



Department of General Services
421 King Street, Suite 220 ♦ Alexandria, VA 22314
703.746.3218 ♦ Fax: 703.519.3332

APPLICATION FOR USE OF MARKET SQUARE

Policy for Use of Market Square Plaza

The Market Square Plaza is for the general use and enjoyment of the residents of Alexandria. Local residents, nonprofit groups and organizations wishing to present or to promote an activity that utilizes the Plaza must make reservations two weeks prior to the desired performance date with the Department of General Services. An application must be completed which describes in detail the proposed use or event.

The City of Alexandria offers reserved use of the Market Square Plaza with the understanding that the requesting user will be responsible for all physical arrangements as set forth in the application. Further, the applicant will be expected to leave the Plaza in the same general condition as it was found.

This applicant will be expected to observe general rules in use of the Market Square Plaza. These include, but are not limited to, the following:

1. Limit activity to the area designated and to the time requested.
2. Signs and banners related to the activity may not be erected more than four hours prior to start time.
3. The number of signs and banners to be erected must be approved in advance by the City.
4. Operate electrically amplified sound and sound producers in conformity with the provisions of the City Code and only when included on permit.
5. No alcoholic beverages may be served or sold without appropriate and approved licenses and permits from the Virginia Alcoholic Beverage Control Authority (ABC).
6. Sale of food products must be approved by the Health Department.
7. All applicable provisions for permits and licenses required by the City Code must be met.
8. Vehicles shall not be permitted to drive or park on the Plaza.
9. Programs must terminate prior to 6 p.m.
10. The City Reserves the right to cancel or postpone any event to present a program for the public at large.
11. Major events (over 1,000 attending or use of sound amplification) in Old Town are limited to no more than one such event every other weekend.

For Non-City Sponsored Programs

Local citizens, non-profit groups and civic organizations whose mailing address or function is within the City of Alexandria, may apply to the Department of General Services/Facilities Maintenance for a permit to use the Market Square Plaza to present programs and activities of general interest to the public. All expenses incurred by the City will be paid by the sponsoring organization. Upon application for a permit, the applicant will be furnished with a cost estimate for services furnished by the City.

General guidelines for granting a permit to use Market Square Plaza shall be as follows:

1. All activities shall be open to the general public and no admission may be charged.
2. Approved activities shall be of interest to the general public and not prevent enjoyment of the Market Square Plaza by the citizens.
3. Public fundraising sales shall be limited to small (one table) sales of baked goods, raffle tickets, etc. Sale of non-alcoholic drinks in paper cups during programs and activities, sponsored by a non-profit organization, shall be approved by the group sponsoring the activity. All profits shall go to the non-profit organization. All tax and health law compliance shall be the responsibility of the vendors.
4. In cases where large crowds are anticipated, the sponsor of the activity may be required to purchase liability insurance, naming the City as co-insured.
5. There shall be no commercial for profit activities on the Plaza.
6. Final approval for a non-City event will not be granted prior to three months of the proposed activity date.
7. Non-City sponsored activities must submit a completed application at least four weeks in advance. Applications will be reviewed within one week of submittal.
8. The fee for using Market Square Plaza for an event is \$50.00 per hour with a four hour minimum and is charged on an hourly basis thereafter. Cash, check, or money order payment is due at the time the application is submitted.
9. There are additional fees for any support staff that are needed at the event. The City will make the determination as to how many, if any, are needed.



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Name of Organization: _____

Person Completing Application: _____

Address: _____

Home #: _____ Work #: _____

Email: _____ Event Contact #: _____

Date of Event: _____ Event Hours: From: _____ To: _____

Set-up Time: _____ Take Down Time: _____

Number of Participants: _____ Number Expected to Attend: _____

Proposed Activity (Please describe fully, use an additional page if necessary): _____

NEEDS: Please mark the appropriate responses and/or list the quantity.

Podium/Lectern: ☐ Yes ☐ No

Sound Support (FEES APPLY – Recommended when using the podium/lectern outdoors): ☐ Yes ☐ No

Trash Containers: ☐ Yes ☐ No Quantity: _____

Unpadded Folded Chairs (FEES APPLY)? ☐ Yes ☐ No Quantity: _____

Tables (FEES APPLY): ☐ 6' or 8' Rectangle ☐ 5' or 6' Round Quantity: _____

Table Cloths (FEES APPLY): ☐ Yes ☐ No

☐ White ☐ Green ☐ Blue ☐ Other Color: _____ Quantity: _____

Table Skirting (FEES APPLY): ☐ Yes ☐ No ☐ One Side ☐ All Sides

☐ White ☐ Green ☐ Blue ☐ Other Color: _____ Quantity: _____

Security Services (FEES APPLY – \$40/hr. per person): ☐ Yes ☐ No

Cleaning Services (FEES APPLY – \$25/hr. per person): ☐ Yes ☐ No

Reserved Parking: ☐ Yes ☐ No Quantity: _____ Location: _____

Please be advised, depending on your activities you may be required to obtain various types of permits (food, noise, sound, tent (depending on size), propane or open flame, etc.). For additional information on how to apply to hold a special event in the City of Alexandria, call the Office of Special Events at 703.746.5418.

I (we) have read and understand the policies and regulations governing the use of Market Square, as amended, and agree to comply with the requirements contained therein.

Signature _____ Date _____

FOR OFFICE USE ONLY FEES BASED ON APPLICATION

Facility Charge: _____ Approved By: _____