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## ARLINGTON COUNTY SPECIAL EVENT APPLICATION

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**All Special Events held within Arlington County must complete this application.**

- Arlington County's definition of a special event includes pageants, celebrations, historical reenactments, entertainment, exhibitions, parades, fairs, festivals and similar events on public spaces. (Special Events as related to this application are not demonstrations, block parties, regularly repeating events such as Farmer's Markets or casual public space use by citizens, visitors or tourists).
- Events are classified into:
  - Large Events include any of the following: 1) have an estimated attendance of 500 or more persons; 2) require a total street closure; 3) offer alcohol or 4) any event determined by the County Special Event Coordinator as having a substantial impact on the adjacent community.
  - Small Events are under 500 participants, does not require a total street closure, does include alcohol and does not substantially impact the adjacent community.
- 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.
- To assist in offsetting law enforcement, fire and emergency response personnel costs to non-profit event organizers, Arlington County provides **Special Event Grants for Non-Profits** annually. Applications are due May 31, 2010 (for events planned from July 1 - December 31, 2010) and September 30, 2010 (for events planned January 1 - June 30, 2011).

### **Application Process:**

- 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.
- The completed Application may be
  - E-mailed to: abower@arlingtonva.us
  - Faxed to: (703) 228-4192
  - Mailed to: Special Events Coordinator  
Arlington County Police Department,  
1425 N. Courthouse Road, Suite 9400  
Arlington, VA 22201.

- Completed applications are given a Reference Number (beginning with SE). All inquiries must use this Reference Number.
- Event dates will be approved based on the availability of County resources to support the event as needed. If County services are needed but unavailable, the County will work with Event Organizer to select alternate times or dates. **Note: County policy prohibits rain dates.**
- Approval of Special Event Application will be given upon receipt and review of the application and the Event Manager obtaining necessary permits, licenses, certificates, inspections and payment of fees.
- 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. Meetings are once a month.
- For questions please call the Arlington County Special Events Hotline (703-228-4232) or the Special Event Coordinator (703-228-4075).

### **Special Event Grant for Nonprofits**

- Grants will be awarded annually to nonprofit organizations (such as partnerships, heritage groups and other community groups) to offset costs for required law enforcement, fire and emergency response personnel services.
- Any individual nonprofit organization will be eligible for a maximum of two (2) grants per County fiscal year.
- Grants are up to a maximum of four thousand dollars (\$4,000), conditional upon the approval of the event.
- Grants are limited to the actual County charges related to required services for the event, exclusive of permitting and inspections fees, rental equipment and similar optional charges.

<b>For Nonprofit Special Events held between</b>	<b>Grant Application Due</b>	<b>Grant Awards Announced</b>
July 1 through December 31, 2010	May 31, 2010	June 15, 2010
January 1 through June 30, 2011	September 30, 2010	October 15, 2010

### **Accurate Information**

- **Criminal 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.**

## **ARLINGTON COUNTY SPECIAL EVENT APPLICATION**

### **GENERAL EVENT INFORMATION**

1. Name of the Event \_\_\_\_\_

2. Sponsor of the Event \_\_\_\_\_

3. Is the Sponsor a Nonprofit?    Yes \_\_\_\_    No \_\_\_\_

4. If yes, please identify the category of nonprofit:

County Partnership \_\_\_\_ Heritage Group \_\_\_\_ Other \_\_\_\_\_

5. Date of Event \_\_\_\_\_

6. Event Location \_\_\_\_\_

7. Time of Event \_\_\_\_\_

8. Set-up and Breakdown Time \_\_\_\_\_

9. Estimated Number of Attendees \_\_\_\_\_

### **EVENT COORDINATOR INFORMATION**

1. Event Manager's Name \_\_\_\_\_

2. Mailing Address \_\_\_\_\_

3. Email Address \_\_\_\_\_

4. Day of Event Contact Person \_\_\_\_\_

5. Day of Event Contact Person's Telephone Number \_\_\_\_\_

### **GENERAL PUBLIC INFORMATION**

1. Contact Person for Public Inquiries \_\_\_\_\_

2. Event Phone \_\_\_\_\_

3. Event Website \_\_\_\_\_

**EVENT HISTORY**

1. Has this event occurred before? Yes \_\_\_\_ No \_\_\_\_

2. If yes, please indicate:

When (month/year) \_\_\_\_\_/\_\_\_\_\_

Who was Sponsor \_\_\_\_\_

What was the total revenue from the Event last time it was held? \$ \_\_\_\_\_

What was the total expense from the Event last time it was held? \$ \_\_\_\_\_

Did the Event incur required service personnel charges from Yes \_\_\_\_ No \_\_\_\_

If yes, how much were the charges \$ \_\_\_\_\_

**EVENT CURRENT ESTIMATES**

1. What is the estimated total revenue from the Event this year? \$ \_\_\_\_\_

2. What is the estimated total expense from the Event this year? \$ \_\_\_\_\_

3. What is the estimated total County charge for law enforcement, fire and emergency response personnel for the Special Event this year?

\$ \_\_\_\_\_

**ARLINGTON COUNTY GRANTS FOR NON-PROFITS**

1. Do you wish to apply for a Special Event Grant for Nonprofits? Yes \_\_\_\_ No \_\_\_\_

2. If yes, what is the total grant requested for law enforcement, fire and emergency response personnel costs for the Special Event this year?

\$ \_\_\_\_\_

**EVENT DESCRIPTION**

**1. Please describe the Special Event:** (Attach a new sheet if needed).

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**2. Support Arlington’s Vision**

Arlington County’s Vision is to be a diverse and inclusive world-class urban community with secure, attractive residential and commercial neighborhoods where people unite to form a caring, learning, participating, sustainable community in which each person is important. Please describe how this Special Event supports this vision.

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**EVENT SUPPORT****1. FitArlington**

Is your event a fitness, sports or health event that would benefit from FitArlington marketing support (for more information go to [www.arlingtonva.us](http://www.arlingtonva.us), search FitArlington)?

Yes \_\_\_\_\_

No \_\_\_\_\_

**2. Fresh Aire**

Does your event help to improve environmental sustainability, recycling, reducing carbon immersions or increasing the tree canopy and if so, would it benefit from being associated with the County's Fresh Aire Initiative (for more information go to [www.arlingtonva.us](http://www.arlingtonva.us), search Fresh Aire)?

Yes \_\_\_\_\_

No \_\_\_\_\_

**3. Fire Education**

Would your event like to utilize Fire Department Information Education Services (Educational Services may not be available; they are based on availability of Fire Department personnel. For more information contact the Arlington County Fire Department, Fire Prevention Division at 703-228-4644)?

Yes \_\_\_\_\_

No \_\_\_\_\_

## **SITE INFORMATION**

All of the questions below must be answered for approval of a Special Event Application. Please check YES or NO for each of the categories listed below. Failure to do this may slow down or impede the application process.

### **1. Electrical Usage** Yes \_\_\_\_\_ No \_\_\_\_\_

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

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### **2. Offsite Parking** (Not at event location) Yes \_\_\_\_\_ No \_\_\_\_\_

Shuttle Information/Location

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### **3. Park/Shelter Reservation**

Contact Parks, Recreation and Community Resources (PRCR) to reserve a park site or a shelter site (Call 703-228-1805, go to [www.arlingtonva.us](http://www.arlingtonva.us), search rentals or e-mail [facilitiescheduling@arlingtonva.us](mailto:facilitiescheduling@arlingtonva.us). Rentals must be reserved and paid in advance. Shelter rentals are \$125 for Arlington County residents, \$250 for out of Arlington County groups. Rental fees vary per location for ball fields, courts and indoor facilities. All reservations must have approval of Park Manager. Additional fees may apply; see section **Contacts/Fees**

### **4. Performance Bond for Clean-up**

Events must have a Removal Plan. The Special Events Committee will determine whether or not a security deposit must be posted. If the Special Event has had problems in the past, including **payments or permits**, you may be required to post a security deposit.

### **5. Restroom Facilities** Yes \_\_\_\_\_ No \_\_\_\_\_

How many toilet fixtures inside: Male \_\_\_\_\_ Female \_\_\_\_\_ Handicap \_\_\_\_\_

How many portable toilets outside: Male \_\_\_\_\_ Female \_\_\_\_\_ Handicap \_\_\_\_\_

Are there hand-washing facilities convenient to toilets? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the name of the restroom facilities company: \_\_\_\_\_

**6. Street/Lane Closure**

Yes \_\_\_\_\_ No \_\_\_\_\_

What are the location(s) and time(s) where roads will be closed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Trash/Recycling Removal Plan**

Yes \_\_\_\_\_ No \_\_\_\_\_

All applicants that expect at least 100 participants at their event and generate recyclable materials (i.e. cardboard, bottles and cans, paper, etc.) are required to fill out the following trash and recycling plan. Questions? Contact Parks, Recreation and Cultural Resources (PRCR) at 703-228-7632 for parks and the Rosslyn/Ballston area contact. For all others areas, contact Department of Environmental Services (DES) at 703-228-6570.

What is the name of the trash collector \_\_\_\_\_

What is the name of the recycling collector \_\_\_\_\_

What items will be collected for recycling (check all that apply)

Cardboard \_\_\_\_\_ Bottles & Cans \_\_\_\_\_ Paper \_\_\_\_\_ Other \_\_\_\_\_

How many and what type of recycling containers are planned? \_\_\_\_\_

What is the final destination for the recycling? \_\_\_\_\_

In space below describe recycling process as it will occur on day of event (please include how materials will be transported to recycling facility):

\_\_\_\_\_  
\_\_\_\_\_

**8. Signage/Advertisement**

Yes \_\_\_\_\_ No \_\_\_\_\_

Limited signs may be posted the day of the event. All signs must be removed at the conclusion of the event. Limited banners in designated areas can be placed with approval from the Zoning Office. For more information call 703-228-3883.

List locations and describe where you plan to place signage and advertising.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EVENT SIGN AND SITE LAYOUT**

### **1. Use this space or add an attachment to show the location for the following:**

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

**The site plan must be included for the Special Event Application to be considered. Failure to include the site plan will result in the application not being approved.**

## PERMITS

Your event may necessitate a meeting with County Staff to determine which of the following licenses, certificates or permits will be required. All permits or certificates must be clearly displayed at the event site.

### 1. Insurance Certificate

Yes \_\_\_\_\_ No \_\_\_\_\_

Arlington County requires that most events held on County owned or leased property must have a certificate of insurance verifying the existence of an active insurance policy covering the Event Sponsor for liability arising from the event. **Certificate must be submitted one week prior to the event.** Events must consciously plan safety and risk control measures for your event. For more information contact Risk Management in the Arlington County Department of Human Resources at 703-228-4444.

Name of carrier \_\_\_\_\_

### 2. Food and Drink:

#### Alcohol/Beer Permit

Yes \_\_\_\_\_ No \_\_\_\_\_

Requests for an Alcohol Permit must be submitted 30 days prior to the event. The only Arlington County properties which permit the sale or dispensing of alcoholic beverages by permit are Gateway Park, Clarendon Central Park and Fort C. F. Smith Park. Contact the State Alcohol Beverage Control Board for the cost, availability and appropriate state licenses: 703-313-4432 and 703-228-7754 for the County Alcohol Permit and ABC Permit. (Fax 703-228-6507).

Alcohol and Beer sales also require Food and Beverage Tax. For information, contact the Commissioner of the Revenue at 703-228-7180.

#### Food License/Vendors

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, how many vendors \_\_\_\_\_.

Each food vendor must fill out and submit an application for a Temporary Food License to the Environmental Health office at 800 S. Walter Reed Drive, Arlington Virginia 22204 **at least ten (10) working days prior to the event.** Each food vendor license fee is \$100. Inspection fees are \$50 an hour. The temporary food license will be issued after passing an inspection on the day of the event.

For further information and to obtain application call the Department of Human Services, Public Health Division, Community Health Protection Bureau, Environmental Health Program at 703-228-7400 (FAX 703-228-7401) or go to [www.arlingtonva.us](http://www.arlingtonva.us), search Food License.

**Meals Tax**

Yes \_\_\_\_\_ No \_\_\_\_\_

Arlington Code 65 requires food vendors to collect Meals Tax on certain food and beverages sold in the County. The Code stipulates that the Meals Tax paid to Arlington County within fifteen (15) days after the event to avoid penalty and interest charges. The sponsors are required to submit a list of participating food vendors, including names, mailing addresses, contact, emails and a phone numbers to the Special Event Coordinator at the Commissioner of Revenue Office at least ten (10) days prior to the event so that all vendors would receive required forms for submitting their Meals Tax on time. For information on required Food and Beverage Tax, contact the Commissioner of the Revenue at 703-228-3060.

**3. Electrical Permit**

Yes \_\_\_\_\_ No \_\_\_\_\_

If 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.

**4. Tents Need:****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.

**Building Permit**

Yes \_\_\_\_\_ No \_\_\_\_\_

Any tent greater than 900 square feet 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 and temporary membrane structures must have an approved Certificate of Flame Retardancy, contact the Arlington County Fire Department, Fire Prevention Division at 703-228-4644.

**5. Fire Department Code Permits**

Yes \_\_\_\_\_ No \_\_\_\_\_

Special Events Permit and Plan for Indoor or Outdoor Assemblages, Carnivals, Fairs and Festivals are required under the Fire Prevention Code. Contact the Arlington County Fire Prevention Division 703-228-4644.

**6. Open Flame Permits Indoor or Outdoor of Events** Yes \_\_\_\_\_ No \_\_\_\_\_

Open flame permits are required for establishment using open flame cooking devices to include but not limited to propane, wood, charcoal grills, fryers exceptions warming.

**7. 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. Contact the Commissioner of Revenue, Business License Section at 703-228-3060.

**8. 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. Permits cost \$34.00. Please contact Traffic Engineering **at least ten (10) working days prior to the event** at 703-228-0099; (FAX 703-228-3719).

Additionally in accordance with the County Code there will also be fees of \$15.00 per meter per day for parking meters with a time limit of 4 hours or less, \$11.00 per day for each meter with a time limit of more than 4 hours.

Sign fees \$25.00 for the first two "No Parking" signs and \$1.25 for each additional "No Parking" sign.

The cost of traffic control devices (barricades/cones) for events is \$5.00 per device per day.

**9. Trail Event Permit** Yes \_\_\_\_\_ No \_\_\_\_\_

Contact the Department of Parks, Recreation and Community Resources at 703-228-7980 (FAX 703-228-6507). A \$50 fee is required for trail events.

## **COUNTY SERVICES: REQUIRED OR REQUESTED**

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.

**1. Fire Department Support/EMS**                      **Yes** \_\_\_\_\_    **No** \_\_\_\_\_    **Don't Know** \_\_\_\_\_

Fire/EMS support for an event will be determined by the Special Operations Chief of the Arlington County Fire Department. The Fire Department Special Events Team can be reached by telephone at 703-228-0228 or by email at ACFDSpecialEvents@arlingtonva.us. (The **Special Event Grant for Nonprofits** can help nonprofits to offset these costs.)

**2. Police Department Support**                      **Yes** \_\_\_\_\_    **No** \_\_\_\_\_    **Don't Know** \_\_\_\_\_

Determination of whether and 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. (The **Special Event Grant for Nonprofits** can help nonprofits to offset these costs.)

**3. Street Cleaning Before/After**                      **Yes** \_\_\_\_\_    **No** \_\_\_\_\_    **Don't Know** \_\_\_\_\_

Contact Parks, Recreation and Cultural Resources (PRCR) at 703-228-7632 for parks and the Rosslyn/Ballston area contact. For all others areas, contact Department of Environmental Services (DES) at 703-228-6570.

## ARLINGTON COUNTY SPECIAL EVENT CHECK LIST

The following is provided as an overview 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 Event Organizer's responsibility to contact all relevant County agencies in order to obtain the necessary certificates or permits and to pay all connected fees. **All fees must be paid and all necessary certificates or permits must be obtained before the application is approved.** Please call the Special Events Coordinator at 703-228-4075 with questions.

	YES	NO	CONTACT	FEE
Alcohol/Beer Permits			Contact the State Alcoholic Beverage Control Board at 703-313-4432. Contact the Parks & Natural Resource Division for specific County permit at 703-228-7754; FAX 703-228-6507.	<b>County</b> \$100.00 <b>ABC</b> \$55.00
Authorization to use site			Obtain authorization from the County site. For use of a park, call 703-228-7632; for schools, call 703-228-6000.	
Building Permit – Tent/stage			Call Permit section of the Department of Community Planning, Housing and Development at 703-228-3800. Tent/stage under 900 square feet – no charge.	To be determined
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 703-228-3800.	To be determined
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. The Fire Department Special Events Team can be reached by telephone at 703-228-0228 or be email at <a href="mailto:ACFDSpecialEvents@arlingtonva.us">ACFDSpecialEvents@arlingtonva.us</a>	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	1-50 people/\$42.50 51-500 / \$85 501 or greater / \$170
Flame Retardancy Certificate for tents			Call Fire Department, Prevention Division at 703-228-4644.	
Open Flame			This Permit is required for each individual business that uses an open flame for cooking or other use.	\$85.00
Food License			Anyone providing food must apply for a temporary food license. Call Environmental Health at 703-228-7400.	\$100 for each vendor license; \$50/hr inspection fee
Meal Tax			For Food and Beverage Tax, call the Commissioner of the Revenue, 703-228-7400.	To be determined
Insurance Certificate			Call Risk Management at 703-228-4444.	
Park/Shelter Permit			Contact PRCR at 703-228-1805.	
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 <b>one</b> 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.	To be determined Min. 3 Hours per officer
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 PRCR for Parks and Rosslyn/Ballston Areas at 703-228-7632 All other areas contact Department of Environmental Services at 703-228-6570.	\$246.84 for 1 <sup>st</sup> 3 hrs and \$82.28 for each additional hr Min 3 Hours
Street /Lane Closure			Call Traffic Engineering at 703-228-0099. Additional fees - Parking meters at \$15.00 per meter, per day and \$25 for two "No Parking" signs \$1.25 for additional.	\$34.00
Trail Event Permit			Contact PRCR at 703-228-7632.	\$50.00
Trash /Recycling			Contact PRCR for Parks and Rosslyn/Ballston Areas at 703-228-7632 All other areas contact DES, Solid Waste Bureau at, 703-228-6570.	Trash \$311.25 for 1 <sup>st</sup> 3 hrs; \$77.82 for each additional hr* Recycling \$233.46 for 1 <sup>st</sup> 3 hrs; \$77.82 for each additional hr* Min. 3 Hours*subject to change based on event size

### ARLINGTON COUNTY SPECIAL EVENT APPLICATION 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 \_\_\_\_\_

**Signature of Event Sponsor** - I attest the above information is true and accurate

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of event sponsor

#### BELOW THIS LINE FOR OFFICE USE ONLY

#### 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 \_\_\_\_\_

#### 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 \_\_\_\_\_