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## Special Event Permit Application

*A permit application fee of \$50.00 (non-refundable) per event and this application must be received at least 21 days and no more than 180 days in advance of the proposed event date in order to allow for review and coordination with city departments.*

### Type of Event

- Foot Race     
  Walk     
  Bike Tour     
  Parade     
  Rally     
  Block Party

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

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

Is the primary purpose the exercise of expressive activity and free speech as guaranteed by the 1st Amendment of the Constitution of the United States?    Yes       No

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

*\*If the event is proposed to take place on private property, including area for start/finish, permission from the property owner must be obtained and submitted with this application.*

*\*\*Only residential streets may be proposed for a block party (no primary/arterial/collector roadways). The city allows block parties to start as early as 10:00am and end as late as 10:00pm.*

Event Date: \_\_\_\_\_

Rain Date: \_\_\_\_\_

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

Rain Start Time: \_\_\_\_\_ am/pm

End Time: \_\_\_\_\_ am/pm

Rain End Time: \_\_\_\_\_ am/pm

Set-up: \_\_\_\_\_ am/pm

Clean-up: \_\_\_\_\_ am/pm

Estimated # of event participants: \_\_\_\_\_ # of volunteers/staff: \_\_\_\_\_

Name of Group (producing/organizing) the event: \_\_\_\_\_

Applicant/Coordinator Name: \_\_\_\_\_

(This individual must be present and available for contact at all times during the event for emergency purposes)

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address (for above group/individual): \_\_\_\_\_

\_\_\_\_\_

A sketch/diagram must be attached to this application which includes the following:

- Overview of the proposed location or route of the event.
- Location of the proposed parking for the event.
- Location of the First Aid station(s), if applicable.
- Emergency vehicle access points.
- Location and dimensions of stage and/or viewing stand (if applicable).

\*Races/Walks/Rides/Parades are required to submit turn-by-turn written directions in addition to the sketch.

Describe in detail the event's medical plan:

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Emergency Contact Name & Phone #:

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### Traffic Control Information

Are there sidewalks along the proposed route?  Yes  No

If the event is proposed to use the sidewalk adjacent to an arterial or collector roadway, a minimum 4' wide area the length of the event shall be maintained clear for passage of non-event pedestrians or a Pedestrian Traffic Control plan will be required.

Will your event require the closure of any lanes of a city street(s)?  Yes  No

If no, police traffic control only is being requested.

If yes, what type of closure is being requested?

- A single lane (on a 2 lane roadway)
- A single lane (on a multi-lane roadway)
- A full street closure (block party)

Street(s) requested to be closed \_\_\_\_\_

### Marching/Vehicle Information (Parades Only)

Number of marching units (participants not in a vehicle) \_\_\_\_\_

Motorized Vehicles:

Cars \_\_\_\_\_  Motorcycles \_\_\_\_\_  Pickup Trucks \_\_\_\_\_  Other: \_\_\_\_\_

Number of Floats \_\_\_\_\_

Maximum: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

### Block Party

A "Special Event - Block Party Resident Signature Form" must be attached to this application when submitted. At least one (1) representative from each residence along the portion of street that will be closed must provide their information and sign the form. All information on the form must be readable. Large closures will likely require multiple copies of the form in order to collect all the necessary signatures.

Note: For block parties, city traffic operations staff will drop off the required barricades, traffic cones and/or drums to block off the street the morning of the event and retrieve the devices the next work day after the event. If the event is on a weekend or holiday, staff will drop off the devices the last work day prior to the event and retrieve the devices the following work day. The devices will be placed as close to the proposed closure as possible. It is the organizer's responsibility to move the devices in to place just prior to the closure and return the devices to the original drop off location at the end of the event for the city to pick up on the next work day. City staff will not place the devices in the roadway for the actual closure.

**Insurance Requirement (ALL events)**

All applications must also contain evidence of insurance in the amounts of \$500,000 single limit for bodily injury or death to any person or persons and \$50,000 for physical damage to the property. The insurance certificate shall be submitted along with a separate municipal endorsement (CG 2012) naming the city of Newport News as an additional insured. \*Insurance is not required for any special event or parade for which the primary purpose is the exercise of expressive activity and free speech as guaranteed by the 1st Amendment of the Constitution of the United States.

**Applicant Certification**

I hereby certify that the information contained in this application and in the supporting materials is true to the best of my knowledge and belief. I agree to comply with all requirements of Section 38 of the Newport News Code of Ordinances and by signing this application, the signatory acknowledges that he/she is authorized to sign for the group/organization, agrees that the group/organization is bound by all terms and conditions of the permit issued as a result of this application and acknowledges that he/she has read the permit language and understands the nature and extent of the duties and responsibilities imposed by said permit.

The following documents are attached to this completed application:

- Sketch/diagram of the event
- Written turn-by-turn directions, if applicable
- Permission to use private property letter, if applicable
- Block Party Resident Signature Form, if applicable
- Insurance documents
- Application fee

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Applicant Name (print)

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Applicant Signature

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Date