



NEWPORT NEWS POLICE DEPARTMENT
APPLICATION - PUBLIC DANCE HALL PERMIT

DO NOT WRITE IN THIS SPACE (NNPD use only):
Application Received: _____
By: _____
Receipt #: _____

APPLICATION INSTRUCTIONS:

This application must be completed in its entirety and have received approval from Newport News Codes/Compliance, Commissioner of Revenue and Fire Department **prior** to being submitted to the Newport News Police Department for final consideration.

When submitted to the Police Department, a \$100, non-refundable processing fee will accompany the completed application. Payment may be made in cash, check or money order payable to the City of Newport News. The applicant will allow fourteen (14) days for the application to be processed once it has been submitted to the Police Department.

Please note that any omission or misrepresentation of required information set out in this application, whether intentional or inadvertent, is reason for permit denial. If the information is applicable to your event, it must be supplied. If you have any questions regarding any section of the application, please inquire prior to filling it out.

The application is set out in 5 sections. Each section must be completely and accurately filled out. The different sections correspond with the area of approval necessary for that section. Sections 1 through 4 must have been signed off by the corresponding Newport News City Departments prior to the application being submitted to the Police Department.

SECTION 1 (GENERAL INFORMATION) *(Page 4)*

This section covers general information regarding the applicant (whether an individual, corporation, or other entity), the venue, and the event.

Select whether the permit you are seeking is for a single event or a year (applicant is owner or tenant of a single venue under a legal right which provides continuous and exclusive control and occupancy of the property (i.e. lease, deed)).

Single event permits are valid for up to three consecutive days.

Any food, beverage, or ABC licensing required for the event must be obtained separately from this permit, and be provided as requested. *(For information regarding a food and beverage permit, contact Environmental Health (757-594-7340))*

No permit will be granted for a request to have a public dance hall in a residential dwelling.

SECTION 2 (CODES/COMPLIANCE) *(Page 5)*

Building Inspection (Contact #: (757) 926-8895)

This section will determine if the venue's structure adheres to the Virginia Uniform Statewide Building Code

Zoning (Contact #: (757) 926-8689)

This section is to determine whether the venue is properly zoned for the event. The applicant must submit a floor plan showing the total floor area, type and number of plumbing fixtures, and denoting the area to be devoted to dancing.

SECTION 3 (FIRE) (Contact #: (757) 247-8873) *(Page 6)*

The applicant must submit the following:

1. A site plan for the venue which indicates the building location and parking areas; and
2. A floor plan for the venue indicating the locations of exits, seating areas, dance floor(s), food preparation area(s), and other occupied spaces.

The venue must submit to a fire inspection of the premises which will include the building systems, occupancy limits, emergency exits, fire suppression and detection systems, and emergency evacuation plans.

SECTION 4 (COMMISSIONER OF REVENUE) (Contact #: (757) 926-8651) *(Page 7)*

Required business license(s) has/have been obtained

PERMITEE REQUIREMENTS

No issued dance hall permit is transferrable. The premises used for operating the public dance hall will not be rented or leased to any third party unless they are also permitted as required.

The permit shall be available for inspection at the place of the event at all times during the operation of the public dance hall.

An accurate count of those admitted to the public dance hall will be maintained, as well as an accurate daily record of the admissions collected.

The event must have a police officer present for every one hundred (100) patrons in attendance (or forecast to be in attendance) at the dance hall. The permit holder is responsible for securing and paying the required police officers for the event. A minimum of two police officers shall be required for any event. The secondary employment coordinator for the Newport News Department may be contacted by calling: (757) 928-4151, or e-mailing pd-extra-duty@nngov.com.

SECTION 1 – GENERAL INFORMATION

Check One: One Year Permit (12 consecutive months – continuous and exclusive control and occupancy at the property)
 Single Event Permit (3 consecutive days or less)

Applicant Information

Name: _____
Name of individual applying *Name of your business or employer*

Address: _____
Street *City* *State* *ZIP*

Phone Numbers: _____
Home *Work* *Cellular* *Fax*

E-Mail Address: _____

Web-site: _____

Have you ever had a dance hall permit denied or revoked by any jurisdiction? Yes No

If yes, list the date(s) and the reason(s):

Will alcohol be allowed at the location? (Either served by you, or brought onto the property)

Yes No ABC License # _____

Has your ABC license ever been suspended/revoked, or have you ever been denied an ABC license?

Yes No N/A - No alcohol will be allowed

If yes, list the date(s) and reason(s) why:

Event Information

Name of Event: _____ Date of Event: _____

Hours of Event Operation: _____

If the event is sponsored by a corporate entity (i.e. Corporation, LLC, etc.) provide the names and residence addresses of the officers/directors OR if there are no officers/directors, provide the names and residence addresses of all persons having 20% ownership or interest therein. Attach a separate sheet, if necessary.

Sponsoring Organization: _____

Promotion Company (if utilized): _____

Anticipated Number of Attendees: _____ Attendee Ages: 18 and over 18 and under
 All ages 21 and over 21 and under

Venue Information (Include proof of approval such as lease, contract, or letter)

Name of Business: _____ Phone #: _____

Address: _____
Street *City* *State* *ZIP*

Contact Person/Manager: _____

SECTION 2 – CODES/COMPLIANCE

Venue Information

Tax map or parcel number _____ Zoned as: _____

Type of Business (check one): Restaurant
 Private Club (if admission privileges are sold to the general public at any time, check "Other")
 Other (explain) _____

Floor plan showing total venue area, type and number of plumbing fixtures, and the area to be devoted to dancing attached? Yes No

Total floor area (in square ft.): _____ Area devoted to dancing (in square ft.): _____

of Restrooms Available: _____ # of Entrances/Exits to the Building: _____

Will there be food and beverages at the event? Yes No

If "Yes", check applicable: Food will be sold Food will be delivered from another location
 Food will be served
 Food will be catered

Please state the type of food/drink offered during the event, along with a description of the food preparation facilities: _____

Please attach a copy of any obtained Food Permit and/or ABC license.

FOR CODES/COMPLIANCE USE ONLY

File #: _____

- The location provides sufficient vehicular parking on the property.
- The location **does not** provide sufficient vehicle parking on the property.
- The location **is not in compliance** with current zoning regulations.

Zoning Administrator (or designee)

- The location **meets** the requirements of the Uniform Statewide Building Code for the proposed use.
- The location **does not meet** the requirements of the Uniform Statewide Building Code for the proposed use.

Building Official (or designee)

*If any of the checkboxes marked indicate that Newport News City requirements are **NOT** met, the application will not move forward.*

SECTION 3 – FIRE DEPARTMENT

Event Information

Please attach the following: 1. A site plan for the venue which indicates the building location and parking areas; and
2. A floor plan for the venue indicating the locations of exits, seating areas, dance floor(s), food preparation area(s), and other occupied spaces.

Will there be any pyrotechnics/special effects in conjunction with the event? (*check one*):

Yes No

If “yes” you must complete a separate permit application obtained through the Fire Marshal’s Office. Contact them at (757) 247-8873 for more information.

FOR FIRE DEPARTMENT USE ONLY

File #: _____

Did the proposed venue submit to a fire inspection of the premises, to include building systems, occupancy limits, emergency exit conditions, fire suppression and detection systems, and emergency evacuation plans?

Yes No

Date of Inspection: _____

Comments:

The location **complies** with State and City fire codes.

The location **does not** comply with State and City fire codes.

Fire Chief (or designee): _____ Date: _____

SECTION 4 – COMMISSIONER OF REVENUE

FOR COMMISSIONER OF REVENUE USE ONLY

The Dance Hall Permit applicant:

I certify that the Dance Hall Permit applicant _____
Entity Name(s)

Is exempt from, or has/have applied for and paid all Business Professional and Occupational License (BPOL) taxes to conduct the dance hall business activity, as defined in Newport News Code of Ordinances §§23 and 5.

Commissioner of Revenue (or designee): _____ ,

_____, Date: _____
Title

SECTION 5 – POLICE DEPARTMENT

FOR POLICE DEPARTMENT USE ONLY

Has there been any misrepresentation, misstatement or omission by the applicant?

Yes No

Have any individuals set out in this application been convicted of a violation of Article II, Chapter 5?

Yes No

Have any individuals set out in this application had a permit for a public dance hall revoked within the past 12 months? Yes No

Is the proposed venue located in a residential dwelling? Yes No

Has the applicant been provided with the contact information for the NNPD Secondary Employment Coordinator? Yes No

Permit **Granted** Permit **Denied** (*attach a separate sheet explaining reason for denial*)

Dates Valid: _____

Chief of Police (or designee): _____

Date: _____