

## CHECKLIST FOR TOWN GREEN SPECIAL EVENT PERMIT APPLICATION

Any group who wishes to rent the Vienna Town Green for a special event must complete a Town Green Special Event Application. To ensure efficient processing of your special event permit application, please include the following with your application:

- A completed application submitted at least 75 calendar days and no more than 180 calendar days prior to date of the proposed event. No proposals will be considered without a completed application.
- *A nonrefundable application fee of \$25 for in-Town residents/organizations and \$50 for those outside of Town limits is required with a completed application form.. Checks should be made payable to "Town of Vienna."*
- A \$500 refundable security deposit is required for the use of the Town Green.
- A proposed site plan detailing your event is required; include location of tents, sizes of tents, vendors, entertainment, etc. Please indicate location of electrical usage, water usage, food vendors, beverage stations, tents, stages, portable bathrooms, parking, etc. **NO SIGNAGE MAY BE PLACED IN TOWN RIGHT OF WAYS.**
- Only ONE contact person's name and phone numbers should be provided on the application; this individual will be responsible for coordination with the Town.
- A current insurance policy naming Town of Vienna as an additional insured in the amount of \$1,000,000 due fifteen (15) days prior to the start of the event.

### A FEW BASIC RULES!!!

- **Town Green must remain open to the public at all times. The park will not be closed for private events and all areas must remain accessible to the public.**
- **Inflatables are permitted. Vendors must provide generators.**
- **Any food sold or given away must follow required Town and County ordinances -Town business permitting and health department inspections. All food vendors are required to file proper paperwork for the Town of Vienna meals tax and to pay taxes accordingly. Fairfax County also requires that all food vendors be licensed.**
- **Alcohol** - No alcohol is permitted to be sold on Town property, including streets and sidewalks; a few Town-sponsored events are exempt from this policy.
- **No tents larger than 30x30 are permitted on the Town Green.**
- **A \$500 refundable security deposit is required for use of the Town Green.**
- **Public Use** – Any event held within the Town Green requires that the park remain open to the public for the duration of the event. We do not allow events that close off all or part of the park. No required entrance or admission fees may be charged for special events at the Town Green.

Organizers Initials: \_\_\_\_\_

12/30/24