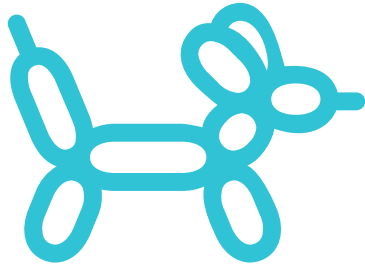
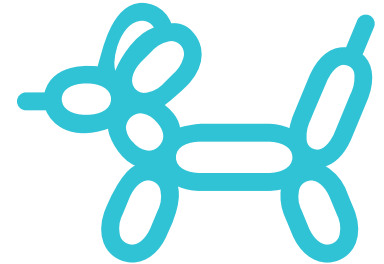


Outdoor Special Events & Permits Briefing



City Council, August 11, 2021



What are special events?

Large outdoor gatherings

- Range from family reunions to festivals
- Build sense of community
- Highlight our diversity or culture
- Social outlets
- Shared experiences
- Celebrations
- Can be educational, service and/or fun

Most do not require a City permit



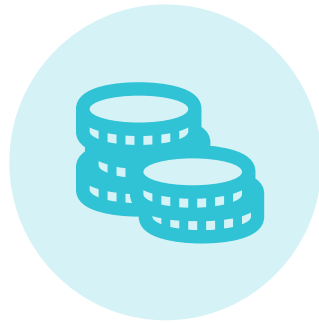
You DON'T need a permit if:



You are not on City property (your property or another private owner's with permission) with **fewer than 250 people**



NO closing a street



NO admission



NO mobile vendors

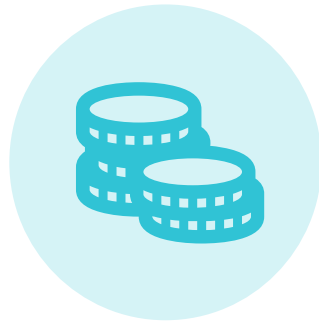
You DON'T need a permit if:



You are in a City park or shelter with **fewer than 250 people***



NO closing a street



NO admission

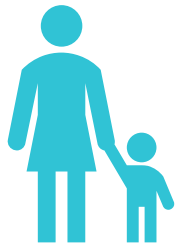
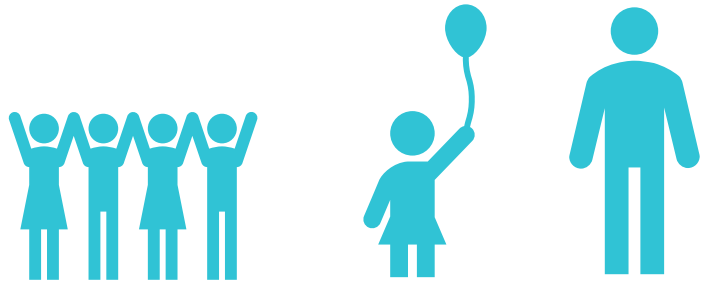


NO mobile vendors



NO alcohol

Why require a permit for other events?



To ensure that all events are conducted in a safe and orderly fashion

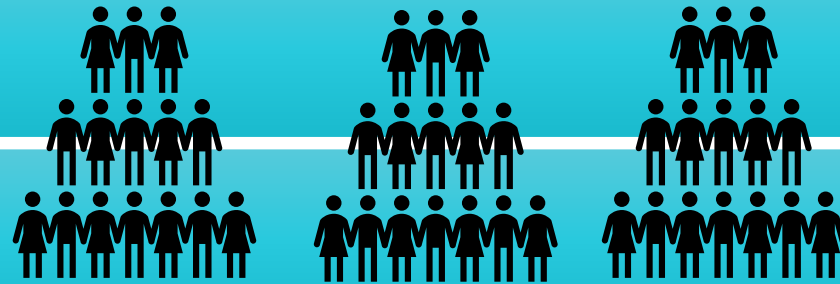
Minimize negative impacts on special event participants, spectators, and the general public

Different events, different permits

Neighborhood-Scale Public Special Events



City-Scale Private Special Events

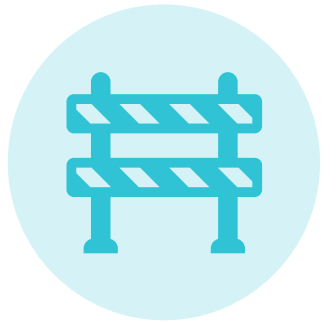
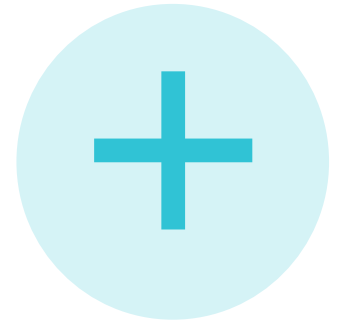


City-Scale Public Special Events

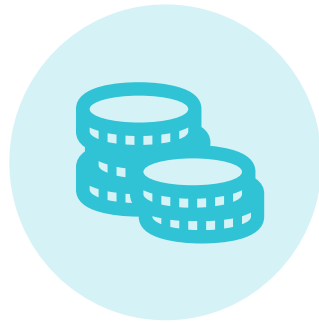
Neighborhood-scale special event:



Still under 250 people, **held on specific City property identified** on the neighborhood-scale public special event map (mostly larger park sites)*



NO closing a street



NO admission



NO mobile vendors



NO alcohol

Neighborhood-scale special event:



What do I need for a permit?
Information about things like:



Tents



Parking



Amplified music

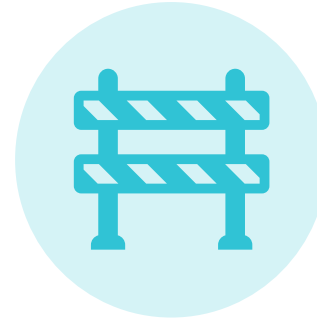
Amusements/
inflatables/
rides (require
separate permit
through
Community
Development)

City-scale special event: Any 1 of these



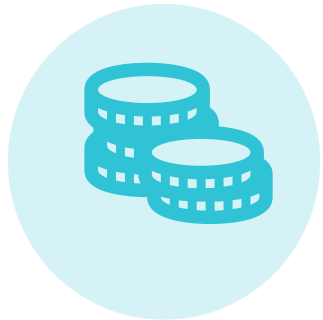
250 or
more
people

OR



Street closure

OR



Admission fee

OR



Mobile vendors

OR



Alcohol

Exceptions (the fine print)

1. School/college activities taking place on school property, unless the event requires closure of a public street or use of additional City staff.
2. Normal use of City-owned or leased outdoor recreational facilities, including golf courses and Hampton BMX, unless the event requires closure of a public street or use of additional City staff.
3. Normal events taking place at open-air venues permitted by the City Zoning Ordinance when the event will not exceed the capacity on the certificate of occupancy.

Submit an application: hampton.gov/specialeventspermits

Submission Date	Special Event	Guidelines	Fee
90 days prior	City-Scale Event	Anticipated attendance 500+ (and/or) requires road closure	\$50
60 days prior	City-Scale Event	Anticipated attendance of 251 to 499	\$50
30 days prior	Neighborhood-Scale Event	Anticipated attendance of 250 or less; identified locations	\$25; Free for Registered Neighborhood Organizations

Application approval notification

- Special Event Committee may have questions or issues; must be satisfied
- All necessary departments must sign approval
- Signature page filed with the Special Event Coordinator
- Applicant will receive a permit to be displayed at the event
- May be approved with or without conditions
- **Must be obtained a minimum of 5 days prior to the event**
- **If permit is denied, applicant will be told why**

Revocation of an event permit

BEFORE AN EVENT

- Upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions.

DURING AN EVENT

- If a permit is revoked, the event must be canceled and activities terminated immediately.
- Determined by senior safety officials on-site and/or with the approval of the City Manager or designee.

Enforcement: 1st offense

Failure to obtain a special event permit when required, or violation of the terms and conditions of an approved special event permit:

- Written notice of violation shall be issued by the Special Event Coordinator to the applicant or the applicant's organization and the property owner; and
- Neither the applicant, the applicant's organization, nor the property owner shall be eligible to apply for a special event permit for 18 months from the date of violation.

Enforcement 2nd offense

- Written notice of violation issued by the Special Event Coordinator to the applicant or the applicant's organization and property owner;
- Neither the applicant, the applicant's organization, nor the property owner shall be eligible to apply for a special event permit for 18 months from the date of violation; and
- A person convicted of a second offense under this article shall be guilty of a Class 4 misdemeanor punishable by a fine of up to \$250.

Enforcement 3rd offense

- Written notice of violation issued by the Special Event Coordinator to the applicant or the applicant's organization and property owner;
- Neither the applicant nor the property owner shall be eligible to apply for a special event permit for 18 months from the date of violation; and
- A person convicted of a third or subsequent offense under this article shall be guilty of a Class 3 misdemeanor punishable by a fine of up to \$500.
- Each day this article is violated shall constitute a separate offense.

Available resources

**Outdoor Special Event Permit information,
forms:**

hampton.gov/specialeventspermits

- Need assistance?
 - (757) 727-6640
 - eventpermits@Hampton.gov

Have fun, be safe, & respect others

