

City of Fairfax Special Event Application

Updated January 2017

Application fee: \$50 for Certified Non-Profit Groups and City of Fairfax Community Based Non-Business Groups
\$100 for all other groups. **Check may be made payable to the "City of Fairfax".**
Mail completed application to: Parks & Recreation, 10455 Armstrong Street, Fairfax, VA 22030

1. Event: _____

2. Organization/Sponsor: _____

3. Contact Person _____

4. Address: _____

5. Telephone (include area code): Home _____ Work _____

Cell _____ Email _____

6. Describe Event (include locations, road closures and any special needs, you can attach a separate sheet):

7. Date of Event: _____ 8. Times (including setup and cleanup): _____

9. Rain Date _____ 10. Times (including setup and cleanup): _____

11. Projected number of persons attending event: _____ 12. Number of volunteers (day of): _____

13. Describe any structure, signs/pennants, utility services, etc. that will be needed:

14. Describe any peddler/vendors, food sales, alcohol sales and current permit status (Fairfax County Health Dept. and Virginia ABC regulate food and alcohol sales): _____

* Fees may be charged for city personnel providing security, traffic direction, refuse removal, equipment set up, etc.
Additional information may be required to complete the application process.

Approval of this application will reserve for the applicant the requested event date/place providing all requirements outlined in this policy are met. If the special event request is approved, the sponsor shall assume full responsibility for compliance with all conditions, fees, and charges and further agrees to pay any cost associated with damage to City of Fairfax Property, lost barricades/signs, cleanup by City crews or any other additional City expense caused by this event.

Applicant's Signature _____ Date _____

RETURN COMPLETED APPLICATION TO: Director of Parks and Recreation

() Approved () Denied

Authorized Signature

Date

City of Fairfax Parks & Recreation, 10455 Armstrong Street, Fairfax, VA 22030
Contact Information: Mitzi Taylor, 703/385-7949, mitzi.taylor@fairfaxva.gov