

City of Alexandria, Virginia

Special Event Policy Proposed Revisions & Updates

Diane Ruggiero

Deputy Director, Recreation, Parks & Cultural Activities Dept.



SPECIAL EVENT POLICY



[Special Events Policy and Procedures Manual](#) – Adopted by City Council January 2010 which established consistent procedures and guidelines for the management and permitting of Special Events



SPECIAL EVENT POLICY



- Special Event Committee includes staffing from all permitting and support agencies including, but not limited to, APD, AFD, T&ES, Health, and is led by RPCA Office of the Arts
- Special Event Applications are submitted and routed through the City's Apex system



SPECIAL EVENT POLICY & GUIDELINES



- Update information that is no longer relevant
- Ensure that the policy supports both event organizers and City agencies
- Separate items that are policy (which require City Council approval) and guidelines (which can be updated as needed)

SPECIAL EVENT POLICY: PROPOSED REVISIONS



- Eliminate the provision of no more than one event every other weekend in Old Town
- Eliminate language about cost sharing
- Eliminate language about notice of intent “not less than 90 days”
- Eliminate language related to City financial support and sponsorship
- Eliminate specific fees whenever listed

SPECIAL EVENT POLICY: PROPOSED REVISIONS



- Add language to support First Amendment demonstrations
- Add list of permitted parks
- Add language about cost estimate provided within 30 days of submitting an application
- Add checklist of other available permits and contact information
- Clarify support of parades
- Clarify wedding permits
- Move process information to the guidelines document

SPECIAL EVENT POLICY: OUTREACH

- ✓ RPCA Policy Review
 - Spring, 2022
- ✓ Special Event Committee Review
 - Summer, 2022
- ✓ Applicant Forum
 - September, 2022
- ✓ Special Event Committee Review
 - September, 2022
- ❑ Boards and Commissions Review
 - October – December, 2022
- ❑ City Council Approval
 - January, 2022



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Questions & Discussion

