

Guidelines and Procedures for
Special Events & Festivals in Parks and Open Spaces
Effective Date: 2/1/2006

Introduction, Objectives and Definitions	pg 2
Event and Festival Priorities	pg 4
Event Application Process	pg 4
Role of the Municipality	pg 5
Event Management	pg 5
Acknowledgement and Agreement Form	pg 14
Special Event / Festival Application Form	pg 15
Virginia Code:15.2-953	pg 17
Timeline Checklist	pg 18
Equipment Rental Guidelines	pg 20
Equipment Rental Request Form	pg 22
Cost Comparisons for Equipment	pg 24

THE CITY OF PORTSMOUTH GUIDELINES AND PROCEDURES FOR SPECIAL EVENTS AND FESTIVALS IN PARKS AND PUBLIC OPEN SPACES

Effective Date: 2/1/06

Introduction

Portsmouth is a charming and historic port city located in the middle of Hampton Roads. Come stroll along our famous Seawall and walk through three centuries of history in one of America's most historic neighborhoods. As a historic river city, Portsmouth has beautiful parks and open spaces that citizens are encouraged to use. The purpose of the Special Events and Festivals in Parks and Public Open Spaces Guidelines is to provide information on the use of parks and open spaces and procedures and guidelines to be followed when requesting use of these areas.

Additional permits or forms may be necessary depending on the scope of the event.

Parks and Open Spaces Objectives

The City of Portsmouth provides parks and open spaces to:

- Increase a sense of community
- Enhance quality of life for all citizens
- Contribute to a more livable and healthy community.
- Encourage people to use parks and public open spaces.
- Instill community spirit and pride.
- Benefit the community.

Definitions

Program

An organized occurrence that is scheduled in a public space or location. Also a series of special events such as monthly flea markets or weekly concerts during a specified period of time is considered a program.

Special Event

An organized noteworthy happening, occurrence or contest designed for a definite purpose or occasion. For application and permit purposes, a special event will be for a specified number of hours at designated locations.

(Certain 2 day events will now qualify as a festival for permit purposes).

Festival

An organized celebration generally held on an annual basis, which is open to the public, and includes entertainment of many kinds, multiple activities, events and components, and is more than one day in duration. May be at one or more locations.

Open Space	Parks, public squares, public parking lots, city owned property.
Events Committee	Group responsible for reviewing all event and activity applications.
City Team	Group consisting of representatives from various departments responsible for determining feasibility and coordinating logistics.
Community Group	<p>A non-incorporated group composed of individuals joined together or a non-profit organization. The groups shall meet all the following criteria:</p> <ul style="list-style-type: none"> • Membership of the group is open and available to all residents. • The group’s activity does not promote violence or disturb the peace, safety or tranquility of the community.
Nonprofit Organization	Any organization with an IRS non-profit designation.
Public Agency	Any organization that operates on a not-for-profit basis.
Commercial Organization	Any organization which operates on a for-profit basis.
Renter	Any individual or organization renting facilities and/or parks and open spaces.
Insurance and Hold Harmless Agreement	Sample will be provided when application package is requested. The required insurance coverage shall name the City of Portsmouth as an additional named insured.
Event Equipment	Any equipment made available through rental for a program, special event or festival as specified in the contract and guidelines.
Sponsoring Agency	The group planning and implementing a special event, festival or program activity desiring to use a park or public open space.

Event and Festival Priorities

The criteria and order of priority for the allocation of parks and public open spaces will be as follows:

- 1) Festivals, special events and programs, sponsored by the Department of Parks, Recreation and Leisure Services.
- 2) Festivals, special events and programs, sponsored by other departments of the City of Portsmouth.
- 3) Community groups: Regular users have priority.
- 4) Non-profit organizations, not for profit and public agencies.
- 5) Commercial organizations holding non-promotional events that do not charge a fee or generate revenue.
- 6) Commercial organizations within Portsmouth.
- 7) Commercial organizations outside of Portsmouth which serve Portsmouth citizens.
- 8) Other groups and organizations.

Event Application Process

New Applicants

An application for a FESTIVAL is due 120 days (4 months) in advance of the planned event date. Applications for all other special events and programs are due 45 days in advance of the desired event date. Applications not meeting this timeline will be denied. In accordance with City Code section 25-90, **all events must go through the application process. The fee for Festivals is \$50; all other special events and programs are \$25. The fee must accompany the application.** The fee can be paid by check or money order and made payable to the Portsmouth City Treasurer. The completed SPECIAL EVENT/FESTIVAL APPLICATION FORM and FEE must be submitted to the Department of Parks, Recreation and Leisure Services, 801 Crawford Street, Portsmouth, VA 23704. Applications shall be reviewed and approved or denied within 30 days of the next scheduled Events Committee Meeting which is scheduled the first Monday of each month. Timely submission of applications 10 days before the end of the month for prompt review is encouraged.

Reoccurring Applicants (Annual Events)

- Letters of intent and the Events Application form must be received from all previous event organizers requesting their new dates and giving event description.
- All requests must be received in writing by October 1st for the following year, to allow inclusion on City Calendar of Events and priority scheduling.
- The City Team reviews the applications and availability of the locations and facilities.

Contracts and Fees

- The appropriate fee must accompany applications.
- All site users will be required to contract with the City of Portsmouth, Department of Parks, Recreation and Leisure Services in order to reserve exclusive use of any park or public open space in the City of Portsmouth.

- Any organization may be charged a fee as set by city ordinance for use of the site in addition to the festival fee and security deposit.
- Liability insurance coverage of at least \$1,000,000 or amount set by the City's Risk Management Office will be required, which names the event organizer and the City **as an additional named insured.**
- A Hold Harmless agreement will be required for any non-City group or agency.
- If any group or organization holds a repetitive event there should be one application submitted annually with all dates for events indicated.

Role of the Municipality

The municipality may undertake the development and support of community events. If it does so, it may assume one or more of the following roles:

Producer

The municipality will direct and control all aspects of the event management.

Partnership

Subject to the provisions of the Code of Virginia Section 15.2-953, as amended, the municipality may consider entering into a partnership with a public or private non-profit community organization. Some partnership considerations are: that the event must be mutually beneficial to both groups and the municipality's goals and objectives can be met without exercising total control. The City may enter into an agreement with the organization and, if so, will clearly outline the exact obligations and restrictions of the partnership.

Event Management

An Event Manager must be designated by the Sponsoring Agency. The Event Manager will be the primary contact with the City. The Event Manager is responsible for the actions and consequences arising from the event.

The Event Manager must:

- Complete Application Form to book the event location and submit it to the Department of Parks, Recreation and Leisure Services along with the required fees.
- Upon notification that the event can be scheduled, obtain adequate insurance for the event which provides for the City to be AN ADDITIONAL NAMED INSURED, and submit a certificate of insurance and the signed hold harmless agreement.
- Obtain health permits through the Health Department at 1701 High Street.
- If alcoholic beverages are to be served or sold at the event, the policies noted herein must be followed, and an ABC license procured. Police Security at the Sponsoring Agency's expense must be arranged. Sponsoring agency is responsible for securing the boundaries of the consumption area.
- The Event Manager must adhere to the instructions of the City Staff coordinator.

- It is important that events start and finish at agreed upon times and that the location be cleaned and restored to its former condition.
- The Event Manager is responsible for ensuring that the Event/Festival Permit is on-site at all times during the event. Permit shall be produced for City official upon demand.

Event Programming

The City Staff Coordinator designated by the Director of Parks, Recreation and Leisure Services will:

- Receive event applications.
- Keep an up-to-date calendar of events.
- Organize and oversee all municipal participation in the event.
- Work closely with all relevant City staff.
- Work very closely with the Sponsoring Agency's Event Manager to determine the location appropriate to the event.
- Set the start and completion times for the event, taking into account municipal code requirements and community and neighborhood concerns.

If the City Staff Coordinator becomes concerned for public safety, noise levels or any other problem during an event, the coordinator shall advise the Event Manager who shall act promptly to ensure that the issue is resolved. Failure to do so promptly could result in closure of the event by the appropriate authority.

Alcoholic Beverage Licensing

If an ABC permit will be required, following approval of the event by the City, an application must be submitted to the Virginia Department of Alcoholic Beverage Control (ABC) by the applicant.

Commercial Enterprises

Commercial food vendors and merchandisers are not permitted in parks, unless specifically authorized, or if the vendor is attending an approved City event and is operating with the approval of the City and event organizers. Thirty days prior to the event, event organizers are expected to provide the City with a list of those vendors they anticipate accepting on site for approval, so that all Business License, Health Department and Utility issues can be resolved.

Vendor/Concessionaire Requirements

- All vendors and concessionaires must have a business license from the Commissioner of the Revenue prior to an event. License verification should be submitted to the Sponsoring Agency at least 14 days prior to the event. For information on business license, call the Commissioner of Revenue's office at (757) 393-8714.
- All food vendors and concessionaires 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.
- 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.

PROHIBITED PRACTICES

- A. Disposal of grease, waste water, ice or charcoal anywhere in public spaces or in a park except in specified containers. Sponsoring agency must arrange to carry it away or pay for its disposal.
- B. Any fire not contained in approved cooking equipment.
- C. Driving or parking on grass.
- D. Digging holes in public spaces or a park. Repair costs to turf and/or irrigation lines will be charged to and be the responsibility of the sponsoring agency.
- F. 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.
- G. Vehicles are NOT permitted on High Street Landing or the Seawall at any time. These are pedestrian access only.

FOOD AND BEVERAGES SALES

- A. The Event Manager is responsible for monitoring the Health Application permit process between all vendors and the Portsmouth Health Department. All vendors must receive an application from the Health Department and return the completed application directly to the Health Department according to due dates. The Health Department will prohibit vendors from setting up their operation the day of the event if the application process has not been followed. City staff cannot and will not intercede on behalf of the vendor if the process has not been followed.
- B. Health Department inspectors will visit each Festival or Special Event serving food and have the right to close vending operations operating outside of health regulations. All permits should be clearly displayed.
- C. The Event Manager is responsible for securing all leases and Certificates of Insurance from each vendor to the City Team at least (30) days prior to event. Failure to meet deadlines may result in cancellation of vendor at event.

VEHICLE ACCESS RESTRICTIONS

Only essential vehicles are allowed in the parks and other open spaces. All vehicles must display proper permits at all times. The City reserves the right to remove unauthorized vehicles at anytime by towing at owner's expense.

- A. NO VEHICLES ARE ALLOWED ON THE GRASS AT ANY TIME. The Event Manager and Sponsoring Agency agree to be responsible for insuring that vehicles are not on the grass and agree to pay a turf restoration penalty fee of \$500 for any grass or turf damaged by vehicles driving on the grass, if damage is noted by the city's representative.
- B. Loading and unloading is to be done from parking lots and access roads.
- C. The Sponsoring Agency's Event Manager will be held responsible for coordinating the vehicles in and out of site.
- D. The City reserves the right to require uniformed police officers for security, at the expense of the Sponsoring Agency.
- E. No vehicles are permitted on High Street Landing or the Seawall.

SANITATION & WASTE MANAGEMENT

- A. The Sponsoring Agency must make provisions for appropriate storage and area clean up on the site.
- B. The Sponsoring Agency 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.
- C. The City of Portsmouth will charge the Sponsoring Agency for all damages (including turf) and will charge for cleanup and waste disposal if the Sponsoring Agency fails to do this.
- D. Boxes, carton, bags, etc. containing Sponsoring Agency literature, give away items, or other items, must be removed from the site upon completion of event. The Sponsoring Agency is responsible for the clean up of any literature that has blown away during the event.
- E. All signs, posters and banners must be completely removed from all public spaces and park equipment including tape, string, wire-ties and rope. Absolutely no nailing or stapling will be permitted on City property or equipment.
- F. No signs, fliers, etc. can be posted on park benches, trash barrels, light poles or trees.
- G. No stickers of any kind are permitted.
- H. A walk through by the Sponsoring Agency with a City Representative at the end of the event will be required to ensure all these requirements have been met.
- I. The Sponsoring Agency is responsible for proper pick up and disposal of all trash generated by its event. It is responsible for sufficient number of arranging for

automated trash cans for storage and disposal of trash and debris generated by its event. These arrangements must be made by calling 393-8663, and must be paid for IN ADVANCE. The rate per can is \$10. The Sponsoring Agency is responsible for monitoring trash during its event and at the conclusion of the event to place all trash bags in automated cans and lining them at the curbside for pickup.

SECURITY

- A. 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.
- B. The Sponsoring Agency and Portsmouth Police will determine the appropriate number of security officers and their schedule for each event. Security schedules and numbers will be reviewed by the City Team and adjusted as they see fit.
- C. Events authorized for an ABC permit will be required to pay for designated security, without exception.

DAMAGE

- A. Light poles, trees and other City property cannot be used for the support of booths, banners, tents and etc.
- B. All City equipment must be returned in the condition received and with all festival attachments removed.
- C. Grease and cooking oils must be disposed of into approved containers and removed from site.
- D. The City of Portsmouth will assess the Sponsoring Agency for damages to City property.
- E. The Sponsoring Agency is responsible for paying for damages caused to City property and equipment by festival participants or those using the grounds which are under festival control, including all vendors.

PUBLICITY

A. Complete information concerning the festival publicity should be submitted to the City Team no later than two months prior to the festival. Information must include Sponsoring Agency's event history, specifics on food, retail and cultural items, charitable contributions, sponsors, entertainment, exhibits, and any special components, exact schedules of events and responsible representative's contact name, address, e-mail and phone numbers.

B. The Sponsoring Agency will write and disperse or coordinate all press releases and PSA's, maintain and direct media contact, and arrange coverage of the event. City personnel may provide contact information to assist in this endeavor.

C. Each Sponsoring Agency should assign a contact person for publicity purposes and promote their festival or event on websites, radio, television, and in print.

LAYOUT

- A. Each Sponsoring Agency will be provided with blank maps of the requested festival area. A preliminary layout map must be reviewed by the City Team two (2) months prior to the event.
- B. A finalized copy, including tent placement and exact electrical requirements, must be submitted no later than one (1) month prior to event. The Sponsoring Agency and City Representatives will meet at this time to review and approve the layout.
- C. **LATE SUBMISSION, INCOMPLETE PLANS AND CHANGES AFTER THIS DEADLINE MAY RESULT IN CITY INABILITY TO FOLLOW THROUGH ON THE NEEDS OF THE SPONSORING AGENCY'S FESTIVAL COMMITTEE BY THE FESTIVAL'S OPENING TIME, AND ARE ENTIRELY THE RESPONSIBILITY OF THE SPONSORING AGENCY.**

STRUCTURES

- A. All Festival structures must be reviewed and approved by the City Team and the City Building Inspector, if necessary.
- B. Tents can be erected in the park and other public sites only with the approval of the City Team. Subject to size and use, tent inspections may be required along with an inspection fee.
- C. Stakes and other support materials must be clearly marked and padded for public safety.
- D. Sponsoring Agency must contact Ms. Utility (1-800-552-7001) at least 5 days prior to any approved installation requiring digging, including tent stakes. Sponsoring Agency must provide City Team with Ms. Utility ticket number and expiration date.

PORTA-JOHNS

- A. Any comfort stations needed for events must be arranged and paid for by the Sponsoring Agency.
- B. Sponsoring Agency must comply with ADA requirements for comfort stations at events on City property.

PARKING PERMITS

The Sponsoring Agency must make special parking requests to the Portsmouth Parking Authority at least three (3) months prior to the event. Earlier contact is encouraged.

SOUND

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)	
	7:00 a.m.--10:00 p.m.	10:00 p.m.--7:00 a.m.
Residential	57	52
Park and recreational	67	62
Business (commercial)	67	62

UTILITIES

- A. Specific requirements for the use of electricity must be submitted and approved with final layout. (30 days prior). Once approved, changes and additions cannot be made.
- B. Obtaining complete electrical and water needs information from vendors, musicians, tent lighting, entertainers, exhibitors, sponsors, etc. is the responsibility of the Sponsoring Agency. (see Electrical Request form in Appendix)
- C. No direct water connections are available. All water must be transported from the water service (if available) to the vendor areas. No electrical connections can be made without approval by the City Representative on site.
- D. Electrical connections will be available during approved permit hours only.
- E. No guarantee of sufficient electrical power or complete hookup by the time the festival begins can be made if requirements are not made known as requested and submitted by the deadline.
- F. The City of Portsmouth reserves the right to limit electrical service when necessary.
- G. Sponsoring Agencies are advised to encourage vendors to use gas or propane for cooking as available electricity is limited. Electricians are not available on site during events. Temporary electrical service may be limited to regular household 110; 208 service available on limited basis. No connection or combination of connections can exceed 20 amps (except at stages).
It is imperative that the Sponsoring Agency obtain accurate power requirements from all participants requiring electrical service. If a festival participant overloads a circuit, the service will blow and repair is impossible over

the weekend - thus operation will cease immediately. No extension cords will be provided by City for vendors or stages. Extension cords cannot be exposed on the ground in public pedestrian traffic areas. Cord covers must remain over temporary service connections provided by the City.

These guidelines are subject to change and additions as determined necessary by the City Team and the City Management. All requested services will be fulfilled to the extent possible based on limitations of time, manpower, equipment, etc. existing at the time, or as considered practical by the City Team.

CONDITION OF PREMISES

- A. A mandatory walk-through of the premises will be required prior to the festival as well as within 48 hours of the festival's conclusion. The walk-through will be conducted by City Representatives on site and the Sponsoring Agency's representative.
- B. All parties will agree upon the condition of the premises.
- C. Post-Festival areas of the premises that are determined to be in unsatisfactory condition will be noted. Particular attention will be directed towards vendor areas, grassy areas, sidewalks, and paved areas. The Sponsoring Agency will be charged for repairs, which will be deducted from the security deposit, as well as the turf restoration penalty fee if applicable.
- D. The security deposit, or any remaining portion thereof, will be returned pending the City Team and City Management approval.

PRESSURE WASHING

- A. It will be the responsibility of the Sponsoring Agency to leave the premises in a presentable condition. The walkways are to be pressure washed before and during the festival as needed, as well as at the conclusion. The City will schedule all pressure washing and the Sponsoring Agency will pay the pressure washing company directly.
- B. Pressure washing is required at the conclusion of each festival day. The areas to be washed include park entrances and sidewalks, asphalt and brick walkways and paved areas, vendor locations, and beer dispensing locations.

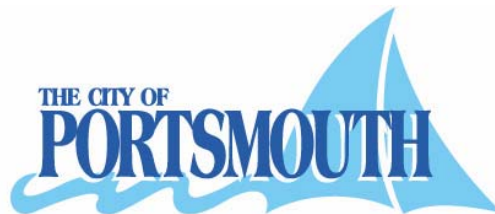
DISCRIMINATION

In accordance with the City Code section 2-4, the City of Portsmouth does not lease or grant any privilege or right to use public property to any person or organization which discriminates in the offering of goods, services, privileges, accommodations, memberships or activities on the basis of race, color, religion, national origin, disability or sex.

TERMINATION

The City may terminate an Agreement immediately upon serving written notice to the Sponsoring Agency of its intent to do so in the event of the following occurrence:

If there is default by the Sponsoring Agency under any provision of these guidelines and procedures, and the Sponsoring Agency shall have failed to completely resolve the default within three business days prior to the event or within one business day during the event after being given written notice by the City of Portsmouth.



Acknowledgement and Agreement for use of City Property for Special Event or Festival

Today's Date :

Name of Applicant Group:

Type of Group (refer to definitions) :

Address of Applicant Group: _____

City, State & Postal Code: _____

Name and Address of Event Manager:

Phones (Home) _____ **(Business)** _____
(FAX) _____ **(Cell)** _____

E-Mail Addresses:

Location Requested: _____

Date(s) Requested: _____

Start Time _____ **End Time** _____

Event Name: _____

Event Purpose & Description:

Expected Size of Audience:

History of Event (if any):

Proposed Use of Proceeds from Event (beverages, craft sales, concession, etc.):

Proposed Events/Entertainment/Activities (including food & beverage service):

Resources Requested:

(The person signing this application hereby affirms that he/she is the authorized representative of the applicant and can legally bind the individual or organization and will pay all fees, including damage charges and restoration penalty fees and charges applicable to the event or festival.)

By: _____ Date: _____
(authorized representative)

**Return this form with \$25.00 application fee for an event and a
\$50 application fee for a festival made payable
to Portsmouth City Treasurer & mail to:
Portsmouth Department of Parks, Recreation and Leisure Services
801 Crawford Street
Portsmouth, VA 23704
ATTN: City Events Representative
757-393-8481; fax: 757-393-8265
A Certificate of Insurance WILL be REQUIRED for issuance of your permit.**

**CODE OF VIRGINIA § 15.2-953. Donations to charitable institutions and associations,
volunteer and nonprofit organizations, chambers of commerce, etc.**

A. Any locality may make appropriations of public funds, of personal property or of any real estate to the Virginia Indigent Health Care Trust Fund and to any charitable institution or association, located within their respective limits or outside their limits if such institution or association provides services to residents of the locality; however, such institution or association shall not be controlled in whole or in part by any church or sectarian society. The words "sectarian society" shall not be construed to mean a nondenominational Young Men's Christian Association, a nondenominational Young Women's Christian Association, Habitat for Humanity, or the Salvation Army. Nothing in this section shall be construed to prohibit any county or city from making contracts with any sectarian institution for the care of indigent, sick or injured persons.

B. Any locality may make gifts and donations of property, real or personal, or money, to (i) any charitable institution or nonprofit or other organization, providing housing for persons 60 years of age or older, or operating a hospital or nursing home; (ii) any association or other organization furnishing voluntary fire-fighting services; (iii) any nonprofit lifesaving crew or lifesaving organization, or rescue squad, within or outside the boundaries of the locality; (iv) nonprofit recreational associations or organizations; or (v) any nonprofit organization providing recreational or daycare services to persons 65 years of age or older; in provision (iv) or (v) provided the nonprofit recreational association or organization is not controlled in whole or in part by any church or sectarian society. Donations of property or money to any such charitable, nonprofit or other hospital or nursing home, institution or organization or nonprofit recreational associations or organizations may be made for construction purposes, for operating expenses, or both.

A locality may make like gifts and donations to chambers of commerce which are nonprofit and nonsectarian.

A locality may make like gifts, donations and appropriations of money to industrial development authorities for the purposes of promoting economic development.

A locality may make like gifts and donations to any and all public and private nonprofit organizations and agencies engaged in commemorating historical events.

A locality may make monetary gifts, donations and appropriations of money to a state college or university which provides services to such locality's residents.

C. Any locality may by ordinance provide for payment to any volunteer rescue squad that meets the required minimum standards for such volunteer rescue squads set forth in the ordinance, a sum for each rescue call the volunteer rescue squad makes for an automobile accident in which a person has been injured on any of the highways or streets in the locality. In addition, unless otherwise prohibited by law, any locality may make appropriations of money to volunteer fire companies or rescue squads in an amount sufficient to enroll any qualified member of such volunteer fire company or rescue squad in any program available within the locality intended to defray out-of-pocket expenses for emergency ambulance transportation.

D. Nothing in this section shall be construed to obligate any locality to appropriate funds to any entity. Such charitable contribution shall be voluntary.

(Code 1950, §§ 15-16, 15-16.1, 15-16.2; 1952, c. 381; 1959, Ex. Sess., c. 36; 1960, cc. 50, 225, 453; 1962, c. 623, §§ 15.1-24, 15.1-25, 15.1-26; 1964, c. 32; 1974, c. 514; 1994, cc. 254, 317; 1995, c. 333; 1997, c. 587; 1998, c. 376; 1999, c. 430; 2003, c. 182; 2004, c. 272; 2005, c. 327.)

Time Line Check List

**(These dates reflect last possible date for applications...
earlier submission always appreciated and will provide for better service)**

_____ 4 months prior to Festival on City Property—

- Special Event/Festival Application and \$50 Fee due to Parks, Recreation and Leisure Services.

_____ 3 months prior to Festival or Special Event on City Property

- Any Special Parking arrangements need to be addressed with the Parking Authority (393-8800).

_____ 2 months prior to Festival on City Property

- Submission of appropriate media materials by Sponsoring Agency
- Preliminary layout for festival submitted by Sponsoring Agency

_____ 60-30 day lead time recommended for:

- procuring an Virginia ABC license, if desired (424-6700).
- procuring a raffle permit from Virginia Gaming Commission, if desired (804-786-1681).

_____ 45 days prior to 1-day Special Event or program on City Property

- Special Event/Festival Application and \$25 Fee Due to Parks, Recreation and Leisure Services.

_____ 30 days prior to Festival or Events

- Street Closure/Block Party Application and \$50 Fee Due to Planning & Zoning, if needed (393-8836).
- Parade Permit Application and \$50 Fee Due to Planning & Zoning, if needed.
- Festival layout map due to City Team for review with all utility requests, signed Acknowledgement and Agreement Form and required Security Deposit.
- Health Department (757-393-8585 x 8585) MUST be notified if ANY food is to be prepared or served. Health Department MUST be notified of any participating FOOD vendors – certificates of insurance, health permits and business licenses required.
- Security arrangements with Portsmouth Police Department for Festivals or ABC events (393-8752) must be completed.

_____ 2 weeks prior to Festival or Event

- Arrangements & payments for Automated Trash Containers due to Waste Management.
- Tent Inspection arrangements made if necessary (393-8531).
- All logistical issues resolved with City Team.
- Certificate of insurance submitted to City.

_____ 5 business days prior to Festival or Event

- Ms Utility contacted for marking underground lines, if needed
1-800-552-7001

_____ 24-48 hour pre-Festival

- Walk-through of site with City representatives and Sponsoring Agency to determine condition of premises.

•

_____ 24-48 hour post Festival

- Walk-through of site with City representatives and Sponsoring Agency to determine condition of premises and any damages to be repaired prior to security deposit refund OR charges to be deducted from security deposit and/or additional charges.

Equipment Rental Guidelines

CITY OF PORTSMOUTH
Department of Parks, Recreation and Leisure Services

I. PURPOSE

This guideline establishes the administrative guidance for the rental of equipment and the protection of the City from financial loss due to damage or claims.

II. GUIDELINES

- A. The Department of Parks, Recreation and Leisure Services (the Department) may rent equipment to groups, organizations or agencies when management deems it to be in the best interest of the City.
- B. Equipment shall not be rented if the equipment is needed for City purposes or would conflict with the capability of the Department to provide scheduled services.
- C. The Director or his/ her designee must approve the rental of any equipment in writing.
- D. Full payment must be received within 7 business days of approval by the City in order to secure the rental.

III. RENTAL EQUIPMENT AVAILABILITY

- A. The rental of equipment is permitted when it is available, furthers the services of the Department, and is of a nature that will provide a recreational service to citizens in Portsmouth.
- B. For convenience in this instruction, the term "agencies" is used to refer to groups, clubs, organizations, associations, cities, state or federal agencies, or other similar organizations.
- C. Each request will be evaluated by the Director or his/her designee and approved or denied based on the guidelines. Appeals may be directed to the City Manager or his/her designee.

Priorities:

- a. Department affiliated athletic associations for special events such as opening/closing ceremonies, meets, tournaments, or recreation based fund-raisers in Portsmouth.
- b. Divisions of government for functions in Portsmouth associated with recreation or public ceremony.
- c. Schools or colleges which serve Portsmouth citizens for Portsmouth based recreation events.
- d. Formally organized non-profit groups for activities which are recreation based and held in Portsmouth.
- e. Other organizations or events which are deemed by the Director to benefit the interests of the City.
- f. Approvals will be in compliance with Virginia Code Sec.15.2-953

IV. PROCEDURES

A. Applicants must complete and submit an equipment rental application at least 90 days in advance, and not more than 270 days in advance of the desired date(s). The application form will solicit following information:

- Equipment requested.
- Program or activity for which the equipment will be used.
- Inclusive dates and times for which the equipment is desired.
- Anticipated number of participants.
- Diagram/map for location purposes.
- Point of contact including name, address, e-mail address and telephone/cell numbers of person authorized to represent the agency and responsible for the equipment.
- Application will also include contractual provision including a waiver of liability and hold harmless provision; insurance naming the City as an additional named insured and/or verification of security arrangements; agreement to provide repair/replacement costs plus 25% administrative fee.

B. The Director or his/her designee will review the request and then attach approval or denial and the reason. Determinations will be made within 10 working days of receipt of application.

- If approved, applicant will be notified verbally, followed by a letter and invoice. Payment must be made within 7 business days to reserve the equipment.
- If denied, applicant will be notified verbally, followed by a letter.
- If approved, equipment will be reserved and work orders issued at the appropriate time.
- At check out/delivery time, equipment conditions and counts will be verified by both the agency and a Department representative. Upon return this inventory check will be repeated. Should an agency representative not be present at either of these counts, the City's count will represent the true and accurate count of equipment and condition. Agency shall be responsible for equipment during time from agreed upon delivery to agreed upon pickup.
- In all cases, every effort will be made to minimize department manpower/labor requirements.
- In the event an agency fails to return equipment as promised, or fails to make good on repair or replacement costs, all future requests will be denied, and the agency shall be liable for all costs.

Adopted: July, 1997

Revised: August, 2005

Equipment Rental Request Form
Portsmouth Department of Parks, Recreation
and Leisure Services

Name and Address of Agency: _____

Responsible Contact Person:
Name _____

Address _____

Phones Day: _____ **Evening:** _____

Fax: _____ **Cell/PG** _____

E-Mail:

Description of Event/Program/Activity: _____

Anticipated Attendance: _____

Date(s) and Time(s) of Event/Program or Activity:

(Please include set-up and breakdown times as well as program time)

Location: _____
(Please attach a diagram/ map with desired set-up...also on-site point of contact if different from above)

Equipment Requested: _____

The undersigned authorized representative of _____ agency, acknowledges that the equipment requested, if approved, will be provided in as-is and serviceable condition, but the City of Portsmouth, the Department of Parks, Recreation and Leisure Services does not warrant its fitness for the purpose intended by the Agency. Further, the undersigned, authorized representative of _____ agrees to hold the City of Portsmouth, its employees, officials, citizens and agents harmless and understands that the City is not liable for damage to person or property which may occur while the equipment is in the custody of the Agency. Further, _____ agrees to indemnify the City

against all claims which arise from its use or misuse including transportation (pick-up and return) of the equipment.

The undersigned authorized representative of _____ agrees to pay for the loss or repair because of damage which occurs while the requested equipment is in the custody of the Agency. Charges shall be assessed for costs incurred by the Department for repair or replacement plus a 25% administrative fee. Payment shall be made within 10 business days of notification of the charges.

The Department may also require proof of security arrangements and/or insurance naming the City as an additional named insured.

Approval of this request does not obligate the City to provide the equipment if it is unavailable or out of service for any reason. Possible repairs, breakdowns, and loss may preclude equipment being available. Reasonable efforts will be made to honor approved requests.

The undersigned agrees to pay for the equipment rental within 7 business days after receiving approval of this request and agrees to receive and return all equipment at the agreed upon times. The individual and/or organization agrees to be responsible for securing all equipment during such time.

I have reviewed all of the conditions of this request and agree to the terms.

Signature _____ Name Printed _____
(authorized representative)

Title: _____ Agency _____

Date: _____

Requests must be received no less than 90 days prior to dates of event/program/activity, and no more than 270 days in advance. Verbal response will be forthcoming within 10 business days from receipt of request.

Cost Comparisons and Recommendation for Portsmouth
August 2005

Equipment or Item	Virginia Beach P & R	Norfolk P & R	Chesapeake P & R	Typical Commercial	Portsmouth Recommended
Non-Refundable Deposit	N/A	\$200	N/A	YES	NO. Recommend Payment in full within 7 days of approval
Delivery/Pickup Fee	N/A	\$40 per hour	Possible	YES	YES, IF NOT DURING REGULAR HOURS
Date Change Fee	N/A	\$25	N/A	YES	NO/MAYBE
Showmobile	\$300 w/out sound	\$300 w/out sound Non-profit agency \$200	\$300-500 w/out sound	8 x 20 = \$250 steps=\$25	\$300 (Replacement cost \$90,000)
Jr. Trailer or Equal	\$100	N/A	N/A	N/A	\$100 (Replacement cost \$10,000)
Platform Risers	\$20 each	\$120 set	N/A	4 x 8 = \$48	\$25 each (Replacement cost \$400 each)
Chairs	ONLY AVAILABLE for Dept. Approved Agencies/Events	Average .65 each	ONLY AVAILABLE for Dept. Approved Agencies/Events	\$.1.00	.75 per chair (Replacement cost \$20 /chair)
Tables	ONLY Available for Dept. Approved Agencies/Events	Average 5.50 each	ONLY Available for Dept. Approved Agencies/Events	\$6.50	\$5 per table (Replacement cost \$200/ table)
10 x 10 tent	NOT AVAILABLE	10 x 20 \$100	ONLY Available for Dept. Approved Agencies/Events	\$125	\$75 (Replacement cost \$900)
15 x 15 tent	NOT AVAILABLE	\$150 per day	ONLY Available for Dept. Approved Agencies/Events	\$150 plus delivery	\$100 (Replacement cost \$1300)
20 x 40 tent	NOT AVAILABLE	\$480 per day	N/A	\$375 plus delivery	Size not available
20 x 20 tent	NOT AVAILABLE	Size Not Available	ONLY Available for Dept. Approved Agencies/Events	\$250 plus delivery	\$200 (Replacement cost \$2000)
40 x 100 tent	NOT AVAILABLE	Size not Available	N/A	\$1500-2000 plus delivery	\$500 (Replacement cost \$10,000)
FENCING (white vinyl) 6' sections	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	\$5 / section (Replacement \$125/ section)