#### 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



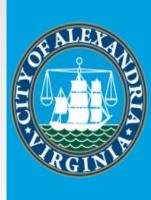
#### SPECIAL EVENT POLICY



- 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: PROPSED 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: PROPSED 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





- ✓ 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

