

**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 Public Parks and Streets*

Activity \_\_\_\_\_ Date of Application \_\_\_\_\_

Sponsored By \_\_\_\_\_ Location of Event \_\_\_\_\_

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.

Will Fees Be Collected?  Yes  No If yes, describe: \_\_\_\_\_

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:	_____ Date _____
Event Fee	\$ _____		
Security Deposit	\$ _____	Sent Back to Parks & Recreation:	_____ Date _____
Recommend Approval:	_____ Date _____		
	Vienna Parks & Recreation		
Forwarded to Police (Date)	_____		



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



## CHECKLIST FOR SPECIAL EVENT PERMIT APPLICATION

***ANY GROUP WITH AN ANTICIPATED CROWD OF OVER 100 PEOPLE AND WHO WANT TO USE A TOWN PARK OR STREETS 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 60 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, portable bathrooms, parking, etc.
- A proposed route/event map detailing approximate locations and time frames for street and 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 an 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. The Town will contact you about essential information.

### ***A FEW BASIC RULES!!***

- When requesting use of a Town park, 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.
- Inflatable’s are permitted.
- Any food sold or given away must follow required Town and County ordinances—Town Business Permitting and 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 30’ x 30’ permitted in Town parks.
- A \$500—refundable security deposit is required for the use of any Town park.

***Please make sure to read the Regulations For Event Use of Public Parks and Streets***