

TOWN GREEN SPECIAL EVENT PERMIT APPLICATION



Please Return To:
 Vienna Parks and Recreation Department
 127 Center Street S.
 Vienna, VA 22180



*A \$25 nonrefundable Application Fee Is Required With Completed Form.
 All applications will be processed by the Vienna Parks and Recreation Department,
 Vienna Police Department and when applicable the Vienna Town Manager.
 Please see attached Checklist and Regulations For Event Use of the Town Green*

Activity _____ Date of Application _____

Sponsored By _____ Location of Event Vienna Town Green

For Profit _____ Non-Profit _____ Tax Exempt No. _____

Date of Event: _____ Event Hours _____ Set-Up Start _____ Clean-Up End _____
 No Rain Dates

Organizers/Contact:

Name _____ Home# _____ Work# _____

Address _____ City/Town _____ State _____ Zip _____

Description and Purpose of Event: _____ Anticipated # of Participants/Spectators: _____

You will be asked to provide additional information as needed regarding parking, security, insurance certificate, street closures, signage, restrooms, vendors, water and electrical hook-ups, lay-out sketch.

The undersigned agrees to indemnify and hold harmless the Town of Vienna, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this event. The undersigned certifies that he/she is familiar with the regulations and stipulations set forth by the Town of Vienna for use of public Parks and Streets and will enforce and comply with such regulations and stipulations. The undersigned accepts financial responsibility for damage to Town facilities, which may occur while used by the applicant and associated event and will pay the cost of such damage to the Town on demand. The undersigned understands that the Town's permit approval does not constitute sponsorship or endorsement of applicant's event.

 Signature of Applicant

 Date

Vienna Parks and Recreation Review	Vienna Police Department Review
Event Reviewed w/Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
On Site Staff Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Support: # of Officers _____
Staff Support Fees _____ #hrs @ \$25/hr \$ _____	Total # hours _____ @\$50/hr per officer \$ _____
Equipment Fees \$ _____	Recommend Approval: _____
Event Fee \$ _____	Vienna Police Department Date
Security Deposit \$ _____	Sent Back to Parks & Recreation: _____
Recommend Approval: _____	Date
Vienna Parks & Recreation Date	
Forwarded to Police (Date) _____	



Vienna Parks and Recreation Department
127 Center Street S.
Vienna, VA 22180
703-255-6360



CHECKLIST FOR TOWN GREEN SPECIAL EVENT PERMIT APPLICATION

ANY VIENNA BASED INDIVIDUAL, GROUP AND/OR ORGANIZATION WITH AN ANTICIPATED CROWD OF OVER 100 PEOPLE WHO WANT TO USE THE TOWN GREEN FOR A SPECIAL EVENT ARE REQUIRED TO FILL OUT AN APPLICATION FOR A SPECIAL EVENT. TO ENSURE EFFICIENT PROCESSING OF YOUR SPECIAL EVENT PERMIT APPLICATION PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

- A completed application submitted at least 90 calendar days and no longer than 180 calendar days prior to the date of the proposed event. ***No proposals will be considered without a completed application.***
- A \$25 ***nonrefundable*** application fee accompanying your application. Checks made payable to “Town of Vienna”.
- A proposed site plan detailing your event. Please indicate the location of electrical usage, water usage, food vendors, beverage stations, tents, stages, parking, etc.
- Any proposed approximate locations and time frames for street and/or sidewalk closings.
- Only ONE*** contact person’s name and phone numbers on the application who will be responsible for coordination with the Town.
- A ***current insurance policy naming The Town of Vienna*** as certificate holder and as additional insured in the amount of \$1,000,000. If you, or your organization, are holding this event for the first time then you do not need to submit an insurance policy with your application. However, you will need to obtain one prior to the event.

A FEW BASIC RULES!!

- When requesting use of the Town Green, the park is to remain open to the public at all times. We will not close a park for private events.
- No alcohol of any kind permitted.
- Any food sold or given away must follow required Town and County ordinances—Town Business Permitting and Fairfax County Health Department Inspection! There is a Meals Tax in the Town of Vienna and all vendors are required to file proper paperwork and to pay taxes accordingly. Fairfax County also requires all food vendors to be licensed.
- No tents larger than 12”x12’ or inflatables permitted.
- A \$500—refundable security deposit is required for the use of any Town park.

Please make sure to read and abide by the Town Green Special Event Permit Policy