PORT WARWICK EVENTS
PRESENTED BY THE PORT WARWICK FOUNDATION

STYRON SQUARE EVENT AND ENTERTAINMENT APPLICATION

PORT WARWICK CONSERVANCY OFFICE USE ONLY

191 Walt Whitman Avenue Application Number_____Date_____
Newport News, VA 23606 Application Fee paid: Yes No
Phone: (757) 223-0284 Insurance: Received Date_____

Event Fees Paid	Yes	No
Permits Received	Yes	No
Licenses Received	Yes	No

FEES LISTED ON LAST PAGE

Applicant: Please answer all questions, indicate N/A if question does not apply to your event. The information requested on the Event Application Form will be used to determine your eligibility to obtain a permit or permits required for your event. Any misrepresentation in this application or deviation from the final permit conditions may result in immediate revocation of the permit, the halting or cancellation of the Event, loss of Deposits and possible loss of privilege to host/hold events in the future.

APPLICATION INFORMATION:

Name:_____
Address:_____
City:_____State_____Zip Code_____
Phone:_____Email_____

Onsite Contact for day of Event

You are required to have a person onsite for all set up, and breakdown as well as throughout the event.

Contact Name:_____
Cell Phone:_____Email:_____

EVENT AND ENTERTAINMENT INFORMATION:

This event is a:

__Festival __Concert __Walk/Run __Wedding __Wedding Reception __Private Party

- **Lay out:** Please attach site plan, maps, diagram, number of tents and sizes, etc. to this application.

EVENT DATE	SET UP TIME	START TIME	END TIME	BREAKDOWN TIME	ESTIMATED ATTENDENCE

Event Title and Description/Purpose:_____

_____

ADMISSION/PARTICIPATION CHARGE:

If applicable, how much are the admission/participation charges? _____Daily/weekend

- **Note:** Any event charging a gate admission is subject to an Admission Tax. For more information please contact the City of Newport News Commissioner of Revenue office at 757-926-8752.

FOODS:

- All food Vendors must provide proof of Insurance and meet the requirements of the commissioner of Revenue's office, Health Department and Fire Marshall.

AMPLIFIED MUSIC/SOUND:

This includes live Music/Band and DJ/Recorded Music

- Please indicate the start and end times: _____AM/PM to _____AM/PM
  Sound Check time_____AM/PM

ALCOHOL:

The serving of alcohol will require an increased Certificate of Insurance - $3,000,000.00 and listing The Port Warwick Conservancy as Additional Insured.

- All Alcohol Vendors must provide proof of Insurance and meet the requirements of the Department of Alcoholic Beverage Control
- All Events with alcohol are required to have Newport News Police Officers on site during the event. The number of Police officers required will be based on the anticipated Event attendance or as deemed necessary by the Port Warwick Conservancy and the Newport News Police Department. Please contact the Newport News Police Department to make these arrangements.

SECURITY: Newport News Police Department is to be contacted to schedule uniformed presence by Newport News Police Officers /Off Duty Police Officers.

Security is required when the following is scheduled for your event:

- Alcohol is being served and/or sold
- Your event is open to the public
- Over 250 people are attending/participating in your event (please see requirements for number of NN Police required based on number of attendees)
- Materials, equipment is left overnight
- Live entertainment is provided
- The port Warwick Conservancy must be listed as an Additional Insured on all amusements/rides Insurance and the Insurance must be in the amount of a minimum of $10,000,000.00 Combined Single Limit/per occurrence.

RESTROOMS AND WASTE DISPOSAL

RESTROOMS

There are no restroom facilities outside. Rental of portable restrooms are required for all events. If this is a public event you are required to provide a minimum of one handicapped accessible portable restroom.

You are responsible for your own trash disposal of any trash receptacles specific to your event when using Styron Square. Please note the number of Trash Receptacles you will provide and the type – IE: plastic covered cardboard with plastic liners, dumpster (for large events) for trash removal.

_____

PARKING AND TRANSPORTATION

You and your organization/company are responsible for making parking arrangements with The City of Newport News. You are required to provide confirmation of your parking authorizations. Please contact Nicole Brock at Newport News Department of Engineering (Street Closures/right of Way permits) 757-926-8139.

Street Closure/Sidewalk Use

Please describe the reasons for street closure or sidewalk use, include a map and site plan.

_____

_____

EMERGENCY MEDICAL PLAN

Describe in Detail your emergency Medical Plan and Provide Contact names and phone/cell numbers for contact on the event day

Plan Details:

_____

_____

Emergency Contact Information:

Phone/Cell_____ Name_____

AMERICAN WITH DISABILITIES ACT

Some events and all public events must comply with ADA Requirements.

Important Contact Numbers

Virginia Department of Health (Health Permits)	757 594 7340
Commissioner of Revenue (business License, Tax Information, etc)	757 926 8752
Virginia Department of alcoholic Beverage Control (ABC License)	757 825 7830
Department of Codes Compliance (Large tent structures, signage)	757 926 8861
Newport News Fire Marshall	757 247 8873
Department of Engineering (street closures, parking permits - Nicole Brock)	757 926 8139
Police Department (On Site Security)	757 928 4112
	757 926 4770

CERTIFICATE OF INSURANCE

A Certificate of Insurance (COI) is required for all events held on/at Styron Square . The COI **must list as an ADDITIONAL INSURED The Port Warwick Conservancy.**

- **The COI should be for a minimum of $1M combined single limit and per occurrence.**
- The COI is to be mailed a minimum of 3 weeks prior to the event to the following address:
- The Port Warwick Conservancy, 191 Walt Whitman Avenue, Newport News, VA 23606

STYRON SQUARE EVENT AND ENTERTAINMENT APPLICATION AGREEMENT

The Port Warwick Conservancy does not guarantee the approval of any applicant. Applications are considered on a first come first serve basis. Upon approval of the application, the Applicant will be required to sign a contract with a deposit to hold a rental date on Styron Square.

- I have read and agree to abide by the Rules and Regulations of The Port Warwick Conservancy
- Certificate of Insurance (COI) will be furnished a minimum of 14 business days prior to the event stating that the Port Warwick Conservancy is listed as an Additional Insured.
- Proof of Liability Insurance will be furnished for those events that include alcoholic beverage service, and amusements/rides.
- Provide Proof of insurance from all acceptable third parties (food vendors, lighting, sound, etc)will be provided
- All rental fees must be paid according to the Fee Schedule. (See attached)
- Observe and Comply with all laws, Rules and Regulations of the Federal, State and City governments.
- This Agreement may be terminated by the Port Warwick Conservancy at any time upon finding a violation of any rule, regulation, ordinance and/or condition of the permit or upon good cause shown.

I have read and agree to the above terms the above information. I certify to the best of my knowledge that all information supplied on this Application is true and accurate. I will alert The Port Warwick Conservancy Contact or their Representative at least 14 days prior to Event regarding any changes that may occur.

Applicant's Name:_____

Applicant's Signature:_____ Date:_____

Phone Number:_____ Cell:_____ Email:_____

Please Return to
The Port Warwick Conservancy
191 Walt Whitman Ave Newport News, VA 23606 Phone: (757) 223-0284 or e-mail to:
Laura@portwarwick.com

STYRON SQUARE
Site and Equipment Rental Fees

Styron Square Usage Fees

The following Fees apply for usage of Styron Square at Port Warwick:

Number of Attendees	Fee	Security Deposit
1-25	$300	$500
26-100	$500	$500
101-250	$1,000	$1500
>250	$1,500	$1500

Security Deposit will be returned if no damage to the square.

Nonprofits, Port Warwick Merchants and Residents: 50% discount.