



801 Crawford Street, Portsmouth, Virginia 23704  
(757) 393-8836 • Fax: (757) 393-5223

# Parades, Public Assemblies & Expressive Activities Event Application

[www.portsmouthva.gov/planning/](http://www.portsmouthva.gov/planning/)

**Notes:**

1. According to Portsmouth City Code 22-12 and 22-12.1, a permit is required to conduct or participate in a parade, public assembly or expressive activity, which includes bicycle and foot races, in the City of Portsmouth. Only those activities listed in Portsmouth City Code Section 22-12(c)(2) are exempt from this requirement.
2. **The review fee is \$100.00 for a foot race or bicycle race and \$50.00 for all other requests. The fee is NON-REFUNDABLE.** City-sponsored events are exempt from this review fee.
3. **The submittal of a COMPLETE application is required by the following deadlines: (1) Foot race or bicycle race -Sixty (60) days in advance of the event; (2) Other parades, public assemblies and expressive activities – Thirty (30) days in advance of the event; (3) Permit requests outlined in the attached Portsmouth City Code Section 22-12 (D)(1)(B) – Ten (10) business days in advance of the event.** An earlier submittal is encouraged for larger events and first-time applicants. Advertising an event without a permit is at your own risk.
4. Non-city sponsored event applicants are required to cover the cost of event insurance as well as the cost for city resources necessary to support their event. An applicant may pursue the exemption of insurance requirements and/or city services fees in accordance with Portsmouth City Code Section 22-12.1(e)(4).

## GENERAL EVENT INFORMATION

Type of Event (CHECK APPROPRIATE BOXES) – See attached code section for event descriptions

Parade       Public Assembly       Expressive Activity

Event Name:	Event Date(s):
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Event Description:

Actual Event Start Time:	Actual Event End Time:
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Event Setup Time:	Event Breakdown Time:
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This event will use:  Sidewalks    Streets    Both Sidewalks and Streets

**\*\*ATTACH A MAP OF THE EVENT LOCATION. INCLUDE STREET NAMES AND APPROPRIATE LANDMARKS. FOR PARADES OR EXPRESSIVE ACTIVITIES INVOLVING A PROCESSIONAL, THE MAP SHOULD SHOW THE ASSEMBLY LOCATION, DISPERSAL LOCATION AND SPECIFIC ROUTE TO BE TAKEN.**

Please describe plans for group assembly and dispersal, if any, below.

Estimated Number of People Participating:	Estimated Number of Spectators (If Applicable):
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## EVENT DETAILS

### My event will utilize the following (CHECK ALL APPLICABLE BOXES):

- Inflatables (Bounce Houses and Similar Recreational Equipment) – How many? \_\_\_\_\_ Describe \_\_\_\_\_
- Amusement Rides – How many? \_\_\_\_\_ Describe \_\_\_\_\_
- Pyrotechnics – Describe \_\_\_\_\_
- Tents - How many? \_\_\_\_\_ What Size(s)? \_\_\_\_\_
- Cooking Facilities - How many? \_\_\_\_\_ Describe \_\_\_\_\_
- Vehicles – How many? \_\_\_\_\_ Describe \_\_\_\_\_
- Animals – How many? \_\_\_\_\_ Describe \_\_\_\_\_
- Service of Food - Describe how the food will be prepared. \_\_\_\_\_
- Service of Alcoholic Beverages – Have you obtained an ABC license?  Yes  No
- Sale of Merchandise/Vendors – Please describe. \_\_\_\_\_
- Recording (Video or Audio) Equipment Please describe. \_\_\_\_\_
- Sound Amplification Equipment (i.e. microphone, bullhorn, etc.) Please describe. \_\_\_\_\_
- Banners/Signage/Picket Signs – Please describe. \_\_\_\_\_
- Special Lighting/Illumination – Please describe. \_\_\_\_\_

**MY EVENT WILL INCLUDE THE USE OF FOOD TRUCKS:**  YES  NO (If yes, please note that per City Code Sections 32-23 and 40.1-4.5, a permit is required for a food truck. This permit requirement will be made a condition of your issued permit. It is illegal to operate a food truck in the City of Portsmouth without a permit.)

**\*\*Please attach event support materials such as an event site plan, event activity timeline, advertisement flier, vendor letter or participant registration form to this application. These additional materials will assist with staff's review of your application.**

## EVENTS INVOLVING THE USE OF PROPERTY NOT OWNED BY THE APPLICANT

- Aside from the use of the city right-of-way, my event **WILL** use property owned by me or my organization.
- Aside from the use of the city right-of-way, my event **WILL NOT** use property owned by me or my organization. **(SEE BELOW\*\*)**
- N/A (My event **ONLY** involves the city right-of-way and not property.)

**\*\*A formal application or letter granting permission for the use of the property must be included when submitting this application. City staff must be assured that FINAL approval for your use of the property has been obtained prior to the issuance of the Parade, Public Assemblies and Expressive Activities Permit.**

## TRAFFIC CONTROL PLAN

My event will require traffic control devices such as barriers, signage, cones, etc.:  Yes  No

What type of devices do you require for your event? Describe. \_\_\_\_\_

I request the use of the city's Traffic Engineering traffic control devices:  Yes  No  N/A

If yes, describe the type of devices needed for your event: \_\_\_\_\_

If no, where will you obtain these devices? \_\_\_\_\_

I request the use of the city staff to place traffic control devices at my event:  Yes  No  N/A

My event requires local police support to direct traffic and/or provide crowd control:  Yes  No

If no, describe your staffing resources to support proper traffic and crowd control. \_\_\_\_\_

**PLEASE NOTE THAT TRAFFIC ENGINEERING AND POLICE SERVICES MAY INCUR A FEE. IN ADDITION, BOTH DEPARTMENTS HAVE THE RIGHT TO DETERMINE THE NEED FOR THEIR SERVICES BASED UPON THE SCOPE OF YOUR EVENT. PLEASE BUDGET APPROPRIATELY.**

Where will your event participants and spectators park their vehicles? \_\_\_\_\_

## WASTE MANAGEMENT/SANITATION

**My event will require the delivery/pick up of city trash cans, dumpsters/roll off boxes or recyclable receptacles:**

Yes  No

If yes, how many will be needed? \_\_\_\_\_ Trash Cans \_\_\_\_\_ Dumpsters/Roll Off Boxes \_\_\_\_\_ Recyclable Receptacles

If no, how will your organization handle waste/trash from your event vendors, participants, spectators, etc.?

**PLEASE NOTE THAT THE CITY'S WASTE MANAGEMENT DEPARTMENT SERVICES MAY INCUR A FEE. IN ADDITION, THE CITY'S WASTE MANAGEMENT DEPARTMENT HAS THE RIGHT TO DETERMINE THE NEED FOR THEIR SERVICES BASED UPON THE SCOPE OF YOUR EVENT. PLEASE BUDGET APPROPRIATELY.**

**Will there be restroom facilities in support of your event?**  Yes  No

If yes, where will they be accommodated in relation to your event site? \_\_\_\_\_

**CITY STAFF HAS THE RIGHT TO DETERMINE THE NEED FOR RESTROOM FACILITIES BASED UPON THE SCOPE OF YOUR EVENT. IF RESTROOMS ARE REQUIRED, AND NO PUBLIC RESTROOMS ARE AVAILABLE IN THE VICINITY OF YOUR EVENT, YOU WILL NEED TO MAKE APPROPRIATE ARRANGEMENTS WITH A PRIVATE COMPANY.**

## MEDICAL/EMERGENCY PLAN

**Will you provide an on-site medical team during your event?**  Yes  No

If yes, please provide the name of the organization providing this service. \_\_\_\_\_

**CITY STAFF HAS THE RIGHT TO DETERMINE THE NEED FOR MEDICAL SERVICES BASED UPON THE SCOPE OF YOUR EVENT. IF MEDICAL SERVICES ARE REQUIRED YOU WILL NEED TO MAKE APPROPRIATE ARRANGEMENTS WITH THE CITY OR A PRIVATE COMPANY.**

## EVENT INSURANCE

**The City of Portsmouth requires all persons and organizations that use our city's right-of-way for special events to obtain appropriate insurance coverage. Please contact our Risk Management Department at (757) 393-8042 prior to submitting your application. Please check the appropriate box:**

I have spoken with Risk Management and have been informed of the appropriate level of insurance. A copy of the DECLARATIONS PAGE of your insurance policy should be attached to this application. *The submitted copy of the insurance policy shall name the city, its boards, officers, agents and employees as additional insureds.* (A permit will not be issued without proper insurance coverage.)

I have spoken with Risk Management and they have waived my requirement for event insurance.

**Name of Risk Management Personnel You Spoke With** \_\_\_\_\_

**on (date)** \_\_\_\_\_.

## PETITION FORM

**If your permit request requires the full closure of the city right-of-way throughout the duration of your event you are required to have those affected by the closure (i.e. business owners, resident owners/occupants, etc.) to sign a petition form.** By signing, those affected by the closure are informing staff of their knowledge of the event.

Please utilize the attached petition form or create a form that is similar. This completed form should be submitted with your application.

## FEE EXEMPTION REQUEST

If the proposed event is **subject to the protection of the First Amendment**, an applicant may request an exemption from the application fee, insurance requirement and city services fees through this permit process.

I consider my event to be subject to the protection of the First Amendment and I am requesting an exemption of the aforementioned permit fees.

*Your application will be forwarded to the City Attorney for approval of your exemption request. If denied, the required fees must be paid to deem the application complete.*

## APPLICANT INFORMATION

Applicant Name:	Applicant Address (Include City, State, Zip Code):
Applicant Phone#:	Applicant Email Address:
Name of the Sponsoring Organization (If Applicable):	Sponsoring Organization Address (Include City, State, Zip Code):
Contact Person the Day of the Event (If Different from Applicant):	Phone# the Day of the Event (If Different than Above):

## APPLICANT'S SIGNATURE

By signing this application below: I understand that this application will be reviewed by several city departments that are authorized to review special event permit applications associated with the use of the city's right-of-way and that city staff may request modifications or amendments to my proposal in order to minimize impacts.

Applicant's Signature:		Date Signed:	
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**If there are questions or concerns do not hesitate to contact us at:**

City of Portsmouth Planning Department  
801 Crawford Street  
Portsmouth, Virginia 23704  
(757) 393-8836

**PETITION FORM FOR TEMPORARY  
EVENT RIGHT-OF-WAY CLOSURES\*\***

**\*\* Must be completed if the right-of-way is to be closed  
throughout the duration of your event.**

All property owners/occupants (businesses and/or residences)  
affected by your event **MUST** sign this petition.

\_\_\_\_\_  
(Event Name)

<b>Date(s):</b>	
<b>Start/End Time:</b>	
<b>Location:</b>	

By signing this petition I acknowledge that I am aware of the event. I may object to the event, and provide a reason for objecting on this form. However, I understand that my objection will not necessarily result in the denial of the event. My valid complaint will be given full consideration by city staff during the permit review process.

PRINTED NAME SIGNATURE	ADDRESS/PHONE#	Do you support this event? If no, provide reason.	DATE REVIEWED
Sam Citizen <i>Sam Citizen</i>	1234 Elm Road Portsmouth, VA 23705 (757) 555-1212	YES	12/1/2018

You may photocopy additional pages, if necessary, and attach them to your application.



**Excerpted and Paraphrased from  
*Parades, public assemblies, and expressive activities (Sec. 22-12) and  
Footraces or bicycle races require permit (Sec. 22-12.1)***

## **Permit Required**

It shall be unlawful for any person to conduct or participate in a parade, public assembly or expressive activity in any traditional public forum of the city without a written permit issued in accordance with the provisions of this section.

## **Exemptions**

1. City-sponsored events listed in Portsmouth City Code Section 22-12 and those events designated by the City Manager as City-sponsored;
2. Spontaneous events;
3. Recreational activities, including jogging or walking, that do not require closing public streets or other public rights-of-way;
4. Funeral processions of vehicles with appropriate lights and/or escorts;
5. Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities;
6. The United States Army, Navy, Air Force and Coast Guard, the military forces of the state, and the employees of the city when acting within the scope of their employment; or
7. A governmental agency or agencies acting within the scope of its functions.
8. A parade, public assembly or expressive activity conducted in some traditional public forum other than a street and involving less than thirty (30) people.

***A permit may be issued to individuals or organizations who desire to have a permit, even when a permit not required. (Portsmouth City Code Section 22-12(c)(3).***

## **Definitions**

**Event** means a parade, public assembly or expressive activity.

**Expressive activity** means any activity protected under 'the First Amendment other than a parade or public assembly, addressed below, including, but not limited to, leafleting.

**Parade** means any march, demonstration, procession or motorcade consisting of persons, animals, or vehicles, or a combination thereof, upon any traditional public forum within the city that interferes with or is likely to interfere with the normal flow or regulation of pedestrian or vehicular traffic within said forum.

**Public assembly** means any meeting, demonstration, picket line, rally or gathering of any kind that occupies any traditional public forum within the city and interferes with or is likely to interfere with the normal flow or regulation of pedestrian or vehicular traffic or with the customary public usage of said forum.

**Spontaneous event** means an unplanned coming together of persons, animals or vehicles in a parade or public assembly in a traditional public forum which was not contemplated beforehand by any participant therein, and which is caused by or in response to unforeseen circumstances or events.

**Traditional public forum** means, pursuant to the public forum doctrine under the First Amendment, as created and revised by the courts, those government-owned spaces open to the public generally, such as many streets, sidewalks and parks, that have by long tradition and government fiat been devoted to parades, public assemblies and expressive activities generally.

## Application Deadline

A written application for the permit shall be filed **at least thirty (30) calendar days** prior to the event occurrence. If none of the following apply then the application deadline shall be ten (10) business days prior to the event occurrence:

1. The event involves the blocking or temporary closure of all or part of street.
2. The event involves the use of significant number of police officers for traffic control (to be determined by Portsmouth Police).
3. The event involves detouring motor vehicle traffic.

## Application Fee

The review fee is **\$100.00 for a foot race or bicycle race** and **\$50.00 for all other requests**. The fee is NON-REFUNDABLE. No application shall be considered complete until all required fees are paid.

City-sponsored events are exempt from this review fee.

## Insurance Requirement

Each applicant shall procure and maintain in full force and effect during the term of the permit a policy of insurance covering general liability and property damage in an amount commensurate with the risk. **The city's Risk Manager shall be contacted (see Risk Management section of application) concerning the appropriate amount of coverage prior to submitting an application.**

*The submitted copy of the insurance policy shall name the city, its boards, officers, agents and employees as additional insureds.*

City-sponsored events are exempt from this requirement.

## Fee Exemption Request

1. The applicant may contact the City Manager's Office, directly, to be considered a city-sponsored event prior to applying for a permit.
2. If the proposed event is subject to the protection of the First Amendment, an applicant may be approved for an exemption from the application fee, insurance requirement and city services fees through this permit process.

The applicant must request the fee exemption on page 4 of the application. Staff will immediately forward a copy of the application to the City Attorney for review of the fee exemption request.

The applicant shall be notified if the fee exemption request was denied within five (5) days, excluding Saturdays, Sundays and legal holidays. If denied, the applicant shall pay the required fees to deem the application complete.

## Permit Issuance

Permits shall be issued within fifteen (15) business days after the receipt of the completed application for permit requests requiring the thirty (30) day deadline

For permits requiring the ten (10) day deadline, a permit will be issued five (5) business days after the receipt of the completed application.