

SCHEDULE OF SPECIAL EVENTS

EVENT & LOCATION	SCHEDULED DATE/LOCATION
KayaXpedition Oak Grove Lake Park	June 11 th & 12 th
Celebrate Freedom Chesapeake City Park	July 3 rd /Chesapeake City Park
Symphony Under the Stars Chesapeake City Park	September 4 th
9/11 Memorial Concert Chesapeake City Park	September 11 th
AutumnFest Chesapeake Arboretum	October 1 st
Battle of Great Bridge* Battlefield Park South	December 3 rd and 4 th
Falala Land City Hall	<ul style="list-style-type: none">• December 10th• December 17th

APPLICATION REQUIREMENTS

To apply as a Chesapeake Parks, Recreation and Tourism Special Events entertainment provider, please complete the attached application and email it with all required paperwork to:

Chesapeake Parks, Recreation and Tourism
events@cityofchesapeake.net
Subject Line: [Your Company Name]- 2022 Entertainment Provider Special Events

Important Dates:

- **March 28, 2022 – Applications Posted Online**
- **April 29, 2022 – Completed Application due for Annual Event Selection Process**
Applications are accepted throughout the year; however, selection for the events listed above will first be made from applications received from March 28, 2022 to April 29, 2022.
- **May 2-6, 2022 – Notification of Selected Vendors for Annual Events**
All applicants are notified of their selection or alternate status through email during this time. PLEASE provide an address that will accept attachments.
- **June 3, 2022 – All 2022 proposed invoices/pricing must be submitted**
Vendors who cancel less than 30 days in advance, will be assessed a \$25 dollar cancellation fee per event. All fees are nonrefundable. If an event is cancelled by Chesapeake Parks, Recreation and Tourism, fees will not be charged.

VERY IMPORTANT : PLEASE READ

1. Provide a detailed explanation of what services you would be providing at each event you would like to attend. Please be aware, you may be accepted to the event, but requested to amend your offerings based on needs of the event. Please **DO NOT** offer services at the event that are not pre-approved.
2. **Vendors must provide their own power for events.** Please be aware that if you do not have a quiet generator or inverter generator, you may be asked to turn your power off during performances and movies.
3. Spaces and locations **ARE NOT** guaranteed. Placement is at the discretion of the event programmer, not previous year's appointment.
4. Parks, Recreation and Tourism **WILL NOT** guarantee sole product service to any vendor. Many large-scale events require many sources of entertainment and it is up to the discretion of Parks, Recreation and Tourism to determine if additional like vendors may be required to provide a quality event experience.
5. All completed applications must be **received by** (not postdated) April 29th close of business to guarantee possible event placement of annual events, if accepted.
6. Vendors will provide a copy of their Certificate of Insurance for the event with a minimum liability coverage of \$1,000,000 naming the "City of Chesapeake, 306 Cedar Road, Chesapeake, VA 23322" as additionally insured.
7. Vendors are responsible for reporting taxes, have a current City of Chesapeake business license, and must be in good standing with the Chesapeake Commissioner of the Revenue [(757) 382-6738].
8. Vendors are responsible for their own set-up and break-down including trash collection and removal.
9. Vendors must comply with designated set-up and break-down times. Any violations will be noted, and vendor may not be permitted to participate in future events and activities.

Once the application and required documentation have been received, this information will be forwarded to the Chesapeake Health and Fire Departments and Commissioner of Revenue for review. Approval from each is required prior to participating as an event vendor in our special events.

ALL EVENTS ARE SUBJECT TO CANCELLATION DUE TO HEALTH AND SAFETY RESTRICTIONS THAT MAY BE ANTICIPATED OR IN PLACE AT THE TIME OF THE SCHEDULED EVENT.

Questions: Special Events
(757) 382-6411 or events@CityofChesapeake.net

VENDOR CHECKLIST AND RESOURCES

Vendor Checklist

- Complete Application
- Certificate of Current Insurance to include the City of Chesapeake
(Must be current through December 18, 2022)
- Current Fire Inspection
(Food trucks or trailers only. Tents will be inspected onsite day of event)
- Current Health Department Certificate *(if applicable)*
- Pictures of Set-up or Services to be Rendered
- 501 Designation Certificate *(if applicable)*
- SWaM Certificate *(if applicable)*
- Current Chesapeake Business License
- Proof of Insurance

Corresponding Resources

- Application: next page
- Fire Inspection: <https://www.cityofchesapeake.net/government/city-departments/departments/fire/prev-inspections/fireinspection.htm>
- Health Department Certificate:
- 501 Designation Certificate: <https://www.irs.gov/charities-non-profits/charitable-organizations>
- Swam Certificate: <https://www.sbsd.virginia.gov/certification-division/swam/>
- Chesapeake Business License: <https://www.cityofchesapeake.net/government/city-departments/departments/comm-rev/business-services/tax-and-licensing.htm>

2022 Entertainment Provider – Special Events



APPLICATION

Please complete the following application completely and email it with all required documentation. Failure to provide information or documentation will result in approval delays. events@CityofChesapeake.net

Full Legal Name of Business or Sponsoring Organization (Applicant):	
Events Requested	
<input type="checkbox"/> KayaXpedition (Oak Grove Lake Park)	<input type="checkbox"/> 9/11 Memorial Concert (Chesapeake City Park)
<input type="checkbox"/> AutumnFest (Arboretum)	<input type="checkbox"/> Celebrate Freedom (Chesapeake City Park)
<input type="checkbox"/> Battle of Great Bridge (Battlefield Park South)	<input type="checkbox"/> Symphony Under the Stars (Chesapeake City Park)
<input type="checkbox"/> Falala Land: Week 1	<input type="checkbox"/> Falala Land: Week 2
Is this organization a 501 or non-profit organization? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Is this organization a certified SWaM vendor? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Address:	
Applicant Contact:	
Home Phone Number:	
Cell Phone Number:	
Work Phone Number:	
Email Address:	
Organization/Business Website:	
Organization/Business Facebook:	
Chesapeake Business License #:	
Federal Tax ID# (EIN):	
Small, Women-owned, and Minority (SWaM) Identification Number:	
Size of Vehicle or Tent Used at Events (please attach pictures of setup):	
Additional Equipment Used at Events (Signage, message boards, etc.):	
Description/Photo of Services (please provide in attachment):	

Additional Notes: