



SPECIAL EVENT/ FESTIVAL APPLICATION FORM
(please circle ONE)

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 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.**