



To:  
From: Sgt. Allen Johnson, Work Force Division Sergeant Date:

Subject: Tent Documentation Letter

Thank you for your interest in the community service offered by Sheriff N.D. "Rocky" Holcomb and the Virginia Beach Sheriff's Office. To have your request approved, your organization must meet certain requirements set by the Virginia State Code. Specifically, your organization should qualify as a charitable or nonprofit entity under Section 501(c)(3) or (c)(4) of the Internal Revenue Code.

**FEES:** An administration fee of \$75.00 is required to process your request. This fee helps us maintain and repair tents as needed, allowing us to continue offering this service. If you need additional tents, a maintenance fee of \$50.00 will apply to each extra tent. If your event requires the use of sand barrels instead of stakes, there will be a maintenance fee of \$5.00 per barrel. Please note that each tent requires a minimum of 8 barrels for smaller tents and a maximum of 20 barrels for larger tents.

**MISS UTILITY TICKET:** Stakes are commonly used to secure tents, providing stability and preventing any shifting on uneven terrain. You must contact Miss Utilities 7 to 10 days prior to your event to obtain confirmation number. **We require this confirmation number along with the phone number associated with the confirmation number 72 hours before the tent is set up.** Contact numbers for Miss Utility of Virginia are 811 or 1-800-552-7001.

**BUILDING PERMIT:** If you are requesting a tent that is 900 square feet or larger **(20x60 or 20x80)**, you will need to obtain a building permit. This permit is required and will be at your expense. To arrange this, please contact the Permits and Inspections office at (757) 385-4211. **The permit must be obtained and submitted to us at least three working days before your event.** Additionally, you will need to provide a site plan of the property to secure the permit.

**PAYMENT:** Please ensure that payment is made at least 14 days before your scheduled setup date. Payments can be made via **check or money order** and should include the name, date of your event, and made out to the Virginia Beach Sheriff's Office. Payments can be delivered or mailed to the following address: *Virginia Beach Sheriff's Office, Attn: Accounting/Work Force Tents, 2501 James Madison Blvd., Bldg. 7 Virginia Beach, VA 23456.* **CITY AGENCIES:** Once you receive the confirmation letter, which will outline the pending amount owed and are ready to submit payment via ADI, please contact the accounting department at extension 7662 or Ronna Donley at extension 8138 to initiate the process. You will need to provide the Fund, Budget Unit, Object Code, and an email indicating the amount to be transferred to complete the paperwork.

**CANCELLATIONS:** Tents may be cancelled in the event of inclement weather. To receive reimbursement of any prepaid funds, cancellations for requested equipment must be made at least 10 working days before the event. Please send all cancellation requests **via email to [Tents@vbsos.net](mailto:Tents@vbsos.net).**



CITY OF  
**VIRGINIA**  
**BEACH**

N.D. "Rocky" Holcomb Sheriff/High Constable  
VIRGINIA BEACH SHERIFF'S OFFICE  
WORK FORCE DIVISION  
2501 James Madison Boulevard / Building 8  
Virginia Beach, VA 23456-9073



The person at the site where the tent(s) are being set up must sign for all Virginia Beach Sheriff's Office equipment and liability release. We wish you great success with your event!

Please complete all requested information and return it to us as soon as possible to proceed with your tent rental.

**1. Name of Organization Requesting Tent:**

**2. Address of Tent Location/Owner of Property?**

**3. Start/End Date and Time of Event:**

**4. 2 valid points of contact names and phone numbers (including mobile number):**

**5. 2 Valid email addresses for correspondence related to tent documents:**

**6. Will the tent(s) be placed on the pavement/concrete or grass (*using stakes or barrels*):**

**7. Number and size of tent(s) being requested?**

**8. Email/attach a copy of your organization's IRS status of a 501 (c) (3) or (c) (4):**

**9. Email/attach copy of Miss Utilities confirmation ticket/number (*if applicable*). Please include phone number associated with confirmation ticket:**

**10. Permit number (20x60 or 20x80, *if applicable*):**

*All communications regarding renting VBSO tents are to be conducted via email. Please see contact information below:*

VBSO Work Force Tents: [Tents@vbso.net](mailto:Tents@vbso.net) Office (757) 385-6515, Fax (757) 427-0106