

## Arlington County Special Events Checklist

This checklist will help you identify many of the basic requirements for your event. It is the responsibility of the Event Organizer to contact all relevant County Offices in order to secure the permits, licenses or certificates necessary to host the event, and to pay all required fees BEFORE you attend the Special Event Committee meeting or before the event can be approved. **Questions?** Call the Special Events Office at 703-228-1876

Does your Event Plan Include...? ↓ ↓	What you need to know:	Who to contact:	What may be required:
Street or Road Closures	<ul style="list-style-type: none"> <li>• <b>Police Support Required</b></li> <li>• <b>Cannot use Abbreviated Special Events Application</b></li> <li>• Certain roads such as Rte. 50/Arlington Blvd., Rte. 395 and Rte. 120/Glebe Rd. and more may not be closed for Special Events.</li> </ul>	<p>Contact Arlington Police Special Operations at 703-228-4259 to review the street closures.</p> <p>Contact Traffic Engineering Office at 703-228-0099 to obtain permits and pay fees.</p>	<p>Police Officer Service \$60 per hr. + possible vehicle charges. Additional parking meters fees \$15 per meter may apply</p>
Medical Safety	<ul style="list-style-type: none"> <li>• Emergency Medical Support will be determined by the crowd size, type of event (such as one that encourages vigorous activity) and weather conditions.</li> <li>• Evacuation and fire safety must be reviewed by the Fire Marshal.</li> </ul>	<p>Contact the Arlington County Fire Department Special Events team at 703-228-0228 or <a href="mailto:ACFDSpecialEvents@arlingtonva.us">ACFDSpecialEvents@arlingtonva.us</a>. Call the Arlington County Fire Department Fire Prevention Unit at 703-228-4644</p>	<p>Fees will be determined based on event size and needs.</p>
Use of a Trail	<ul style="list-style-type: none"> <li>• Use of trails may be limited at certain times</li> <li>• In many cases, reservation of a picnic shelter must coincide with trail reservations to ensure parking access to the event.</li> <li>• <b>Can use Abbreviated Special Events Application</b></li> </ul>	<p>Call Parks &amp; Recreation Office at 703-228-7632</p>	<p>May require Trail Event Permit or Picnic Shelter Reservation</p>
Use of a Park Shelter, Park, Field or Center	<ul style="list-style-type: none"> <li>• Parks, fields, shelters and other public spaces must be reserved in advance</li> <li>• <b>Can use Abbreviated Special Events Application</b></li> </ul>	<p>Call Parks &amp; Recreation Office at 703-228-1805</p>	<p>May require rental fee.</p>
Beer, Wine or any type of Alcohol	<ul style="list-style-type: none"> <li>• <b>Police Support May Be Required.</b> Police review is required for events where alcohol is present.</li> <li>• <b>Can use Abbreviated Special Events Application</b></li> <li>• Must have a Virginia ABC special event permit (can take 3-4 weeks to obtain).</li> <li>• Alcohol is not permitted on County property except at Gateway Park, Ft. CF Smith and Clarendon Park.</li> <li>• Alcohol and Beer sales require Food and Beverage Tax.</li> </ul>	<p>Contact Arlington Police Special Operations at 703-228-4259 to review the possibility of the event.</p> <p>Contact <a href="http://www.virginiaabc.com">Virginia ABC local office</a> 703-313-4432 to obtain an alcohol permit.</p> <p>Contact the Commissioner of the Revenue at 703-228-7180 if you will be selling Alcohol or Beer.</p>	<p>Virginia ABC Special Event permit fees start at \$55.</p>

Any Food Served or Sold to the Public	<ul style="list-style-type: none"> <li>• <b>Can use Abbreviated Special Events Application</b></li> <li>• Most food provided to the public (either served for free or sold) must be inspected and the vendor must have a temporary food license. (Pre-packaged food does not need additional licensing or inspection).</li> <li>• Private events and those with defined audiences (such as a block party) may not need a food license.</li> </ul>	Call Environmental Health Office at 703-228-7400 to learn what licenses are needed and to obtain the food permit.	A food Vendor license may be required. A food inspection will be required. \$50/hr. inspection fee
Use of an open flame (for any reason, including cooking) or use of propane	<ul style="list-style-type: none"> <li>• <b>Cannot use Abbreviated Special Events Application</b></li> <li>• You are required to obtain a permit for open flame and an site inspection for safety</li> </ul>	Call the Fire department, Prevention Division at 703-228-4644	A permit is required \$85.00
Use of Tent or Stage	<ul style="list-style-type: none"> <li>• <b>Can use Abbreviated Special Events Application if you only have 10 x 10 tents. Any other tents or stages will require you to use the full Special Events Application.</b></li> <li>• A tent or a stage that exceeds a 10 X 10 size will require a permit. A tent of any size must be a fire retardant material.</li> <li>• Rental of Arlington County's Portable Stage. The stage is a Stageline SL 100, a 24' x 20' stage with a roof that is capable of supporting lighting and sound equipment.</li> </ul>	<p>Call the Zoning Office at 703-228-3883</p> <p>Call the Permit / Inspections Services 703-228-3800</p> <p>Call Arlington's Cultural Affairs at 703-228-1845 for more information, availability and pricing.</p>	Requirements may vary determined by the event.
Putting up Signs or Banners for Event	<ul style="list-style-type: none"> <li>• <b>Cannot use Abbreviated Special Events Application</b></li> <li>• Signs may not be permitted in all areas.</li> <li>• Day of the event, 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.</li> </ul>	Call the Zoning Office at 703-228-3883	Requirements may vary determined by the event.
Use of Electricity or use of Generators	<ul style="list-style-type: none"> <li>• <b>Cannot use Abbreviated Special Events Application</b></li> <li>• You may be required to obtain a permit depending upon your electrical use and type of generator.</li> </ul>	<p>Call the Permit section / Inspections Services 703-228-3800</p> <p>Call the Fire department, Prevention Division at 703-228-4644 regarding generator use</p>	Requirements may vary determined by the event.

Any animals that are included as part of the event activities such as Pony rides, Petting Farms or Petting Zoos, Horse and Carriage rides	<ul style="list-style-type: none"> <li>• <b>Can use Abbreviated Special Events Application</b></li> <li>• Animals will need to be certified to have all the proper immunizations such as the Coggins Test, and show proof of certificate.</li> </ul>	Contact the <a href="#">Department of Animal Control / Animal Welfare League</a> at 703-931-9241	
Attendance by more than 500 people	<ul style="list-style-type: none"> <li>• <b>Police Support Required Fire/ EMS Support May be Required</b></li> <li>• Police Support and Fire Department / EMS Support will be determined based upon the size of the crowd and nature of the event.</li> <li>• <b>Cannot use Abbreviated Special Events Application</b></li> </ul>	<p>Contact Arlington Police Special Operations at 703-228-4259 if your event has more than 500 people, affects the roads or serves alcohol.</p> <p>Contact Fire Dept. Special Events Team at 703-228-0228 if your event has more than 500 people, requires vigorous activity or is held in hot weather.</p>	Requirements may vary determined by the event.
Creating the need for Trash Removal or Recycling	<ul style="list-style-type: none"> <li>• <b>Can use Abbreviated Special Events Application</b></li> <li>• Recycling is required for all events. You must have a detailed and specific plan for trash &amp; recycling. County assistance is available for a set hourly fee.</li> </ul>	Contact Parks & Recreation for events held in Rosslyn, Ballston or on parkland at 703-228-7632. Other County areas contact Solid Waste Bureau at 703-228-6570	Fees may be charged if you event requires additional staff to remove trash and recycling.
Using a public site in Arlington County	<ul style="list-style-type: none"> <li>• <b>Can use Abbreviated Special Events Application</b></li> <li>• Most events require insurance. The County can direct events to lower cost insurance policies. Small neighborhood events where the attendance is anticipated to be 150 people or less, that require street closure of not more than two blocks of a non-primary, residential street, and do not include vendors do not require insurance.</li> </ul>	Contact Risk Management Office at 703-228-4444	Special Event insurance certificate
Will anything be sold at the event?	<ul style="list-style-type: none"> <li>• For profit groups must obtain a Special Events Business License from the Commissioner of the Revenue. Non-profit organizations can submit a "Proof of Status" form in lieu of the license.</li> <li>• <b>Can use Abbreviated Special Events Application</b></li> </ul>	For more information call the Commissioner of Revenue, Business License Section at 703-228-3060.	