

**CITY OF ALEXANDRIA  
SPECIAL EVENT APPLICATION & INFORMATION**

This form should be filled in completely and sent to the Department of Recreation, Parks and Cultural Activities, 1108 Jefferson Street, Alexandria, Virginia 22314. Once the application is received, it will be evaluated and approved or disapproved by the City. Organizations should not proceed with promoting their event until approval is received to hold the event. Applications for special events should be received one year before the proposed event is to take place. All fees for City services are due one month in advance of the event date.

**I. EVENT INFORMATION**

Name of Proposed Event:		Date(s):	
Event Hours: From	To	Set-up Time:	Take Down Time:
Location:		<input type="checkbox"/> Public Property	<input type="checkbox"/> Private Property
Phone # for Event Information:			Est. Attendance:
Purpose of Event:			
Description: (Please include site map for event or route map for race or parade)			
<b>Food/Beverages:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Sales <input type="checkbox"/> Served No Sales/Catered <input type="checkbox"/> On site cooking <input type="checkbox"/> Propane Gas <input type="checkbox"/> Charcoal <input type="checkbox"/> Other: _____			
<b>Alcoholic Beverages</b> (Beer & Wine only): <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Sales <input type="checkbox"/> Served/No Sales			
<b>Street Closure:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes Street Name(s): _____			
<b>Request lifting of parking restrictions:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (from _____ to _____)			
<b>Request Reserved Parking:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (indicate dates and times)			
<b>Merchandise Sales:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes Describe: _____			
<b>Restrooms:</b> <input type="checkbox"/> On site <input type="checkbox"/> Portable Toilets: ___ #regular units ___ #handicap units			
Describe arrangements for public access to water: <input type="checkbox"/> Hand washing <input type="checkbox"/> Drinking			
<b>Entertainment/Proposed Activities:</b> <input type="checkbox"/> Amusement Rides <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Pony Rides <input type="checkbox"/> Fireworks <input type="checkbox"/> Athletic Demonstration <input type="checkbox"/> Music <input type="checkbox"/> Performers <input type="checkbox"/> Other: _____			
General Description/Information: _____			
<b>Parking:</b> Where will participants park for event? _____ Where will attendees park for event? _____ Arrangements for handicap parking are as follows: _____			

**II. FINANCIAL INFORMATION**

Will fees be collected? <input type="checkbox"/> No <input type="checkbox"/> Yes	Will tickets be sold or admission charged? <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Insurance:</b> Does organization have liability coverage that will apply to this event? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please state name of insurance company and the limits of coverage provided: _____ _____	
Are there corporate sponsors? <input type="checkbox"/> No <input type="checkbox"/> Yes-Describe contribution and what they are receiving in return: _____ _____	
Is this a non-profit organization? <input type="checkbox"/> No <input type="checkbox"/> Yes-Name or group/organization to which profits will be donated: _____	
What percent of the gross income made from the event will go to the nonprofit group? _____	

**III. APPLICANT INFORMATION**

Organization:	Address: _____ City/State: _____ Zip Code: _____
Representative: Title:	Address: _____ City/State: _____ Zip Code: _____
Phone # Day Time:	Phone # Evening:
Fax #:	E-mail: _____                      Cell Phone: _____
Purpose of Organization:	

**CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT**

The undersigned certifies that he or she is familiar with the rules, regulations and responsibilities of the use of City facilities and equipment and that the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that he or she is the legally authorized representative of the sponsoring organization, and has the legal authority to submit this application and to enter into binding contracts on behalf of the organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information.

The undersigned acknowledges that issuance of a permit for use of facilities and recreational equipment is contingent upon approval of this application by the Director of the Department of Recreation, Parks and Cultural Activities, and that receipt of deposit is required, if applicable, and that payment for City services is payable one month in advance of the event.

Name and Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## EVENT REQUIREMENTS

Please read the requirements listed below which may pertain to your event. There may be additional requirements for your particular event. You will be notified of any additional requirements.

1. Liability insurance not less than \$1,000,000 (\$2,000,000 preferred) will be required for you to hold this event. You will be required to submit to the City no later than two weeks before the scheduled event insurance certificates for your organization covering the event, as well as certificates for such vendors as food, amusements, fireworks display companies, etc. that are not covered under the organizational policy. These certificates must show such liability coverage as may be required by the City, and must name the City as an additional insured. Your failure to submit these certificates in a timely manner may result in cancellation of your event. **The Certificate of Insurance must be filed 30 days before event.**
2. Food vendors must make application to the Alexandria Health Department at 4480 King Street, 3<sup>rd</sup> floor Alexandria, VA 22302 to obtain a permit to sell food. **Application must be filed 30 days before an event**
3. Food vendors must have a safety inspection by Fire Marshal at least 2 hours before opening to the public.
4. If alcoholic beverages are served or sold, an ABC permit will be required. Restrictions may be placed by the City on container use. City preference is a keg or close containers. You may obtain your permit from the Virginia ABC Board at 6308 Grovedale Drive, Alexandria, VA 22310, after receipt of permission from the Department of Recreation. **Application must be filed seven days before event.**
5. If you are having entertainment or any amplified sound, you will need a noise permit from the Alexandria Department of Transportation and Environmental Services, Division of Environmental Quality. **Application must be filed 10 days before the event.**
6. Organizations must provide a financial statement from last year's event with this application.
7. Provide a map layout of vendors and activities.
8. For events scheduled in Old Town, off-street parking locations must be advertised in your publicity. Enclosed is a parking map of parking locations in Old Town.
9. Organizations holding races or walks must provide a description and map of the event. Organizations holding parades must provide a map of the route, indicating what streets are to be closed, and a list of parade participants.
10. Your organization may be required to sign a contract. All certificates of insurance as well as all fees associated with each event must be submitted to the Recreation Department Office two weeks prior to the event.