
**APPLICATION FOR A SPECIAL EVENT AND
FIRST AMENDMENT DEMONSTRATIONS IN
ARLINGTON COUNTY, VIRGINIA**

Please submit this application as early as possible because events are calendared on first come first served basis. If County services are unavailable because a previously calendared event requires those same services; the County will work with you to select alternate times or dates. Note: County policy prohibits rain dates.

The completed application may be faxed to the Special Events Coordinator, Arlington County Police Department, Special Operations Section at 703-228-4535 or mailed to: Special Events Coordinator, Arlington County Police Department, 1425 N. Courthouse Road, Suite 9400, Arlington, VA 22201. Once the completed application is received the event will be given a reference number and any inquiries about this application should be referred to by this number. Any questions should be directed to the County's Special Events Hotline number at 703-228-4232. Depending upon the size and type of your event, it may be necessary for you, or a representative, to attend a meeting with the Special Events Committee to review your application. Approval of your event will be granted upon receipt and review of the application and your obtaining of necessary permits, licenses, certificates, inspections, and payment of fees.

It is the responsibility of the event sponsor or designee to obtain all necessary permits and pay all relevant charges and fees prior to the date of the event. Failure to comply with this will result in the event being canceled. No other date for canceled events will be rescheduled.

Events are classified into two separate categories, small event and large event. An event is classified as large if it meets one or more of the following criteria: 1) an estimated attendance of 500 or more persons; 2) an event that requires a total street closure; 3) an event that offers alcohol for sale; 4) any event determined by the County Special Event Coordinator as having a substantial impact on the adjacent community.

All applications and processing fees for *large* events *must* be filed with the County no less than ninety (90) days prior to the date of the event.

NOTE: All Special Events will be charged for full County expenditures unless they meet the criteria for the "Threshold Amount" underwriting. For additional information see "threshold Amounts in the Policy for Managing Public Gatherings

Criminal and/or administrative sanctions may be applied to any event sponsor or group who supplies false or substantially misleading information on any form, document, certificate, and liability waiver in the application or furtherance of a special event or First Amendment demonstration. See the Policy for Managing Public Gatherings for additional information.

I. GENERAL INFORMATION ABOUT THE EVENT

Name of the Event _____

Estimated number of attendees _____

Sponsor's Name _____

Address _____

Profit/Non-Profit Status _____

Contact Person(s) and Daytime Phone Number(s) _____

Day of Event Contact Person(s) and Phone Number(s) _____

Event Location _____

Date(s) and Time(s) of Event _____
(Include set-up and breakdown time)

Brief Description of Event

II. SITE INFORMATION

Please check **YES** or **NO** for each of the categories listed below. Failure to do this may slow down the application process and require further explanation at a later date.

Electrical Usage

Yes _____ No _____

Describe the type of equipment to be used and how you intend to supply the necessary power.
See **Permits**.

Offsite Parking (Not at event location)

Yes _____ No _____

Shuttle Information/Location

Park/Shelter Reservation

Contact Parks, Recreation and Community Resources (PRCR) to reserve a park site and/or a shelter site at 703-228-4747.

Performance Bond for Clean-up

If your event does not have a Trash Removal Plan, the Special Events Committee will determine whether or not a security deposit must be posted.

Restroom Facilities Provided

Yes _____ No _____

Company Contracted _____

Signage/Advertisement

Yes _____ No _____

Location(s):

Signs may only be posted (no banners) from Friday at sundown through Sunday at sundown. All signs must be removed at the conclusion of the event. Contact the Code Enforcement Office, Zoning, at 703-228-3883.

Street/Lane Closure

Yes _____ No _____

Location(s) and Time(s)

See **Permits**

Trash Removal Plan

Yes _____ No _____

You are responsible for any trash that is generated by your event. Please identify the party (ies) who will be liable for your trash removal or contact Department of Environmental Services at 703-228-6570. _____

III. EVENT SIGN AND SITE LAYOUT

Use this space or add an attachment to show the location for the following:

- Activity areas/tents/kiosks/structures
- Food/cooking/hand washing facilities

- Area where alcohol will be served • Music/bandstand area/speakers/sound booth
- Restrooms/portable toilets • Street barricades • Parking areas/shuttle bus stops
- Sign plan showing publicity, directional and day-of-event signs • First Aid Station
- Map of trail event showing entire course



SITE PLAN MUST BE INCLUDED FOR THE APPLICATION TO BE CONSIDERED

Failure to include the site plan will result in the application not being approved.

Example: location of tents, restrooms, snow fencing, etc., must be clearly marked.

IV. PERMITS

Your event may necessitate a meeting with County Staff to determine which of the following licenses, certificates or permits will be required. Unless otherwise noted, approval of this

application shall substitute for the individual license or permit. All permits and/or certificates must be clearly displayed at the event site.

Alcohol/Beer Permit

Yes _____ No _____

You will need to contact the State Alcohol Beverage Control Board for the appropriate licenses – 703-518-8090. Arlington County permits the sale or dispensing of alcoholic beverages on County property by permit only at Gateway Park, Clarendon Central Park and Fort C. F. Smith Park. There is a fee for the County Alcohol Permit and for the ABC Permit. For a County alcohol permit application, call 703-228-7742; FAX 703-228-6507. **Request for an Alcohol Permit must be submitted 30 days prior to the event.** For Food and Beverage Tax information, contact the Commissioner of the Revenue at 703-228-7180.

Building Permit

Yes _____ No _____

Any tent greater than 900 square feet and/or occupied by more than 50 persons must have an approved Building Permit from the Arlington County Inspection Services at 703-228-3800. Construction of stages and/or other tents may require an approved Building Permit. Contact County Inspections Services at 703-228-3800.

Certificate of Flame Retardancy for Tents

Yes _____ No _____

All tents must have an approved Certificate of Flame Retardancy. Contact the Arlington County Fire Prevention Division at 703-228-4644; FAX 703-228-4655.

Certificate of Occupancy

Yes _____ No _____

Any tent greater than 100 square feet, whether or not they are used for cooking, must have an approved Certificate of Occupancy from the Department of Community Planning, Housing, and Development, Zoning Office at 703-228-3883.

Electrical Permit

Yes _____ No _____

If special electrical connections are necessary, an electrical permit and inspection may be required. Contact the Permit Section of the Department of Community Planning, Housing and Development at 703-228-3800.

Fire Prevention Code Permit

Yes _____ No _____

For fire safety issues that include a site plan review (hazardous materials including propane usage, site inspection and other fire safety concerns), contact the Arlington County Fire Department, Fire Prevention Division at 703-228-4644; FAX 703-228-4655.

Food License/Vendors

Yes _____ No _____

If **Yes**, how many _____

Each food vendor must fill out and submit an application for a temporary food license to the Environmental Health Bureau **at least ten (10) working days prior to the event.** The food license will be issued after passing an inspection on the day of the event. For further information and to obtain application forms, call the Department of Human Services, Environmental Health Bureau 703-228-7400; FAX 703-228-7401. For information on required Food and Beverage Tax, contact the Commissioner of the Revenue at 703-228-7180. Failure to comply will result in exclusion from future events. **The fee for each vendor will be \$ 60.00**

Insurance Certificate

Yes _____ No _____

Name of carrier _____

Most events held on County owned or leased property require a certificate of insurance verifying the existence of an active insurance policy covering liability of the sponsor arising from the event. Please

consciously plan safety and risk control measures for your event. Contact Risk Management in the Arlington County Office of Support Services at 703-228-4421.

Special Event Business License

Yes _____ No _____

Non-profit organizations must submit a "Proof of Status" form. All others are required to pay a \$30.00 fee. Contact the Commissioner of Revenue, Business License Section at 703-228-3060.

Street /Lane Closure Permit

Yes _____ No _____

A "Right-of-Way" permit is needed for any activities that require street closure, the use of travel lanes, the use of parking meters, the installation of temporary "No Parking" signs or barricades as a part of a permit request. Please contact Traffic Engineering **at least ten (10) working days prior to the event** at 703-228-3703; FAX 703-228-3719. There is a \$15.00 permit fee and in accordance with the County Code there will also be fees of \$7.50 per meter per day for parking meters and \$20.00 for "No Parking" signs.

Trail Event Permit

Yes _____ No _____

Contact the Department of Parks, Recreation and Community Resources at 703-228-7742; FAX 703-228-6507. A fee may be required for certain trail events.

NOTES

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V. COUNTY SERVICES REQUESTED/REQUIRED

The following services are available from, or may be required by, Arlington County. The Applicant will be informed at the review session or by telephone if any fees are charged for a particular service. The applicant should confirm reservations/arrangements with the appropriate department(s) two weeks before the event.

Fire Department Support/First Aid/EMS Yes _____ No _____

Determination of whether and/or what level of Fire/EMS Support is required for the event will be made by the Arlington County Fire Department, EMS Battalion Chief at 703-228-3362.

Fire Department Information/Education Services Yes _____ No _____

Contact the Arlington County Fire Department, Public Education at 703-228-4659; FAX 703-228-4655. Educational activities, fire apparatus, medics – tailored to your event.

Police Department Support Yes _____ No _____

Determination of whether and/or what level of Police Support is required for the event will be made by the Arlington County Police Department, Special Operations Section or the Commander of the appropriate Police District.

Police Department Information/Education Services Yes _____ No _____

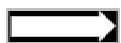
Street Cleaning Before/After Yes _____ No _____

Contact Department of Environmental Services at 703-228-6570

VI. CONTACTS/FEEES

The following is provided as an overview and checklist of items that may be needed for your event and contact persons. The **Yes** and **No** boxes should correspond to the previous sections of this application. It is the sponsor's responsibility to make contact with all relevant County agencies in order to obtain the necessary certificates and/or permits and to pay all connected fees. **All fees must be paid and all necessary certificates and/or permits must be obtained before the application is approved.** Should you have any questions, please call the Special Events Coordinator at 703-228-4075.

See checklist –Page



CONTACTS/FEEES CHECKLIST

	YES	NO	CONTACT	FEE
Alcohol/beer Permits			Contact the State Alcoholic Beverage Control Board at 703-845-6429. Contact the Parks & Natural Resource Division for specific County permit at 703-228-7742; FAX 703-228-6507.	County \$100.00 ABC \$45.00

Authorization to use site			Obtain authorization from the County site. For use of a park, call 703-228-7742; for schools, call 703-228-6000.	
Building Permit – Tent/stage			Call Permit section of the Department of Community Planning, Housing and Development at 703-228-3847. Tent/stage under 900 square feet – no charge.	\$35.35
Certificate of Occupancy			Call Department of Community Planning, Housing and Development, Zoning Office at 703-228-3883.	
Electrical Permit			Call Permit section of the Department of Community Planning, Housing and Development at 703-228-3847.	\$35.35
Fire Department Support/EMS			Fire/EMS Support will be determined based on the crowd size and type of event (i.e. special sporting events such as bike races, 5 & 10 K races, etc.). Support will be honored as personnel are available. Fees will be discussed with the sponsor. Call the Arlington County Fire Department – EMS Battalion Chief at 703-228-3362.	To be determined
Fire Prevention Code Permit			Fire safety issues that include site plan review, hazardous materials including propane usage, site inspection and other fire safety concerns. Call the Fire Department, Prevention Division, at 703-228-4644; FAX 703-228-4655.	\$85.00
Flame Retardancy Certificate for tents			Call Fire Department, Prevention Division at 703-228-4644; FAX 703-228-4655.	
Food License			All food vendors must apply for a temporary license. Call Environmental Health Bureau at 703-228-7400; FAX 703-228-7401. For Food and Beverage Tax, call the Commissioner of the Revenue, 703-228-7180.	\$ 60.00 for each Vendor
Insurance Certificate			Call Risk Management at 703-228-4421.	
Park/Shelter Permit			Contact PRCR at 703-228-4747.	
Performance Bond for Clean-up			Determined by the Special Events Committee. A security deposit may be required, based on type and size of event.	
Police Support			Police review and support are required when any <u>one</u> of the following criteria is met: through roads are blocked; alcohol is being offered outside; estimated crowds of over 100 are expected for an outside event.	50.00 Per Hour Each Officer. Any County expenditure greater than \$ 2000 will be your responsibility to reimburse the county for its services
Sign Information			Contact Department of Community Planning, Housing and Development, Zoning Office at 703-228-3883.	
Special Events Business License			Call the Commissioner of the Revenue at 703-228-3060. Proof of non-profit status required.	\$30.00
Street Cleaning			Contact Department of Environmental Services at 703-228-6570.	
Street /Lane Closure			Call Traffic Engineering at 703-228-3703. Additional fees - Parking meters at \$7.50 per meter, per day and \$20 for “No Parking” signs, based on type of event.	\$15.00
Trail Event Permit			Contact PRCR at 703-228-7742.	\$50.00
Trash Removal			Contact Department of Environmental Services, Solid Waste, at 703-228-6570.	
TOTAL FEE (S)				\$

VII. HOLD HARMLESS AGREEMENT

The applicant covenants to save, defend, hold harmless and indemnify the County, and all of its officers, departments, agencies, agent and employees (Collectively the "County") from and against any all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event as herein described.

Signed _____

Position _____

Date _____

VIII. DEPARTMENTAL SIGN-OFFS

Code Enforcement _____

Commissioner of the Revenue _____

Environmental Health _____

Fire Prevention _____

Fire Support/EMS _____

Inspections _____

Parks and Recreation _____

Police Support _____

Public Works _____

Risk Management _____

Traffic Engineering _____

Zoning _____

IX. Signature of Event Sponsor

I attest the above information is true and accurate
_____ Date _____

Signature of event sponsor

X. EVENT APPLICATION APPROVAL

The Special Event as described above is approved subject to any conditions noted on this form or otherwise set forth by the County of Arlington.

_____ OR _____
Commander, Special Operations Section Commander, District _____

Date