Event	Guidelines	Fee
90 days prior	City Scale Event	Anticipated attendance 500+ (and/or) requires closure of a roadway, intersection or network of streets	\$50
60 days prior	City Scale Event	Anticipated attendance of 251 to 499	\$50
30 days prior	Neighborhood Scale Event	Anticipated attendance 250 or less* (and) held on specially identified lots in Hampton neighborhoods, as outlined in application <small>*street closures, alcohol, or mobile vendors will automatically push your event into City Scale category</small>	\$25 Free for Registered Neighborhood Organizations

Other fees:

Dependent upon the scale and characteristics of your event, you may incur fees for the use of City parks and facilities, as well as equipment rental, staffing, and necessary security for your event. More detailed information on these fees can be found in the accompanying materials and application.

Step Three: Permit Application Review

Please see Special Events Review Process Calendar for detailed submission dates.

After submitting a complete application to the City of Hampton Special Event Coordination staff, your application will be placed on the next available Special Events Committee meeting agenda. Prior to the meeting, the application will be distributed to necessary City departments for feedback.

Applicants will receive feedback on their proposed events during the Special Event Committee meeting.

Step Four: Permit Application Approval/ Denial Notification

Approval/Denial of event permit

Final approval of the permit will be granted after all issues identified in the Special Event Committee meeting have been remedied by the applicant. The applicant should work with his/her assigned Special Event Coordinator, and the appropriate departments. All necessary departments must sign the application signature page (final page of the application). The signature page must be filed with your Special Event Coordinator, at which time you will receive an official permit to be displayed at your event.

This must be obtained minimum five days prior to the event.

Special event permits may be **approved with or without conditions** if the application meets all standards, and:

- If the event does not interfere with normal use of city property by the city or general public;
- If the event does not present a safety of health risk to participants, spectators, or the general public, or an environmental hazard;
- If the event is compatible with the surrounding area or neighborhood, in consideration of anticipated, noise, traffic, crowd capacity and other similar factors; and
- City resources necessary to support the proposed activity are reasonably available.
- If the Special Event Coordinator has received all licenses, fees, approvals, and materials required by this article and the Special Event Coordinator within five (5) calendar days of the proposed event date.

In the event of ***denial of a special event permit application***, you will be notified of the reasons for denial.

Revocation of an Event Permit (prior to event occurrence)

A Special Event Permit may be revoked upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that have arisen.

Revocation of an Event Permit (during event occurrence)

A Special Event Permit may be revoked during an event. If an Event Permit is revoked, the event must be cancelled and activities must be terminated immediately. This will be determined by senior safety officials on-site and/or with the City Manager or designee.

Step Five: The Main Event

Enjoy the event you've been planning! Dependent upon the scale of your event, a Special Event Coordinator may be assigned to be on-site during the event hours.

Important Contacts

Alcoholic Beverage Control (ABC) <i>Alcoholic Beverage Vendors</i>	757.825.7830
Commissioner of Revenue <i>Admissions, Merchandise, Promoters, Food/Food Trucks, or Beverage Vendors</i>	757.727.6700
Community Development Department: Development Services Center <i>Amusement Devices, Inflatables, Tents (over 900 sq. ft.)</i>	757.728.2444
EMS & Special Events <i>Emergency Medical Services, Fire and Rescue Apparatus</i>	757.727.6296
Fire Prevention <i>Fireworks, Fire Extinguishers, Fire Code Enforcement</i>	757.727.1210
Health Department <i>Food Vendors/Food Trucks</i>	757.727.2570
Parks & Recreation <i>Public Parks – Site Maps, Fees, Rental Assistance</i>	757.727.6348
Police Department <i>Parking/Traffic, Safety/Security, Street Closures</i>	757.727.6640
Public Works <i>Traffic Control Plan</i>	757.727.6346
Risk Management <i>Certificate of Insurance, Endorsement</i>	757.727.6617

Information to Aid You in Completing Your Application

Admissions Tax

In addition to the [admissions tax](#) which must be reported for events charging admission, a transient admissions tax bond must be posted prior to some events. For more information, please contact the Commissioner of Revenue at 757.727.6183.

Advertising & Signage

Advertising and signage may be placed within the event area and on private property, as approved. Signs may not exceed 4' x 8', and may not be placed more than 30 days prior to the event, must be removed 24 hours after the conclusion of the event, and written authorization from private property owners must be obtained.

Alcohol

If your event provides or sells alcohol, please contact Virginia Alcohol and Beverage Control at 757.825.7830 to determine what type of license is required.

If your event is being hosted on City owned property, and you have hired someone to provide and serve alcoholic beverages, you may require that they provide the liquor liability insurance and name you as the additional insured. In either case the City of Hampton must be named as an additional insured on the liquor liability insurance. A certificate of insurance must be provided to the City showing all additional insureds.

All events on City property selling alcohol require a form through Hampton Parks & Recreation and must have officers of the Hampton Police Division present.

Amusement Rides (includes inflatables/bounce house)

Amusement devices require an [amusement device permit](#), which requires the serial number of each device, and require inspection prior to being utilized at an event (children's rides must only be inspected once per year in the state). Inspection fees may be reduced if using a third party inspector.

Regulations are set forth by the Virginia Board of Housing and Community Development Amusement Device Regulations. Further questions may be addressed to the Development Services Center at 757.728.2444.

If your event is being hosted on City owned property, insurance, as well as an attendant, must be provided, and the City of Hampton must be named as an additional insured. A Certificate of Insurance and an Endorsement to the Policy must be provided to the City showing all additional insureds. Questions regarding insurance may be directed to Risk Management at 757.727.6617.

Community Notification

You are responsible for coordinating neighborhood communication efforts related to your event, which should reach out to residents, civic associations and affected businesses. This should be done minimum 14 days prior to your event. For help with developing your outreach plan, please contact the Hampton Police Division at 757.727.6640.

Electricity

Not all City-owned parks and facilities have available electricity. If you plan to bring generators, and your electrical plans exceed the regular 130-volt power outlets, a City Electrician must remain on-site during your event (a four hour minimum is required). An additional \$45 per hour fee is charged for this service.

Food Trucks

Food trucks must provide a copy of the current Virginia Department of Health mobile food unit permit and most recent inspection to the Special Events Coordinator and Hampton Health Department. Despite being registered with the Virginia Department of Health, all food trucks must provide these documents. *Food trucks unable to provide necessary documentation will automatically be required to undergo an inspection by the Hampton Health Department.*

Fire & Medical Services

Fire and medical services must be provided for all special events displaying fireworks, for all athletic events, for all events with an anticipated attendance over 1000 people at any one point in time, and any additional events as determined by staff. The Hampton Division of Fire and Rescue reserves the right to review all special events requests and impose fire and medical services requirements for a fee based on the event.

On site medical services may be reserved for a fee through the Fire Division's EMS and Special Events Branch. Please contact the EMS and Special Events Branch at 757.727.6296. If medical services are required for the event and the Fire Division is unable to support the requirement, the special events promoter or requestor may procure private services to meet those needs as long as they meet the specific requirements set forth by the Fire Division for the event.

Fireworks

The [City of Hampton Fire Prevention](#) code bans the use and possession of all fireworks with the exception of sparklers. Permits are required for public or private display of fireworks or pyrotechnics. A one million dollar bond and professionals trained to launch fireworks are required to obtain a fireworks permit.

Please contact the Fire Prevention Branch office at 757.727.1210 for more information and to obtain a permit. Please keep in mind fireworks require coordination with both the Coast Guard and Langley Air Force Base, which may take up to 120 days.

*Bringing unapproved fireworks from other jurisdictions into the City of Hampton is an illegal act that constitutes a Class 1 misdemeanor. Unapproved fireworks may be confiscated and the offending parties fined and/or sentenced to up to one year in jail.

Garbage & Recycling

The event organizer is responsible for maintaining the event in a clean and orderly condition both during and after the event. Garbage & recycling containers are available through privately-owned companies, and are also available for a fee and may be reserved through the Parks & Recreation Department at 757.727.6348. If the event is held on City property, the City may require the event organizer to secure a dumpster with size and placement to be determined by the City.

Insurance

If your special event is held on public property, you will be required to provide general liability insurance in the amount of one million dollars (\$1,000,000) with excess liability coverage of two million dollars (\$2,000,000). Proof of this coverage provided to the City's Risk Manager through a Certificate of Insurance (COI) naming the City of Hampton as an additional insured. Also required along with the COI is an additional document called an Endorsement to the Policy. This endorsement to the policy changes the policy to show that the City of Hampton is recognized as an additional insured. Often times the general liability policy will contain a section that will automatically include another party as an additional insured if that is a requirement of a contract the policy holder has entered into. If this is the case, that section of the policy will satisfy the endorsement requirement.

Additionally, if alcohol is to be served or served as defined in Sec. 2-312 of the Hampton City Code, you must obtain liquor insurance for the event. If you have hired someone, you may require that they provide the liquor liability insurance and name you as the additional insured. In either case the City of Hampton must be named as an additional insured on the liquor liability insurance. A certificate of insurance must be provided to the City showing all additional insureds.

You must also provide proof of insurance - including endorsements if applicable – when the following are included in as part of you event: food Trucks or other food vendors, animal rides, petting zoos, inflated amusements, and other items as determined by the City's Risk Manager. Copies of the Certificate of Insurance and Endorsement must be filed with the City of Hampton minimum 5 days prior to the event.

Questions pertaining to insurance may be directed to the City of Hampton Risk Management office at 757.727.6617.

Parking & Transportation

Please remember that parking and traffic congestion may be concerns for your event. You will be asked to identify the main mode of transit to the event, and parking locations and number of spaces. If parking spots are not marked, it is recommended that marked parking attendants direct on-site parking. In no case, shall events be allowed to charge for event parking in public parking lots.

Shuttle: If there is not adequate on-site parking for the event, the event organizer is responsible for developing a shuttle plan. If a shuttle will be used, indicate the route, as well as pick-up/drop-off points. If a shuttle service is provided there should be a wheelchair accessible shuttle or an accessible vehicle to provide the same service. If your event requires a shuttle plan, this can be described on a separate document and attached upon submission.

Promotor's / Peddler's License

Either a [Promotor's License or Peddler's business license](#) will be required when vendors are involved in your special event. A Promotor's License is the more common route. The event organizer pays \$500 for the entire event, and this fee covers all vendors. The Peddler's License is \$500 per vendor when vending merchandise and variable when vending food, based upon the type of food.

Recurring Events

One application may be completed for recurring events with similar characteristics, such as weekly farmers markets or monthly art events. Special event permits for recurring events are valid for up to one year.

Road Closures

If your event requires a road closure, it must go through the City Scale Special Event Process. Road races, and other events as deemed necessary by staff, must utilize a professional company for placement of traffic equipment in street closures. If your event requires a street closure, you must submit a map/traffic plan, including the name of all streets, streets to be closed, and placement of traffic equipment. A detailed timeline of closures and reopening must be included, and you must also include any requests for removal of on-street parking. All traffic control plans and traffic control devices must meet the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) and the Virginia Work Area Protection Manual. Questions regarding these publications may be directed to the Department of Public Works at 757.7276346. Events requiring a street closure shall have officers of the Hampton Police Division present.

Security / Public Safety Plan

Please identify the number of staff, volunteers, and private security you have assigned to work your event and attach a security plan. After submittal of your application, the Hampton Police Division will determine if the number staff and security you have arranged for your event is sufficient. Please also indicate if you have already arranged with the Hampton Police Division for extra duty officers ([regular duty](#) and/or [overtime duty](#)) to be present at your event, and keep in mind that hiring private security does not supersede the need for Hampton Police Division officers. Remember, all events on City property selling alcohol must have officers of the Hampton Police Division present.

Site Plan / Route Map

Regardless of venue, if you have a City Scale event, you will be asked to provide a site map including:

- An outline of the entire venue area
- Entrance/exits for attendees
- Location of vendor/sponsor loading areas
- Emergency access points (Minimum 20' emergency access lane throughout)
- ADA areas

For events anticipating more than 500 attendees, you will also be asked to include an evacuation plan outlining how you will evacuate the venue in the event of an emergency, which must include a communication plan with staff, vendors, and attendees.

Tents

Tents over 900 sq. ft. or housing over 50 people require a [tent permit](#), which requires a certificate of flame resistance, through the Development Services Center. Once constructed, tents will be inspected.

Toilets

Most locations have no restroom facilities available. It is the responsibility of the organizer to furnish adequate restrooms for City Scale events.

For events open to the public, one toilet shall be provided per 150 attendees. Events serving alcohol shall provide two toilets per 150 attendees. Ten percent shall be ADA accessible.

Vendors

A vendor is any individual or organization who is participating in a special event to provide products or information.

Food / Beverage Vendors: Sells or samples food / beverage products

Merchandise Vendors: Sells non-food/beverage products

Commissioner of the Revenue

As the event organizer, all your vendors must either operate under your valid Promotor's License or have their own Peddler's License with the City of Hampton. All vendors selling food must report the food and beverage tax. A list of all Food, Beverage (including alcohol), & Merchandise vendors including contact information is required 14 days prior to event date to the Commissioner of the Revenue's Office and the Health Department. Notify the Commissioner of the Revenue's Office after the event of any vendors whom failed to participate in the event. Please contact the City of Hampton Commissioner of the Revenue Office at 757.728.5026 for more information.

Health Department

If you're planning to provide food to the general public, a [Temporary Food Sale or Distribution Permit](#) may be required for each food vendor or sales/serving location. The Temporary Food Sale or Distribution Permit application and fee are due at least 5 business days prior to the event. Please contact the [Hampton Health Department](#) at 757.727.2570 for more information.

Food Trucks

Food trucks must provide a copy of the current Virginia Department of Health mobile food unit permit and most recent inspection to the Special Events Coordinator and Hampton Health Department. Despite being registered with the Virginia Department of Health, all food trucks must provide these documents. *Food trucks unable to provide necessary documentation will automatically be required to undergo an inspection by the Hampton Health Department.*

Fire Prevention Branch

The Fire Prevention Branch requires food vendors using oil to have a both a K extinguisher and an ABC extinguisher 2A10BC present. All food trucks with a hood suppression system must have a current certificate of inspection.