



Special Event Guidelines

Final Layout

A final layout, including tent placement and exact electrical requirements, must be submitted to the City no later than **30 days prior to the event**.

Alcoholic Beverage Licensing

If an ABC permit will be required, the Event Manager must submit an application to the Virginia Department of Alcoholic Beverage Control (**ABC**). (757-424-6700) A copy of the ABC license must be provided to the City at least **2 business days prior to the event**.

Commercial Enterprises/Vendor Requirements

Commercial food vendors and merchandisers are not permitted in parks, unless specifically authorized, and operating with the approval of the City and event organizers.

A vendor is **ANYONE** who is serving, selling, or sampling food, beverages, or merchandise. The Event Manager must provide the City with a list of the vendors they are planning to have on site, so that all Business License and utility issues can be resolved.

All vendors must meet the requirements of the Commissioner of the Revenue prior to an event. License verification must be submitted to the City at least **14 days prior to the event**. For information on business licenses, call the Commissioner of Revenue's office at 757-393-8714.

If a business has a current license for retail sales and a Portsmouth Health Department permit, the business does not have to purchase another license, but is responsible for reporting the taxes and providing evidence of the business license.

All food vendors are required to have an on-site health inspection as required by the Health Department. Arrangements for this need to be made with the Health Department at least **30 days in advance**.

PROHIBITED PRACTICES

1. Disposal of grease, oil, wastewater, gray water, ice or charcoal anywhere except in specified containers. Event manager must arrange to carry it away and have it disposed of properly.
2. Any fire not contained in approved cooking equipment.
3. Driving or parking vehicles on grass areas.
4. Digging holes in public spaces or parks. (Repair costs to turf and/or irrigation lines will be charged to and be the responsibility of the Event Manager.)
5. Posting or attaching signs, fliers, notices, posters, or any other material or equipment, etc., on park or public space fixtures (benches, trash barrels, light poles) or on trees and shrubbery.
6. Vehicles of any size or type are **NOT** permitted on High Street Landing or the Seawall at ANY time. These areas are pedestrian access only at all times.



VEHICLE ACCESS RESTRICTIONS

NO VEHICLES ARE ALLOWED ON GRASS AREAS AT ANY TIME.

The Event Manager agrees to be responsible for insuring that vehicles are not on the grass and agrees to pay turf restoration costs for any grass or turf damaged by vehicles driving on the grass, if damage is noted by the city's representative.

The City reserves the right to remove unauthorized vehicles at anytime by towing at owner's expense.

Loading and unloading is to be done from parking lots and paved areas.

NO vehicles of any size are permitted on High Street Landing or the Seawall at ANY TIME.

Security

It is the Sponsoring Agency's responsibility to cover the cost of security personnel to protect the public and property and to enforce the requirements set forth herein. The City assumes no responsibility for loss or injury to persons or property for any reason.

Noise

All amplified sound must cease at the agreed upon time, but in no circumstance shall it violate the City noise ordinance, section 24-255.

Receiving Land Use Category	Sound Level Limit dB(A)	
	6:00 a.m.- 10:00 p.m.	10:00 p.m.- 6:00 a.m.
Residential	65	55
Park and recreational	75	75
Business (commercial)	75	75

Restrooms and Waste Disposal

Any portable restrooms needed for events must be arranged and paid for by the event manager. The portable restrooms must comply with ADA requirements for comfort stations at events on City property.

The Event Manager is responsible for proper pick up and disposal of all trash generated by the event. The Event Manager is responsible for arranging sufficient number of trashcans for storage and disposal of trash and debris generated by its event. These arrangements may be made by calling the Division of Waste Management 393-8663 in advance of the event. The required fees for services provided by Waste Management must be paid IN ADVANCE. The Event Manager is responsible for monitoring trash during its event and at the conclusion of the event to place all trash bags in the appropriate containers for pickup.



The Event Manager is responsible for ensuring the proper disposal of grease, waste water, charcoal and ice. These items must be placed in approved waste containers and removed from the site. These items may not be placed in trash receptacles, on turf areas, in storm drains, etc.

Boxes, carton, bags, etc. containing any Sponsoring Agency literature, give away items, or other items, must be removed from the site upon completion of event. The Event manager is responsible for the clean up of any literature that has blown away during the event.

Utilities

Specific requirements for the use of electricity must be submitted to the Properties Management Division (757-393-8621) and approved with final layout, no later than 30 days prior to the event. Once approved, changes and additions cannot be made.

Obtaining complete electrical and water needs information from vendors, musicians, tent lighting, entertainers, exhibitors, sponsors, etc. is the responsibility of the Event Manager.

Available electrical service is limited. Electricians are NOT available on site during events. Temporary electrical service is limited to regular household 110v. No connection or combination of connections can exceed 20 amps.

No extension cords will be provided by the City. Extension cords cannot be exposed on the ground in public pedestrian traffic areas. Event Manager is responsible for providing and installing suitable coverings over extension cords. Cord covers must remain over temporary service connections provided by the City.

No direct water connections are available. If water service is available, all water must be manually transported from the water service to the vendor areas.

Damages

Light poles, trees, and other City property may not be used for the support of booths, banners, tents and etc.

All City equipment must be returned in the condition received and with all event attachments removed.

The Event Manager is responsible for paying for all damages caused to City property and equipment by event participants or those using the City property during the entire period of use including all vendors.

Tents to be erected on City property must be approved in advance. Stakes and other support materials must be clearly marked and padded for public safety. The Event Manager must contact **Miss Utility of Virginia** at **1-800-552-7001** least 72 hours in advance of any ground disturbance including staking tents or stages.