



Fairfax County Park Authority Large Special Event Application

The Fairfax County Park Authority (FCPA) offers various permits for park use, depending on the specific type of use. For any event with an estimated attendance over 500 people (including event staff and volunteers), FCPA requires a Special Event Permit. FCPA requires an application to be submitted a minimum of 90 (ninety) days before the requested event. More information about park permits can be found at www.fairfaxcounty.gov/parks/permits.

Any organized activity involving the use of, or having impact upon, FCPA property in a manner that varies from its current land use, requires a permit. It is our goal to assist Event Organizers in permitting safe and successful events that create a minimal impact on the communities surrounding the events.

Application Process Highlights

1. - Submit completed permit application and ½ of the rental fee. If application is approved, FCPA will confirm with the Event Organizer before charging the fee. When the group confirms intent to move forward and approves the charge, the fee is non-refundable. Thirty (30) days prior to the event, the remaining rental fee and any additional fees are due.
2. - The initial review process may take up to 14 days. After review, Permit staff will be in touch with the Event Organizer by phone or email to clarify any questions and discuss the timeline.
3. - Once all FCPA's requirements have been fulfilled, the Event Organizer will receive a permit via email.
4. - The permit grants the Event Organizer permission to advertise the event and coordinate with park staff regarding any on-site details. Permit staff will continue communication with Event Organizer to finalize event details and payment.

Guidelines for Use

- Event Organizer must be present at all times during the event and have all necessary permits and paperwork.
- Use of the facility is only for the times and dates listed on the permit, and the site must be vacated by the end of the contracted rental time. The facility will be made available at the beginning of the contracted rental time.
- All decorating, caterer delivery, setup, breakdown and cleanup must occur within the contracted rental time.
- FCPA will not provide any tables/chairs or other equipment for the event.
- Alcohol sales and entertainment must close at least one hour prior to the end of the contracted rental time.
- FCPA will not accept responsibility for anything delivered to or left on the premises.
- The Event Organizer must provide reasonable accommodations to persons with disabilities, in strict accordance with the Americans with Disabilities Act. Accordingly, the Event Organizer will not exclude anyone from participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's race, color or national origin.
- The Event Organizer must ensure that caterers, rental companies, etc. comply with the time limits, parking restrictions, and all other park rules and regulations.
- If the number of people exceeds the capacity at any time, FCPA reserves the right to cancel the permit or require some attendees to leave the event.
- The Event Organizer is responsible for all damages and/or injuries to persons or property resulting from inadequate supervision or carelessness on the part of the renter. The building and grounds will be inspected prior to and after use by FCPA staff to determine condition and potential damage charges. Damages will be billed to the Event Organizer.

Rules & Regulations

- Park users must adhere to all park regulations. Additional information regarding park regulations can be found in

[Appendix 6](#) of the Fairfax County Park Authority [Policy Manual](#) and the [Park Rules](#).

- If any policies are violated by the Event Organizer or any event attendees, the cancellation of event, future denial of event permit, or police involvement may be necessary.
- Permits will be issued to an adult who will be responsible for both the supervision of the entire event and any damage to park property or injury to any party which results from inadequate supervision or carelessness.
- FPCA requires full compliance with all federal, state, and local laws. Compliance with local laws includes, but is not limited to, obtaining necessary permits from the Fire Marshal, Health Department, and Virginia Department of ABC.

Cancellation

- Cancellations must be received in writing, either by mail, fax, or e-mail. No telephone cancellations will be accepted. -
- At the time of cancellation, any fees paid are non-refundable. -
- If FCPA must cancel an approved scheduled rental for reasons other than non-payment of fees, the renter will be refunded all prepaid rental fees. In such an event, the renter agrees not to hold the FCPA liable for any loss.
- Events are to be held rain or shine. Rescheduling due to inclement weather must be approved in writing and will - only be approved based on availability of the site. -
 - If the renter wants to reserve the site for a rain date in addition to their original date, they are required to pay additional applicable rental fees.

Insurance

- A copy of a current insurance certificate is required by the FCPA 30 days prior to the event. This certificate should identify Commercial General Liability insurance coverage to protect the participants for a minimum of 1 million dollars. **The Fairfax Board of Supervisors, Fairfax County Park Authority and its officers, employees and volunteers** shall be named as “additional insured” on the policy, and it shall be stated on the insurance certificate.
- If money is exchanged for alcoholic beverages, or an admittance fee is collected for access to the event, the event holder will need to obtain Liquor Liability insurance for additional protection. For more information on Liquor Liability, visit <https://www.fairfaxcounty.gov/parks/alcohol-policy/faqs>.



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Event Description

Event Title:

Brief Event Description:

Requested Location:

Event Category:

- | | |
|--|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Festival/Celebration |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Crafts/Fair/Carnival |
| <input type="checkbox"/> Special Attraction | <input type="checkbox"/> Parade/Procession/March |
| <input type="checkbox"/> Private Event | |

Expected Attendance

Per Day:

Peak Attendance Time:

Total:

Admission Fees:

Park Usage Dates and Times

Set up Date:

Set up Time:

Event Start Date:

Event Start Time:

Event End Date:

Event End Time:

Date Exiting Park:

Time Exiting Park:

Additional Information:

Is this an annual event:

If yes, how many years have you been holding this event?

Has this event ever been held at other locations? If yes, explain where and when:

Is this event affiliated with a larger organization?

If yes, please list and include contact information for each organization:

Organization Information

Host Organization:

Applicant/Event Organizer Name:

Telephone

Cell:

Work:

Home:

Best number to contact you regarding this event:

Email:

Organization or Applicant Address:

Organization Status:

- Is the host organization a registered Charity in the Commonwealth of Virginia?
- Is the host organization a commercial or for-profit entity?
- Is the host organization a tax-exempt nonprofit entity/ local service organization (i.e. church, school)?

Narrative: -

To supplement your Special Event Permit application, please provide a detailed narrative of your event including a description of activities within your event. This description will assist us in better understanding the components and activities within your event: -

Event & Emergency Plans

An Emergency Action Plan must be submitted to the Fire Marshall at least 30 days before the event

EAP Due Date:

The event plan must be submitted with the application, and must include:

- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access
- The location of first aid facilities and/or ambulances
- The location of all stages, amplified stage equipment, platforms, canopies, tents, portable toilets, booths, cooking areas, trash containers and dumpsters, carnival/amusement rides, merchandise vendors, controlled access/admission areas, and other temporary structures or activities
- Generator locations and/or sources of electricity
- Placement of vehicles and trailers
- Emergency evacuation exit points
- Water source and grey water disposal plan
- Other related components not listed above

Group must keep emergency access areas free at all times.

If your event includes the use of tents or canopies, list the size(s) and quantity:

If you plan to use tents and canopies, how do you plan on securing the tents? (sand or water weights, stakes, etc.):

Once approved by FCPA, Event Organizers are required to draft an Emergency Action Plan to submit to the Fire Marshal at least 30 days before the event. The plan needs to define what actions will be taken given certain events, how the decision to act will be determined and by whom. A copy of the approved plan will be provided to FCPA. You can find more information here: <http://www.fairfaxcounty.gov/fr/prevention/fmpublications/festivalsguide.pdf>.

Entertainment & Related Activities

Additional permits may require submission 6 weeks prior to event start date.

Due Date (s):

- Amplified music is permitted at some locations. Refer to the Large Event Facility Listing for specific site restrictions. Group must comply with [Fairfax County Noise Ordinance](#).
- Event Organizers are encouraged to provide shade structures (tents, canopies) for the safety and comfort of event attendees. Shade structures can be rented from commercial rental companies. The placement of all shade structures must be approved.
 - All shade structures must be secured to the ground in all four corners and each will be subject to inspection for compliance by park staff.
 - Use of a tent larger than 900 square feet and/or will have an occupancy of greater than 50 persons during the event requires an [Operational Permit from the Fairfax County Fire Marshal's office](#).

- Other permits may be required. <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/tents>.
- All tents must be erected, dismantled and removed from the grounds within the contracted rental time.
- For amusements such as moon bounces, carnival rides, etc., group must submit an [Amusement Device Application](#) to Land Development.
- Raffles and Bingo are limited to non-profit groups. Non-profit groups wishing to hold a raffle or bingo game must contact the [Commonwealth of Virginia Charitable Gaming Business Activity License](#) online or by phone at (804) 371-0495. Requires application 45 days before event.
- For additional entertainment including fireworks, rockets, [lasers](#) or other pyrotechnics, please refer to the links provided or permit staff for additional requirements.
- No Event Organizer shall erect or construct any structure of any kind, install or perform any maintenance on any utility, or use equipment on park grounds without express permission of FCPA. The Event Organizer may not alter, damage, remove, or change the infrastructure in any way without permission of FCPA. This may include, but is not limited to stages, plumbing services, electrical services, buildings, fences, turf areas, signage and parking lot improvements.
- No Event Organizer shall make any excavation by tool, equipment, blasting or other means without express written permission of FCPA.

Are there any audible presentations or musical entertainment features related to your event:	
Will amplification be used during event?	
Start Time:	End Time:
Anticipated maximum decibel level:	
Will sound checks be conducted prior to the event?	
Start Time	End Time:
Anticipated decibel level:	
Will amusements such as inflatables, moon bounces, hot air balloons or carnival games/rides be used at your event? if yes, please describe:	
Does your event include the use of fireworks, rockets, lasers or other pyrotechnics? If yes, please describe:	

Medical and Security	If required, initial contact with Police or Fire must take place at least 60 days prior to the event.	Scheduled Date: _____
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- The Event Organizer must ensure the safety of event attendees and is required to have a medical and security plan for the entire event. Police personnel may be necessary to provide crowd and traffic control, including roads leading to and from the park. Fire and Rescue personnel may be hired to provide emergency first aid and emergency transportation to local hospitals. All departments will determine their necessary level of participation, and any costs for such services shall be the responsibility of the Event Organizer.
- On-site first aid coverage is required for all events. The Event Organizer must provide FCPA a minimum of two weeks' notice for all meetings scheduled with the Fairfax County Police and the Fire and Rescue Departments, if our attendance is required.

Please describe your medical plan including the number of first aid staff and first aid stations within the perimeter of the event, your communications plan, certification levels (CPR, First Aid, MD, RN, Paramedic, EMT, etc.) and types of resources that will be at your event and the manner in which they will be managed. You may attach the plan to this application if necessary.

Yes	No	<p>Will you hire a licensed private security company to manage your event’s security? If yes, please complete the following information:</p> <p>Security Company:</p> <p>Address:</p> <p>Contact Representative: _____ Phone: _____</p>
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Please describe your security plan, including crowd control, internal security and venue safety:

Trash & Recycling

- The Event Organizer is responsible for removing all trash, food, utensils, glassware, beverage containers, equipment, etc. from the building and grounds at the end of the rental period.
- It is recommended that the Event Organizer contracts with a trash removal company to provide additional dumpsters or waste cans if necessary and trash removal for the event.

Yes	No	Will you provide your own trash and recycling services?
Yes	No	<p>Will you arrange for trash and recycling services through a private company?</p> <p>If yes, please complete the following information:</p> <p>Trash/Recycling/Sanitization Company:</p> <p>Address:</p> <p>Contact Representative: _____ Phone: _____</p> <p>Dates and Times of Service:</p>

Number of trash and recycling containers/dumpsters in addition to existing on-site facilities:

Please specify size(s):

Please describe your plan for clean-up and removal of recyclable goods and garbage during and after your event.

Food/Merchandise Vendors

The Event Organizer may provide food, beverage or souvenir concessions. Concession vehicles, trailers, tents, or booths should be self-contained as to power, water, and waste disposal. Some water and electric hook-ups are available at

specific locations. In some cases, temporary power (generators) may be necessary. In consideration of public safety and protection of park property, FCPA must approve the location of concession operations.

Food

- The use of food trucks, vendors and caterers must be approved by FCPA.
- Grills must be placed at least 30 feet from the building and on a paved or gravel surface.
- Event Organizer must provide a copy of a current food handler’s certificate or proper Health Department permits to - FCPA for all event food vendors.
- Event Organizer is responsible for ensuring all event vendors have all County required permits and inspections.

Merchandise

- Vendor booths may be located within the park, but may not block any walkways, paths or any parking space.
- All vendors are responsible for payment of applicable state sales tax.

Yes	No	Will there be contracted food concessionaires/vendors? If yes, indicate how many: List the name of each vendor/company:
Yes	No	Will you have vendors selling merchandise at your event? If yes, indicate how many: List the name of each vendor/company:

Restrooms

- The Event Organizer is responsible for providing adequate bathroom facilities and following the guideline ratios for people to restrooms. The ratio for people to restrooms is 100:1 with at least one handicap accessible restroom. If alcohol is served at the event, the ratio for people to restrooms is 50:1 with at least one handicap accessible restroom.
- Park staff will not be available to maintain restroom facilities during the event, and park facilities are always open to the public during normal operating hours.
- You are required to provide portable restroom facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.

Do you plan to provide portable restroom facilities at your event? If yes, indicate total number of portable toilets: Number of ADA accessible portable toilets:	
Portable Restroom Company: Address:	
Contact Representative:	Phone:
Dates and Times of Service:	

Electrical

Yes	No	Will you need electrical connections? (additional fees may apply) If yes, please attach an electrical site plan that includes the layout of extension cords, spider boxes, generators and lists the anticipated amperage draw.
Yes	No	Will you be using a generator?

Potable Water

Yes	No	Will you need potable water at your event? If no, skip the rest of this section.
Yes	No	Will you have water hauled to the event? If yes, who will be providing the water?
Yes	No	Do you require use of on-site water? If yes, please describe what the water will be used for: On what date and time will you need water service to begin?

Parking and Traffic Control

- All vehicles must be parked in the approved parking areas.
- Fire lanes must be kept open.
- Parking must be restricted to defined parking lots unless otherwise specified on the permit.
- If necessary, Event Organizer will hire a contractor for parking assistance that will guide event attendees to open parking spaces.
- Any cars parked in handicapped accessible spaces must have a valid parking pass or plate decal.

Yes	No	Will your event involve the use of a parking and/or shuttle plan? If yes, please describe or provide an attachment of your plan:
Yes	No	Will your event involve the closure of any streets? If yes, please list all streets and times that streets will be closed (including set up and take down time). You will be required to coordinate street closures with the Fairfax County Police. Street: Closure Times: Street: Closure Times: Street: Closure Times:

Marketing/Signage/Decorating

- FCPA staff must approve any signage and/or decorations placed in the park provided by the renter prior to the rental date. The use of tape, tacks, staples, nails, other fasteners or adhesives is prohibited. Painters' non-marking blue tape or scotch – non-marking tape can be used to hang signs on structures, but not on trees or landscape.
- Use of birdseed, flower petals, confetti, glitter, silly string or rice is prohibited.
- All decorations and signage must be removed at the end of the event. All signage may be posted on the day of the event and must be removed immediately following the event.
- Marking of trails must be approved by staff in advance and all marking must be removed at the end of the group's use. The park may not be spray painted or marked with anything that cannot be removed at the end of the event. Event Organizer will be responsible for removal of any markings or will be charged for removal.
- Advertising is not permitted before the event has been approved and payment been received by FCPA. Advertisements include but are not limited to: the distribution or posting of handbills, flyers, coupons or public announcements or signs mounted on vehicles. Advertising in the park must have prior approval. Group does not have permission to advertise their event on any park property with handbills or flyers unless they are placed in the park office.
- For information on advertising your event in the Fairfax County Park Authority ParkTakes magazine, contact Karen Thayer at karen.thayer@fairfaxcounty.gov or 703-324-8562.

Yes	No	Will this event be marketed, promoted, or advertised in any manner? If yes, please describe:
Yes	No	Will there be live media coverage during the event? if yes, please describe:
Yes	No	Do you have a plan to control or limit the placement and/or distribution of promotional signage, flyers, and posters? If yes, please describe and list areas where these items will be distributed and posted:

Alcohol	Application Due to Virginia ABC at least 2 weeks before event date.	Application Due Date: _____
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- In order to serve alcohol at your event, two permits may need to be purchased.
 - The first is the [Alcohol Beverage Use Request Form](#). The fee for the application is \$200 and payable with the application form. This is required for all events to be held on FCPA property that would like to have alcohol.
 - The second, a Banquet License, is purchased from the Virginia Alcohol Beverage Control Board and is necessary if your event meets certain criteria as defined by VABCB <https://www.abc.virginia.gov/licenses/get-a-license/banquet>. If required, a copy of your Banquet License must be provided to FCPA.
- Once both applications have been submitted and approved, you may serve alcohol at your event with the following stipulations:
 - The Permit allows consumption of alcoholic beverages within the designated rental grounds.
 - Consumption of alcoholic beverages by any person under the age of 21 is against the law and is prohibited. FCPA staff will contact the police to enforce this regulation if necessary.
- For more information on having an event on park property that involves alcohol, visit: <https://www.fairfaxcounty.gov/parks/alcohol-policy/faqs>.

<p>Does your event involve the consumption of alcoholic beverages? If yes, please check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alcohol will be sold at the event. <input type="checkbox"/> Alcohol will be given away at the event. <input type="checkbox"/> Alcohol will be brought into the event by attendees. <input type="checkbox"/> Alcohol will be included in the ticket/admission price. <input type="checkbox"/> 50% or more of the gross revenues from the event will be derived from alcohol sales.
<p>Please describe your security plan to ensure the safe sale or distribution of alcohol at your event. Include how event attendees of legal drinking age will be identified.</p>

Smoking

- **No Smoking** is allowed within 50’ of a building or park entrance, or on any playground or athletic field.
- Cigarette urns must be provided outside any buildings if they are not already provided by FCPA.

Event Organizer Signature

The user hereby agrees to indemnify and hold harmless Fairfax County, the Fairfax County Park Authority, their officers, agents and all employees and volunteers, from any and all claims for bodily injury, and personal injury and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees, and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.

Print Name of Event Organizer:

Title of Event Organizer:

Signature

Date: