



City of Newport News  
City Center at Oyster Point  
Fountain Plaza  
Special Event Permit



---

Department of Parks, Recreation & Tourism  
700 Town Center Drive, Suite 320  
Newport News, VA 23606  
Phone: (757) 926-1400 Fax: (757) 926-1460

---

July 2, 2009

Mr. Robert B. Alexander  
Peninsula Tea Party  
615 Carys Chapel Road  
Yorktown, VA 23693

Dear Mr. Alexander:

I am pleased to inform you that permission has been given for you to hold the "Peninsula Tea Party" on Saturday, July 4, 2009 from 11:00 a.m. - 1:00 p.m. around the fountain at City Center at Oyster Point. This letter hereby serves as your Special Event Permit, referenced as number 20091.

It is my understanding that set-up for your event will take place from 10:00 a.m. - 11:00 a.m. and breakdown will be from 1:00 p.m. - 3:00 p.m. on Saturday, July 4, 2009. You are expecting approximately 500 – 1,000 people for which you will provide amplified sound at the fountain plaza closest to the Langley Federal Credit Union building off of Lakefront Commons. A sound check will be conducted at approximately 10:30 a.m. In addition, you will bring in tables and chairs, and provide your own sound system and electrical source that will be delivered to the site during set-up. Those same items will then be removed during breakdown, in addition to the removal of trash.

Please keep in mind that this permit and approval in no way guarantees/insures the safety of your guests; it merely represents permission for you to use City Center as previously described. In addition, it does not absolve you, as the permittee, from compliance in full with all other applicable federal, state and/or local requirements, including but not limited to ABC licensing, Health Department codes or Codes Compliance and Engineering permits.

Thank you for your interest in City Center. Please let me know if I can be of further assistance and best of luck with the "Peninsula Tea Party."

Sincerely,

Susan Lineberry  
Promotions & Special Events Superintendent  
Department of Parks, Recreation & Tourism