DRAFT 06.10.14

Administrative Regulation

Supersedes:	**Title**: Procedure for Administering the Off Street Food Truck Pilot Program	**Number**:
Related Documents: Department of Recreation, Parks and Cultural Activities Policy on Food Truck Vending in Public Parks and at Public Recreation Centers		**Effective Date**: July 1, 2014
		Sections:
		Chapter:

I. Purpose and Authority of the Administrative Regulation

The purpose of this Administrative Regulation is to administer the Off Street Food Truck Pilot Program ("Pilot Program") adopted by the City Council on May 17, 2014 and included in the City Code at Title 9, Chapter 15. The City Manager is authorized to adopt this administrative regulation pursuant to Section 9-15-10 of the City Code and may amend the administrative regulation at any time to address any public health, safety and welfare matter.

II. Purpose of the Pilot Program

The purpose of the Pilot Program is to introduce food trucks within the City of Alexandria on a limited basis to provide the City with data to evaluate a successful food truck program.

The Pilot Program will:

- Provide the City with data to use in evaluating whether to adopt a more comprehensive food truck program, to adopt a permanent program for food trucks to operate only off street, or not to adopt a permanent program;
- Provide the City with data to use in evaluating the appropriate regulations of food trucks to minimize negative impacts to the community and ensuring the safety of pedestrians and vehicles;
- Introduce the use of food trucks to the public; and
- Allow the city to evaluate the costs and staffing needs of such a program.

III. Scope

This Pilot Program allows Food Trucks within the City of Alexandria to locate in certain off street locations as listed in Section 9-15-13 of the City Code until October 31, 2015.

IV. Definitions

All terms used herein are as defined in Section 9-15-5 of the City Code or other City Code Section as applicable.

V. Delegation

The City Manager hereby delegates the authority to administer the program in the following manner:

1. The authority to issue the Food Truck Vendor Permit pursuant to Section 9-15-8 and the Temporary Food Truck Vendor Permit pursuant to Section 9-15-14 is hereby delegated to the **Director of the Department of Code Administration**.
2. The authority to enforce the provisions of this pilot program including the Vending Locations pursuant to Section 9-15-13 and the Operational Requirements pursuant to Section 9-15-12 as well as any applicable administrative regulation herein is hereby delegated to the **Director of the Department of Planning and Zoning**.

VI. Procedure

All Food Trucks must obtain a Food Truck Vendor Permit by following the process outlined in the Mobile Food Truck Permit Process attached as **Attachment #1.**

Once a food truck receives its Food Truck Vendor Permit, it may vend in any of the Vending Locations listed in Section 9-15-13 subject to the following:

Public Property: Parks and Recreation Centers:
Food truck Vendors vending on Public property in the parking lot of parks or recreation centers must follow the policy established by the Department of Recreation, Parks, and Cultural Activities and reviewed by the Parks and Recreation Commission attached hereto as **Attachment #2**

All Other Public Property:
Food Truck Vendors vending on public parking lots other than parks, recreation centers and schools, shall obtain the written permission of the Director of the City Department responsible for the management of the public property.

Parking Lots Owned and/or Used by the Public Schools:
Food Truck Vendors vending on public parking lots used by the Alexandria City Public Schools, shall obtain the written permission of the Superintendent of Schools and/or the Principal of the School associated with the parking lot.

Private Property:
Food Truck Vendors vending on Private Property (not including Private Residences) must comply with the following:

- Food Truck Vendors must have the written permission of the property owner to vend from Private Property. Such written permission shall be made available upon request by the City.

- Food Trucks shall be permitted in any paved off street parking lot in a location that does not block any drive aisles, ingress or egress from the property and is not in a fire lane. Food trucks are not permitted to park or vend on grass, gravel, dirt, or other non-paved surfaces.
- The line for the patrons of the food truck shall not extend into a drive aisle or block zoning required parking spaces.
- Food trucks are not permitted to park or vend on grass, gravel, dirt, or other non-paved surfaces.
- No parking space that is required by the Zoning Ordinance for use by any business or residence shall be used for food truck vending.
- No open space area required by the Zoning Ordinance shall be converted into a parking space or access way to a parking space to accommodate food truck vending.
- Only commercial, industrial, institutional, or multi-family residential parking lots can be used for food truck vending. Parking spaces at one- or two-family residences shall not be used for food truck vending.

Farmer's Markets

Food Truck Vendors vending at Farmer's Markets shall be subject to the following:

- The Farmer's Market must be in a location suitable for parking of vehicles;
- The Food trucks must be able to park fully within the Farmer's Market location and may not park on the City Right of Way adjacent to any Farmer's Market;
- The Farmer's Market must be able to comply with all other rules and regulations of its Farmer's Market agreement with the City or its Special Use Permit;
- Food Truck Vendors shall obtain the written permission of the Market Master.

Special Events

Pursuant to Section 9-15-14, Food Truck vending at Special Events shall be allowed pursuant to a valid Special Events Permit approved through the City of Alexandria Special Events Policy and Procedures, attached hereto as **Attachment #3**. The regulations in Title 9, Chapter 15 or as listed herein may be amended by the Special Events Permit.

Private Residences

Food Trucks may serve private parties at Private Residences in the same manner and pursuant to the same regulations as a caterer. Any food truck that serves at a Private Residence must have a valid Food Truck Vendor Permit issued pursuant to Section 9-15-8.

VII. Operational Requirements

All Food Trucks and Food Truck Vendors shall comply with the operational requirements listed in Section 9-12-15.

VIII. Fee

Pursuant to Section 9-15-8(D), the fee for the Food Truck Vendor Permit shall be $250 annually. Because the program is starting mid year in 2014, the fee for July 1 through December 31, 2014 shall be $125. The fee for the Food Truck Vendor application review shall be $100. These fees shall be updated annually on January 1 each year.

Food Truck Vendors are also subject to additional fees for related permits and licenses including:

Health Department City and State Fees: $90 annually
Health Department Plan Review Fee: $200 (one time fee)
Propane Tank Fire Safety permit fee: $143 for 6 months
Business License Fee: $250 annually

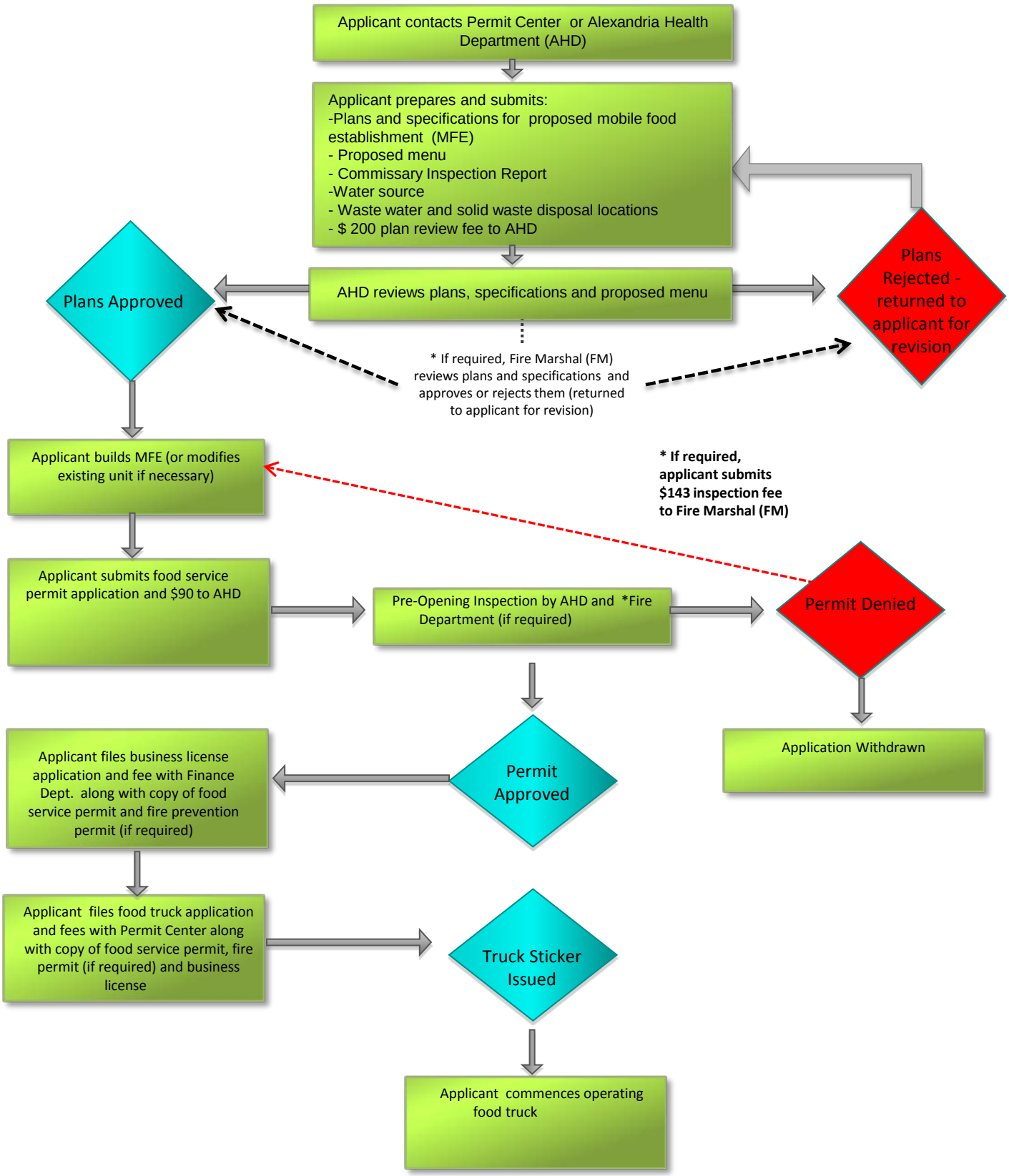
IX. Expiration

This Pilot Program expires as of October 31, 2015.

Attachments:

Attachment #1: Mobile Food Truck Permit Process Flow Chart
Attachment #2: Department of Recreation, Parks and Cultural Activities Policy on Food Truck Vending in Public Parks and at Public Recreation Centers.
Attachment #3: City of Alexandria Special Events Policy and Procedures

Mobile Food Truck Permit Process



Recreation, Parks and Cultural Activities

Administrative Regulation Food Truck Policy for Parks/Recreation Centers

_____ Food Truck Vending

Draft Date	6/10/2014
RPCA Approval Date	
PRC Approval Date	
Director Initials	
City Manager Initials	
Primary Contact	RPCA PIO

I. PURPOSE AND AUTHORITY OF ADMINISTRATIVE REGULATION

The purpose of this Administrative Regulation is to administer the Off Street Food Truck Pilot Program ("Pilot Program") adopted by the City Council on May 17, 2014, and included in the City Code at Title 9, Chapter 15, at City parks and recreation centers in accordance with Section 9-15-13 (C) of the City Code. Upon consideration of the recommendation of the Parks and Recreation Commission, the City Manager is authorized to adopt this administrative regulation pursuant to Section 9-15-13(C) of the City Code.

II. POLICY

It will be the policy of the City through its Department of Recreation, Parks and Cultural Activities (RPCA) to allow Food Truck Vendors to vend in certain City parks and recreation centers in accordance with City Code, Title 9, Chapter 15, as applicable, in accordance with this administrative regulation.

III. REQUIREMENTS

A. All Food Truck Vendors shall comply with City Code Section 9-15-1, et seq to the extent applicable, including but not limited to, obtaining a Food Truck Vendor Permit and complying with all applicable federal and state laws and regulations.

B. Food Trucks shall be allowed in parking lots of public Parks and public recreation centers pursuant to Section 9-15-13(C) with the following limitations:

   a. Food Trucks may legally park at parks and recreation centers with paved off street parking lots with ten (10) or more designated spaces. The approved parks and recreation centers where Food Trucks may vend are set forth on

Attachment 1. Food Trucks shall vend only from a legally designated parking space.

b. Food Trucks will be allowed in the City's parks and recreation center parking lots on a first come basis. No more than three (3) Food Trucks shall vend in a designated park and/or recreation center at the same time unless the Food Truck is vending as part of a Special Event pursuant to Section 9-15-4 of the City Code.

c. Food trucks are limited to vending between the hours of 7 a.m. and 8 p.m. and may not vend for longer than four (4) hours of continuous vending as set forth in Section 9-5-12 of the City Code unless the Food Truck is vending as part of a Special Event.

d. Food Trucks are not permitted to use a Push Cart as defined in Section 9-15-5 (10) of the City Code.

C. Notwithstanding the authorizations made herein,

(1) The City reserves the right to prohibit a Food Truck Vendor from vending at City parks and recreation centers based on public health, safety and welfare concerns.

(2) The City reserves the right to prohibit Food Truck Vendors from vending at City parks and recreation centers if a Special Event as defined by Section 9-15-14 of the City Code, a permitted sport/league activities or other permitted activities is taking place at such park unless they are affiliated with that event or activity.

(3) A Food Truck Vendor shall provide express written consent from the permittee granting permission to vend at a Special Event, permitted sport/league activity or other permitted park or recreation center activity.

(4) Specific dates and locations when Food Truck Vendors are prohibited from vending will be posted at www.alexandriava.gov/FoodTrucks.

D. Food Truck Vendors must obtain a valid Certificate of Insurance for a one million dollar Commercial General Liability Policy listing the City of Alexandria, its officers, employees and volunteers, as additional insured.

E. Food Truck Vendors shall comply with Section 9-15-10 (E) of the City Code with respect to noise when vending. Any required measurement for compliance with such regulations shall be taken from the edge of the parking lot within which the Food Truck is parked.

F. Food Truck Vendors shall comply with Section 9-15-12(H) of the City Code with regard to the collection and disposal of waste materials and other litter including the requirement to have a portable receptacle outside of the Food Truck for the use of customers. Trash collected and/or generated by Food Trucks shall not be placed and/or disposed of in City trash receptacles. Food Truck Vendors shall remove all trash and litter from park grounds within fifty (50) feet of their Food Truck.

G. Food Truck Venders shall be subject to all enforcement and penalties as by Section 9-15-17 of the City Code.

IV. EXPIRATION

This administrative regulation, if not renewed by the City Manager shall expire on October 31, 2015.

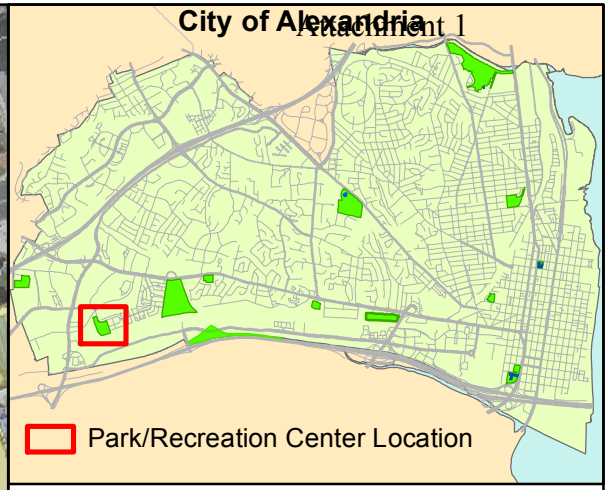
ATTACHMENTS: Attachment #1: Parks and Recreation Centers where Food Trucks may vend.

Department of Recreation, Parks and Cultural Activities
Proposed Food Truck Vending Sites with Off Street Parking

Park Locations	
1. Armistead L. Boothe Park 520 Cameron Station Blvd. **2.** Ben Brenman Park 4800 Brenman Park Dr. **3.** Buchanan Park/Old Town Pool 1609 Cameron St. **4.** Chinquapin Park 3210 King St. **5.** Eugene Simpson Park 426 E. Monroe Ave. **6.** Ewald Park 4452 Duke St.	**7.** Four Mile Run Park 3700 Commonwealth & 4131 Mount Vernon Avenues **8.** Joseph Hensley Park 4200 Eisenhower Ave. **9.** Luckett Field/Schuyler Hamilton Jones Skateboard Park 3540 Wheeler Ave. **10.** Stevenson Park 300 Stultz Rd. **11.** Witter Recreational Fields 2700 Witter Dr.

Recreation Center Locations
1. Charles Houston Recreation Center & Memorial Pool 9011 Wythe St. 2. Chinquapin Park Recreation Center & Aquatics Facility 3210 King St. 3. Cora Kelly Recreation Center 43 W. Reed Ave. 4. Lee & Nannie J. Lee Recreation Center 1108 Jefferson St.

- Park and Facility maps on subsequent pages indicate approved parking locations for Food Truck Vending. Food Trucks shall vend only from a legally designated parking space.
- Visit www.alexandriava.gov/FoodTrucks for a calendar listing of restricting vending per this Administrative Regulation.



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ARMISTEAD L. BOOTHE PARK
520 Cameron Station Blvd

N
W E
S

0 110 220 330 Feet

Parks with Off-Street Parking

Off-Street Parking Lot

Date: 06-10-2014

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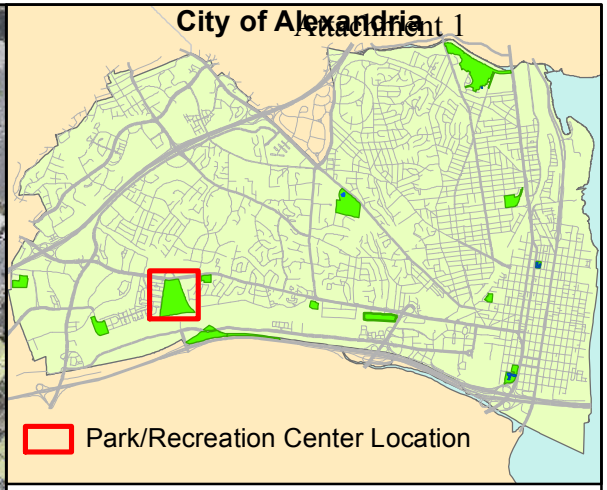

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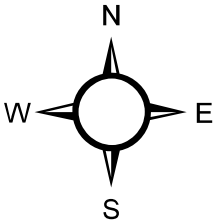
BEN BRENMAN PARK

4800 Brenman Park Dr.



0 150 300 450 600 Feet

Parks with Off-Street Parking

Off-Street Parking Lot

Date: 06-10-2014

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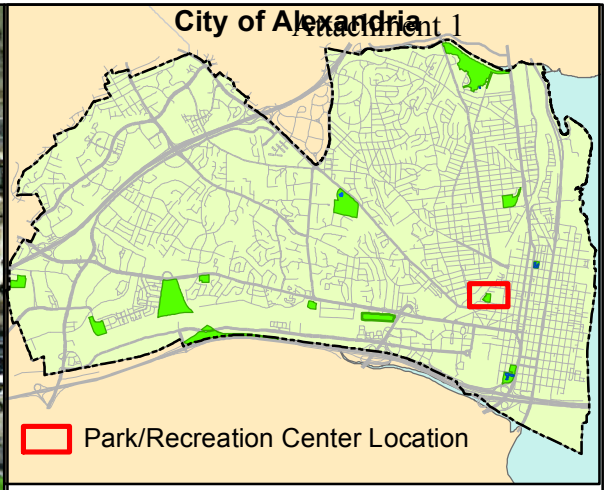

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BUCHANAN PARK/OLD TOWN POOL
1609 Cameron St.

N
W E
S

0 100 200 300 400 Feet

Parks with Off-Street Parking
Off-Street Parking Lot
Under construction

Date: 06-10-2014

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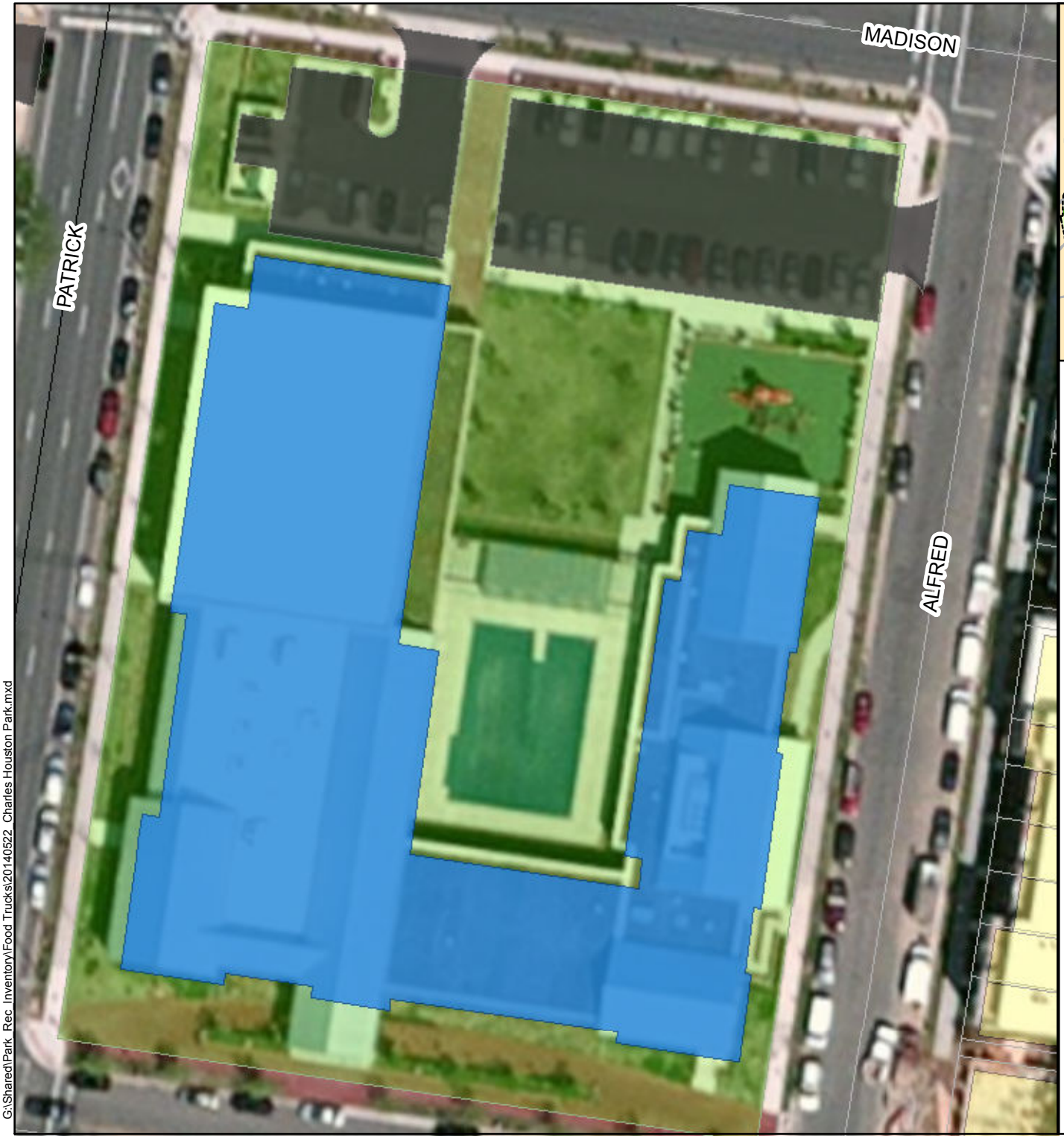

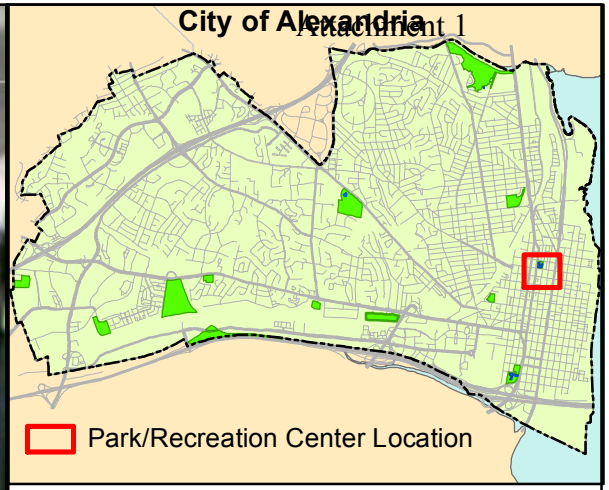

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CHARLES HOUSTON REC. CENTER
9011 Wythe St.

N
W E
S

0 30 60 90 120 Feet

Parks with Off-Street Parking

Recreation Centers with Off-Street Parking

Off-Street Parking Lot

Date: 06-10-2014

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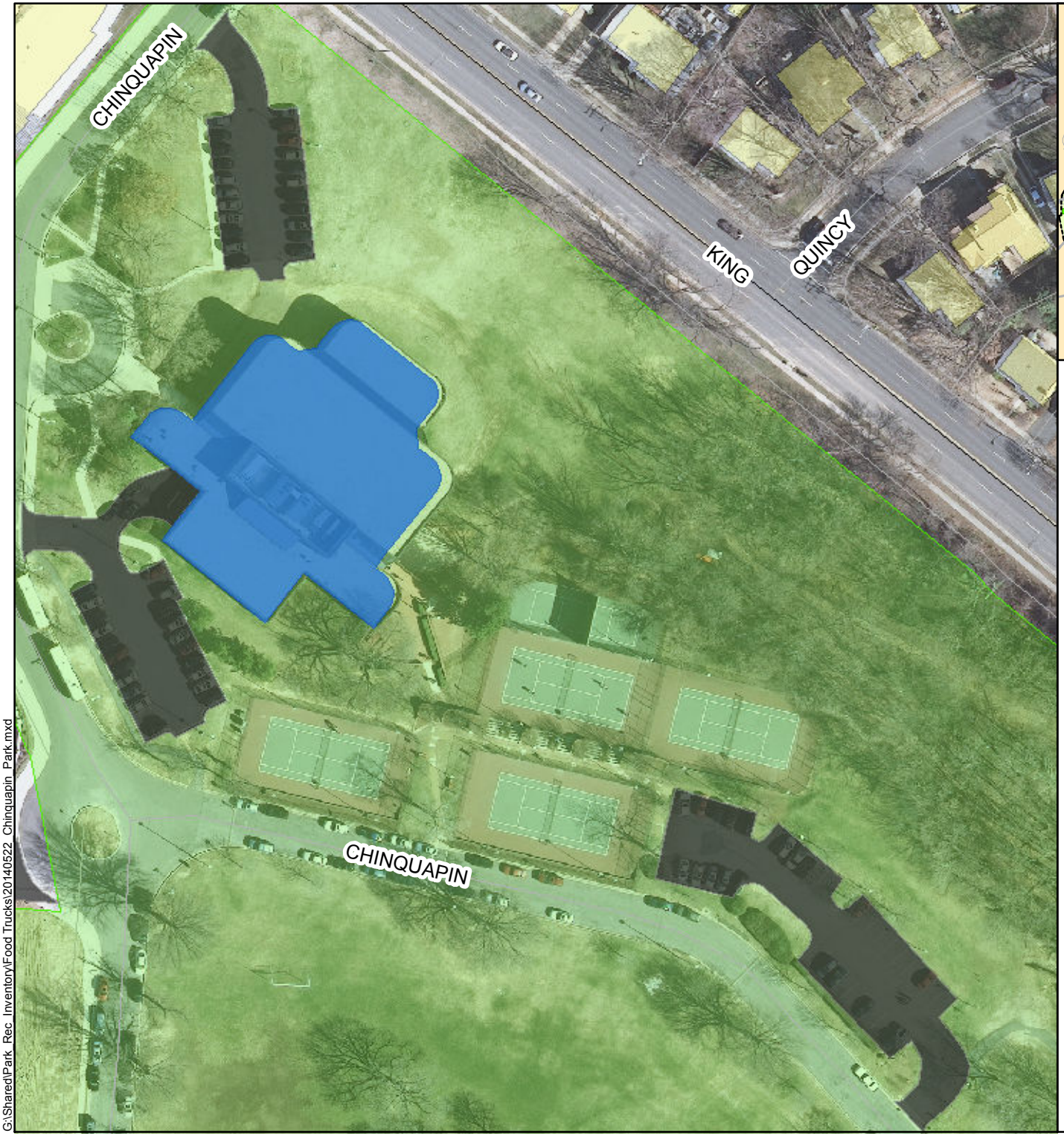

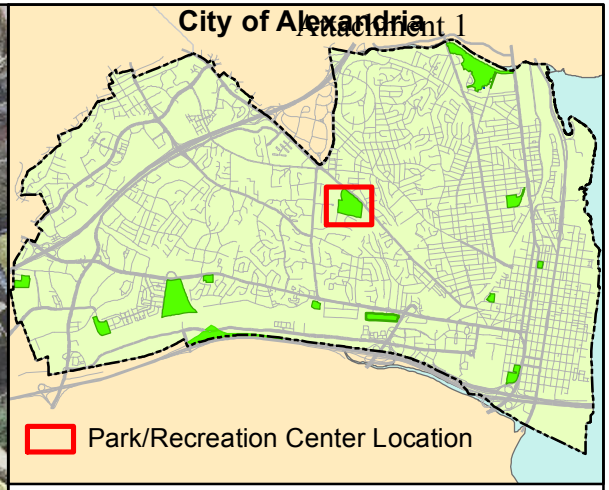

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CHINQUAPIN PARK & CHINQUAPIN PARK REC. CENTER
3201 King St

N
W E
S

0 60 120 180 240 Feet

Parks with Off-Street Parking

Recreation Centers with Off-Street Parking

Off-Street Parking Lot

Date: 06-10-2014

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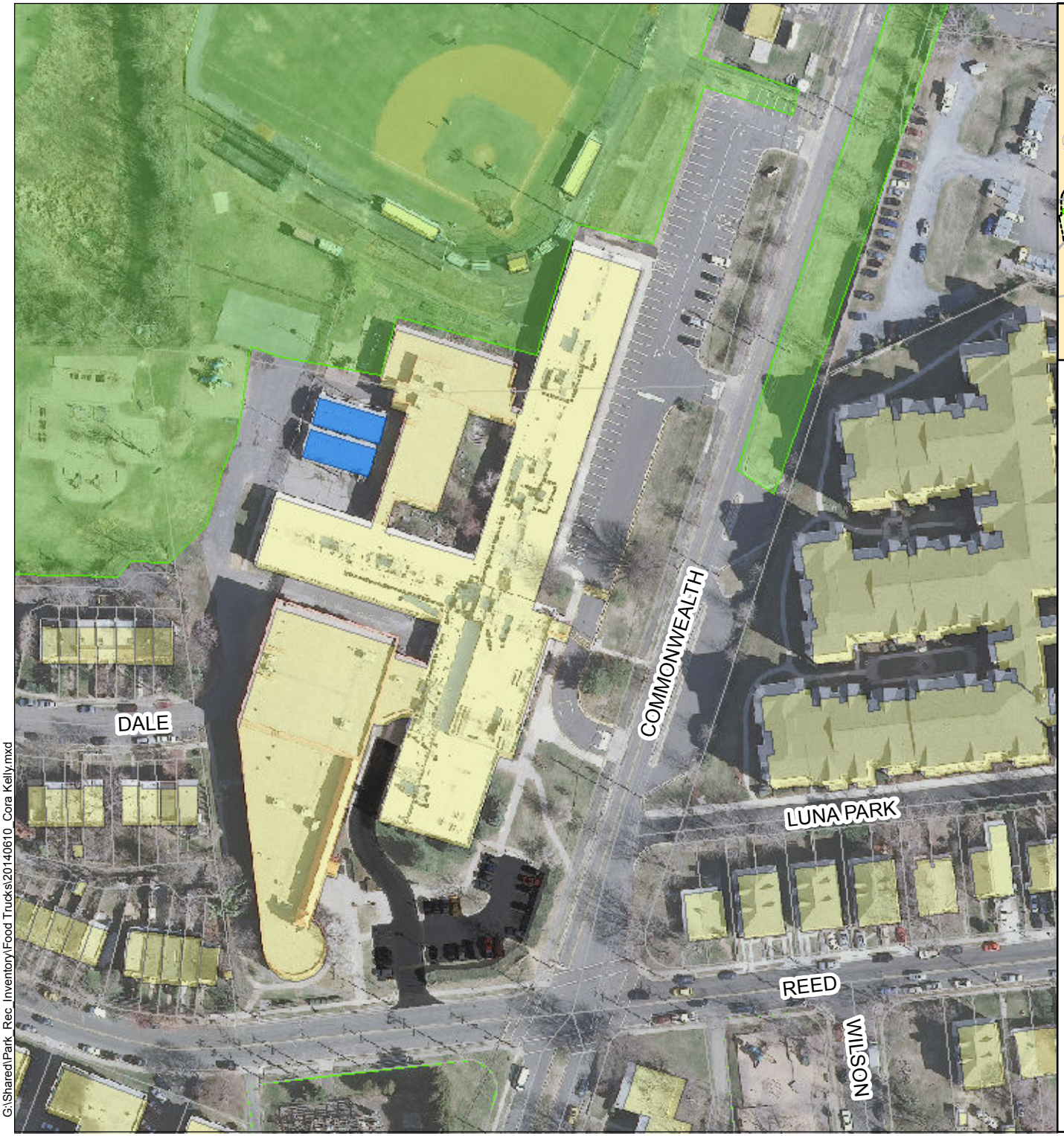

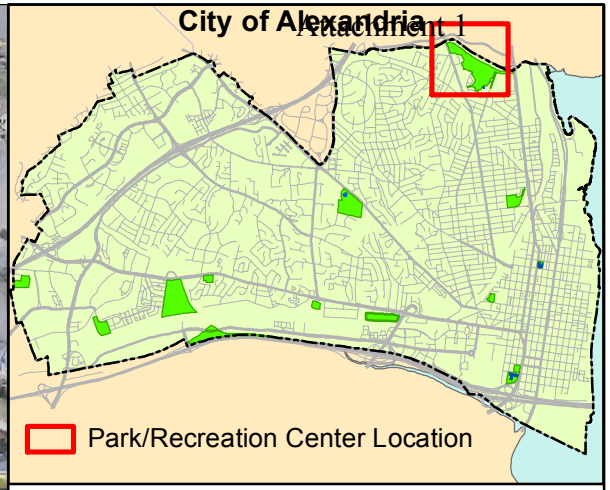

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CORA KELLY REC CENTER
4131 Mount Vernon Ave.

N
W E
S

0 70 140 210 280 Feet

Parks with Off-Street Parking
Recreation Centers with Off-Street Parking
Off-Street Parking Lot

Date: 06-10-2014

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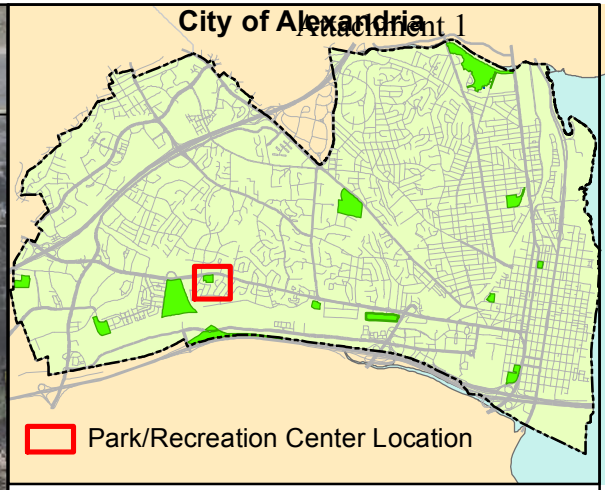

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EWALD PARK
4452 Duke St.

N
W E
S

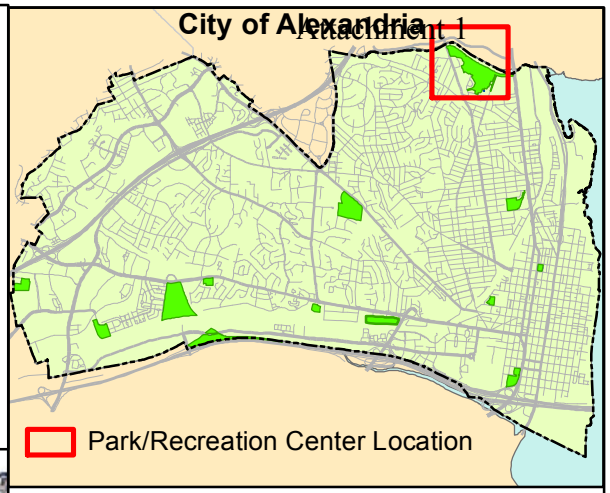
0 50 100 150 200 Feet

Parks with Off-Street Parking

Off-Street Parking Lot

Date: 06-10-2014

G:\Shared\Park_Rec_Inventory\Food Trucks\20140522_Ewald_Park.mxd



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FOUR MILE RUN
4131 Mount Vernon Ave.

N
W E
S

0 300 600 900 1,200 Feet

Parks with Off-Street Parking
Off-Street Parking Lot

Date: 06-10-2014

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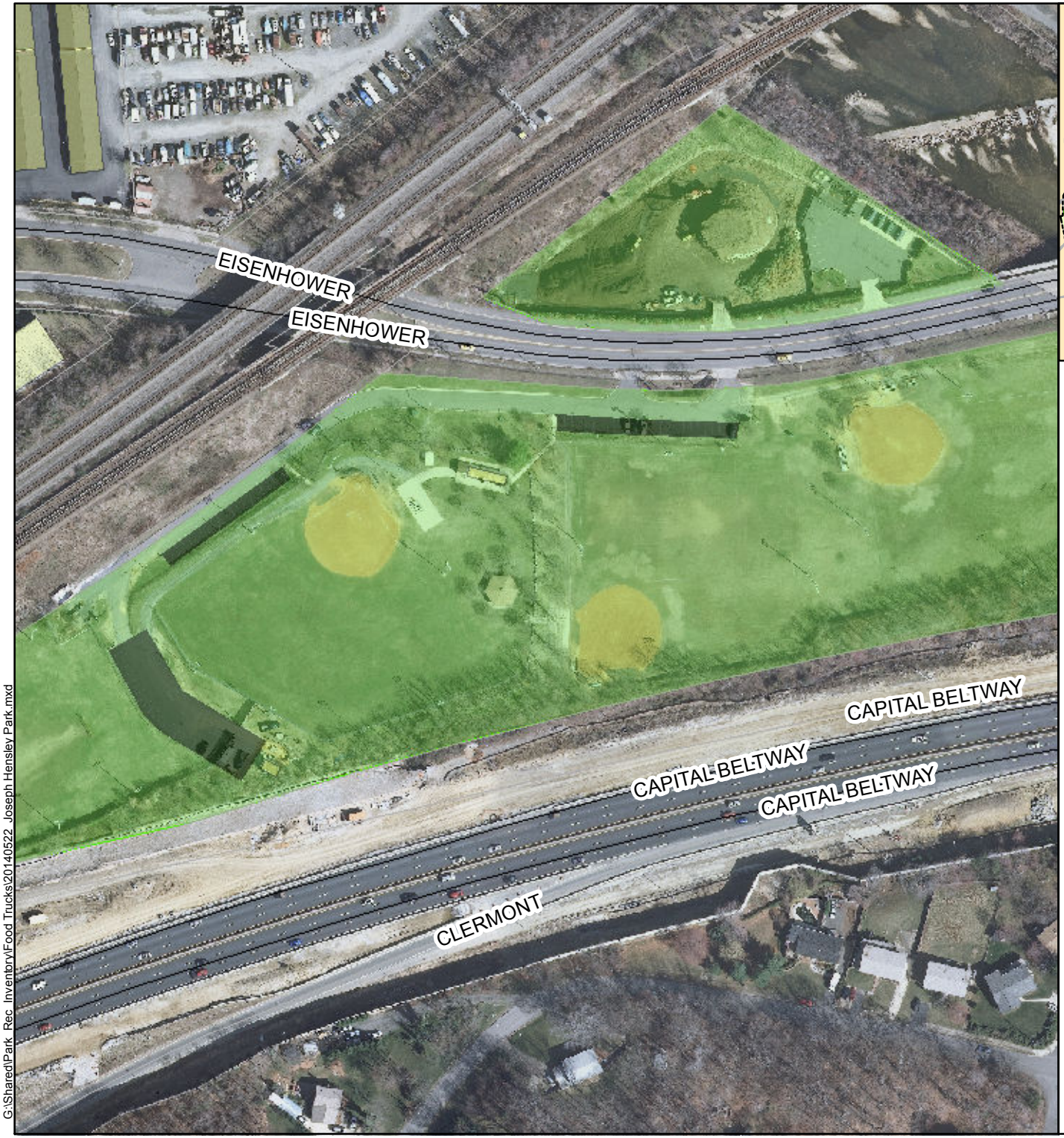

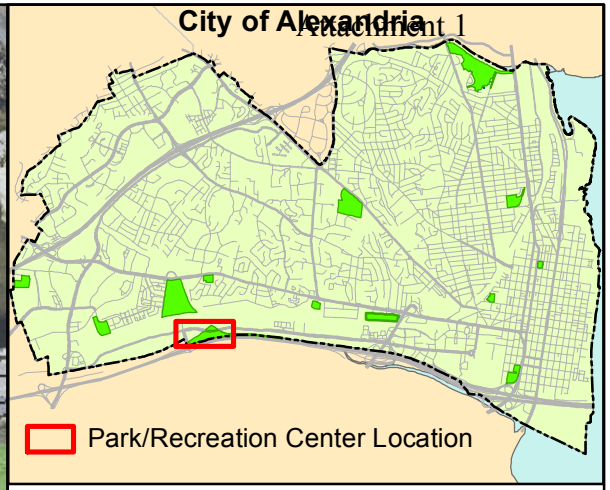

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JOSEPH HENSLEY PARK
4200 Eisenhower Ave.

N
W E
S

0 100 200 300 400 Feet

Parks with Off-Street Parking

Off-Street Parking Lot

Date: 06-10-2014

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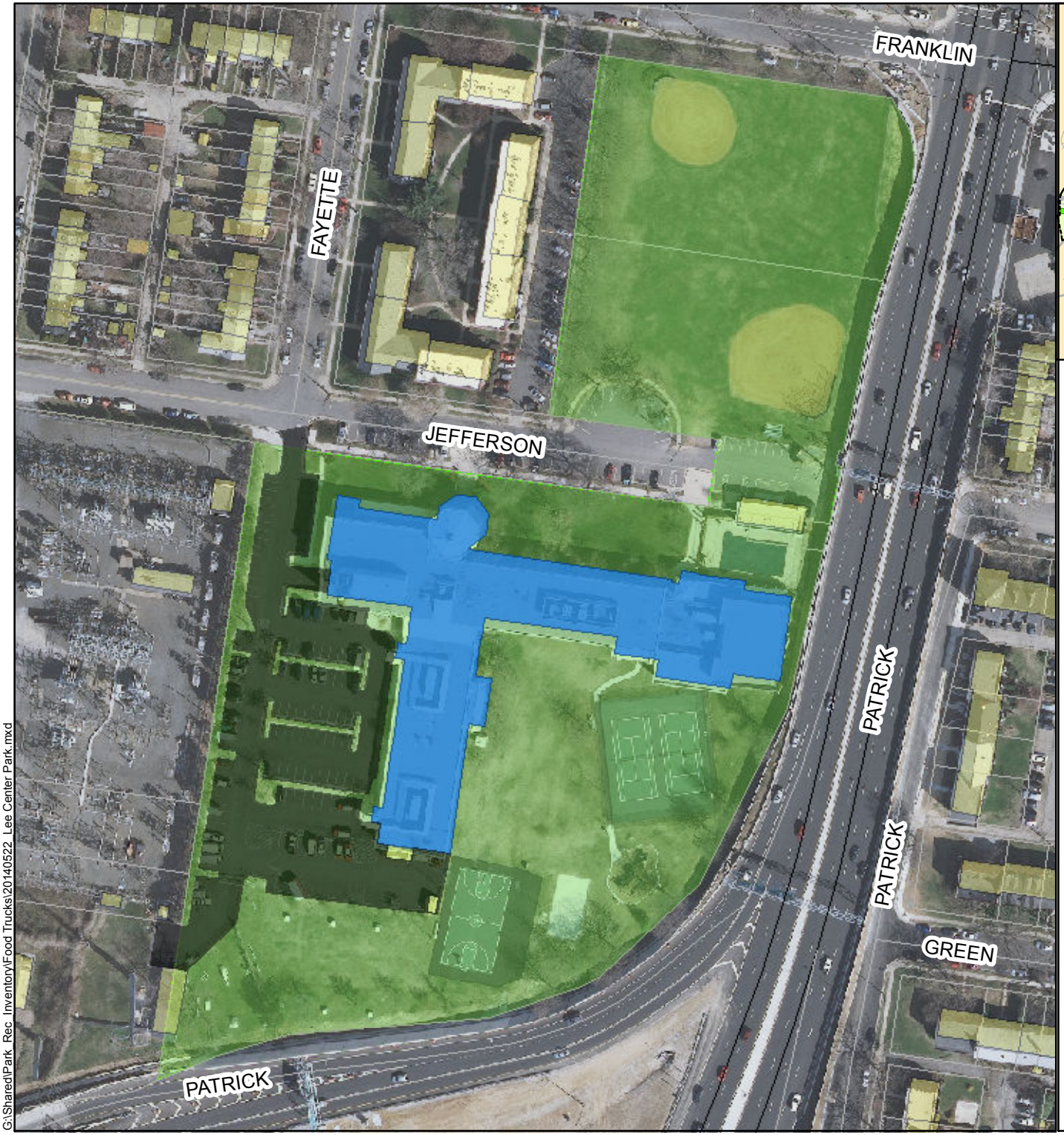

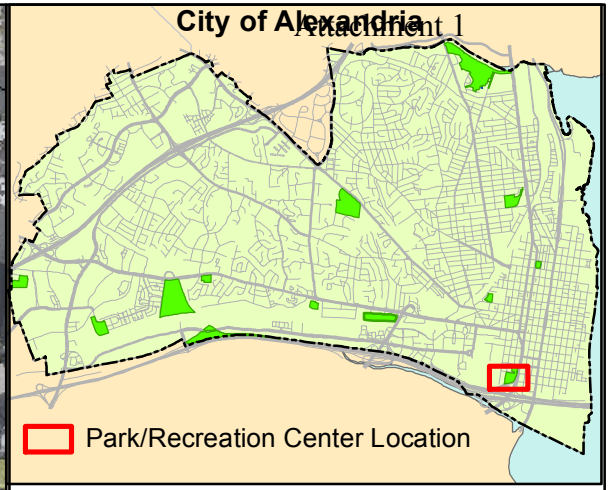

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LEE & NANNIE J LEE REC. CENTER

1108 Jefferson St.

N
W E
S

0 90 180 270 360 Feet

- Parks with Off-Street Parking
- Recreation Centers with Off-Street Parking
- Off-Street Parking Lot

Date: 06-10-2014

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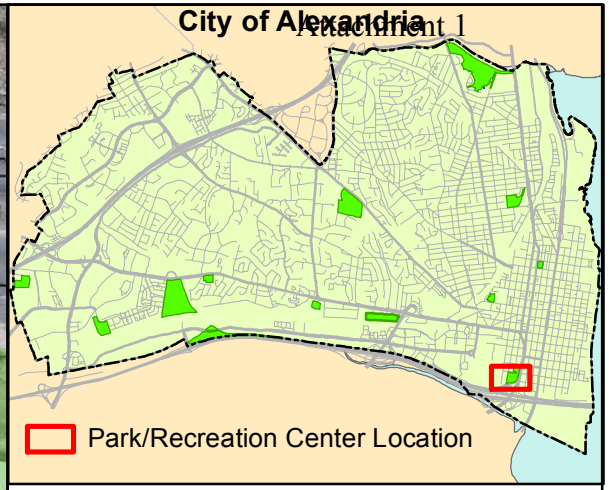

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LUCKETT FIELD/SKATEBOARD PARK

3540 Wheeler Ave.

N
W E
S

0 40 80 120 160 200 Feet

Parks with Off-Street Parking

Off-Street Parking Lot

Date: 06-10-2014

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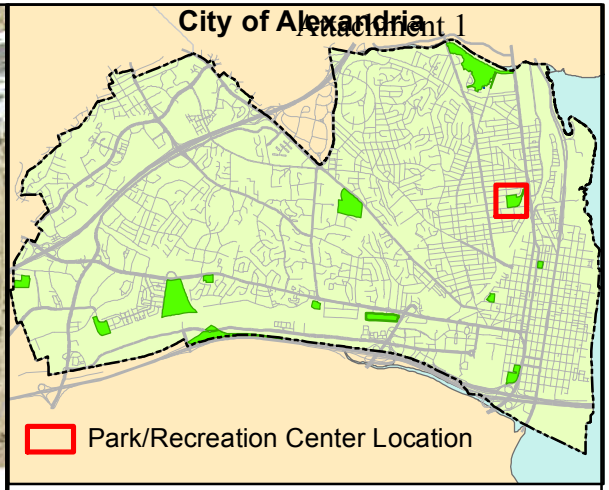

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EUGENE SIMPSON PARK

426 Monroe Ave.

N
W E
S

0 60 120 180 240 300 Feet

Parks with Off-Street Parking

Off-Street Parking Lot

Date: 06-10-2014

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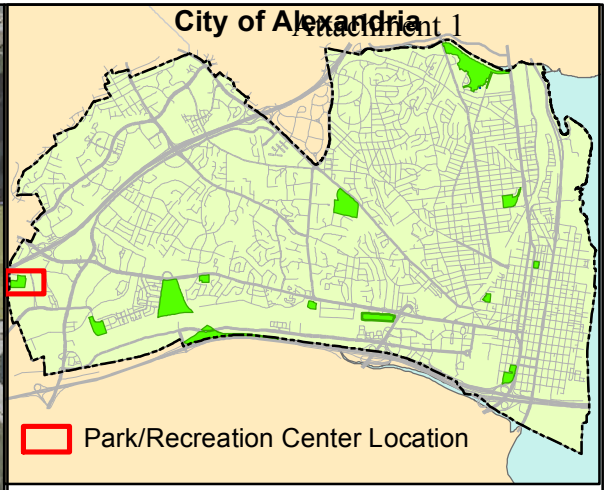

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STEVENSON PARK
300 Stultz Park

N
W E
S

0 50 100 150 200 250 Feet

Parks with Off-Street Parking
Off-Street Parking Lot

Date: 06-10-2014

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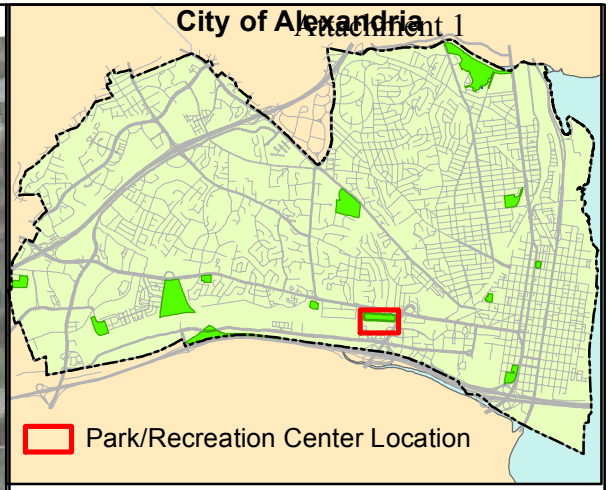

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WITTER RECREATIONAL FIELDS
2700 Witter Dr.

N
W E
S

0 140 280 420 560 700 Feet

Parks with Off-Street Parking

Off-Street Parking Lot

Date: 06-10-2014

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CITY OF ALEXANDRIA, VIRGINIA

SPECIAL EVENTS POLICIES AND PROCEDURES

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INTRODUCTION

The City of Alexandria is committed to facilitating a wide range of special events that highlight the diverse communities within the City. In order to ensure that all events are conducted in a safe and orderly fashion, weighing the social and economic benefit of the event with the general public's well being, oversight for all Special Events is the responsibility of the Special Events Committee. This committee is a formal group made up of various City departments that support and regulate special events.

The underlying framework the Special Events Committee uses in its decision regarding an application for a special event permit is based on the policies and procedures found in this document.

GUIDING POLICIES

1. It is the policy of the City of Alexandria, as implemented through related adopted policies and procedures, to recognize the substantial community benefits that result from special events. These events provide cultural enrichment, promote economic vitality, enhance community identity and pride, and provide opportunities for fundraising for the community's nonprofit agencies. To promote these objectives, at times it is appropriate within appropriated funds for the City to bear all, some portion, or no portion of the costs. Cost sharing must be done in a fair and reasonable manner.

2. Partnerships between the City of Alexandria, event sponsors and the community are valuable in ensuring successful events. The City of Alexandria recognizes that events require logistical support and commitment from the sponsoring entities and that the City requirements may represent a significant portion of an event's costs. When setting fees and conditions for events, the City will consider impacts on the event's costs while balancing the City obligation to protect public health, safety, and financial oversight obligation to the citizens of Alexandria. In general, special events should provide full cost recovery to the City.

3. Outside entities receiving financial assistance for Special Events from the City are required to provide the Special Events Committee with a business plan and/or provide a full disclosure of all expenses and revenues related to the event.

4. It is the intention of staff to seek private and corporate sponsorships that help to offset the cost of City funded and co-funded events, programs and activities, so that these events move towards becoming cost neutral to the City.

5. It is the policy goal of the City to have successful cost-effective special events that enrich and enliven the community and provide opportunities for the use of volunteer services from the volunteer agencies and organizations where deemed feasible and practical, and where cost savings will be achieved that will not negatively impact public health and safety.

MANAGEMENT OF SPECIAL EVENTS

The Special Events Committee is authorized to carry out the provisions of the special events policies and City Codes. In order to assure working representation from all appropriate segments of the City government and to provide effective deliberation of all impacting events, the Special Events Committee consists of members from various City departments that support and regulate special events.

Special Events Committee Members – Agency Representatives
One representative each from the RPCA Senior Management Group (Chair), RPCA Special Events Office, RPCA Park Operations, Police, Fire/Code Administration, Fire/Emergency Services, Planning and Zoning, T&ES Transportation Division, T&ES Environmental Quality, Health Department, Public Schools, DASH, Risk Management, General Services, Office of Historic Alexandria, and Alexandria Convention and Visitors Association.

The chair of the Committee is designated by the City Manager. The Special Events Committee is currently chaired by a staff member of the Department of Recreation, Parks and Cultural Activities. The City Manager grants the Committee chair the authority to resolve Committee disputes and/or determine whether or not it is necessary to consult the City Manager about certain issues before the Committee. The chair ensures that Committee records are maintained, meeting times and places are scheduled, and special events permits, if approved, are issued by the committee.

Representatives from the Finance Department and OMB are available as necessary to advise the Committee on budgeting and accounting procedures and policies.

The Special Events Committee is authorized to:

1. Interpret and administer City and State policy and code with input as needed from the City Attorney;
2. Represent the City, under the authority of the City Manager, in discussions and in maintaining agreements or contracts with the person(s) who represent the special event;
3. Coordinate with City departments and with other government agencies for the provision of governmental services for such special events;
4. Establish the terms and conditions, appropriate fees, time, place, and manner of the special event;
5. Ensure that businesses and residents are notified in advance about events that impact them;
6. Approve or deny a special event permit;
7. Develop an appeal process to the City Manager for an event which is denied a permit; and
8. Make recommendations to the City Council and the City Manager in regard to special events policies and practices

EVENT CLASSIFICATION & COSTS

Classification of Special Events

City Funded Special Events
Events that are created, planned, and implemented by City Departments or Agencies. Funding for City sponsored events is reviewed annually during the budget process. City staff are encouraged to seek event sponsorship by outside entities as well as charging participation fees to reduce costs. Departments must cover the expense of another agency if not included in their agency budget. Permit fees are to be waived for events falling in this category. Although events may continue to be classified as City sponsored, seeking private and corporate sponsorships is encouraged. Each event shall be assessed by the Special Event Committee as to its overall quality, cost and community benefits and changes made accordingly.

City Co-Funded Special Events
Events that are created, planned, and implemented by non City Agencies. Support for the co-sponsored events may include in-kind services from City staff based on regular staff hours, waiver of some permit fees, and/or financial support limited to funds approved in City's annual budget. Cost recovery expenses are to be paid to City agencies and include staff overtime, supplies and materials, and other direct expenses.

Non-City Funded Special Events
Events that are created, planned, and implemented by non City Agencies. The City does not provide financial support for theses events and expects to be reimbursed for all costs associated with the activity including over time expenses, supplies and materials, and permit fees.

Parades
Currently there are three parades approved by City Council to be held annually in the Old Town area of Alexandria. Each of the parades provides a unique contribution to the City by promoting community identity and providing cultural enrichment.

Cost Sharing

The Committee re-evaluates each event's financial support status each year, prior to the event's next occurrence, in order to determine what category the event should be placed in for cost recovery purposes. As appropriate on a case-by-case basis, the City will transition (see chart below) from Model I to Model II, or from Model II to Model III

Model	Who Manages	Who Pays the City's Cost?	
		City	Other
I. City Funded	City	100%	0%
II. City Co-Funded			
a. Entity gives $ to City	City	Shared	
b. City provides funding or limited in-kind contribution to Entity	Outside Entity	Shared	
III. Non-City Funded Entity	Outside Entity	0%	100%
IV. Parades	FY10	70%	30%
	FY11	50%	50%

APPLICATION PROCESS

A special events permit must be obtained from the City to stage a special event. The following procedures apply:

1. **Application Submittal:**
   1.1. A notice of intent shall be submitted to the City Special Events Committee by the special event applicant/sponsor/co-sponsor. Applications not completed in full will not be processed and will be returned to applicant. The notice of intent shall be filed at least 180 days for new events or change of venue but not less than ninety (90) days for reoccurring events prior to the date of the proposed event to allow adequate review time. In special and unusual circumstances, the City Manager may waive the above time frames. First time events are encouraged to list several options for location, route, date, time and a site map with the City special events application.

2. **Committee Review**
   2.1. The Committee shall review the notice of intent and determine if the event can be accommodated. The Committee shall meet with the applicant/sponsor to review the completed package of information on the proposed event, including a tentative site plan and activities involved with the event.

   2.2. If the event is new or changes from past venue, or date changes, a notice may be required to affected businesses/residents (to be determined on a case-by-case basis by the Committee) along with a request for written comment for a period of sixty days (60) prior to the event. The Committee shall meet with the applicant to discuss comments received and possible conditions and fees.

3. **Additional Permits**
   3.1. After meeting on possible conditions/fees the applicant shall apply for the formal special event permits if wishing to proceed with the event; i.e. health, noise, street, park, ABC, school use, facility use, Fire Code and Fire Emergency Management Services.

4. **Committee Approval**
   4.1. The Committee shall make a decision on the application and set any conditions and fees, in accordance with policy with the understanding that all Department specific permit requirements shall be met by the applicant thirty (30) days prior to the event date.

   4.2. Any changes to the approved plans, including but not limited to the event: date(s), time(s), and location/route, must be approved by all Committee members. Request for changes shall be submitted to the Committee for review and comments no less than thirty (30) days prior to the event.

   4.3. Once the applicant meets all requirements and has shown proof of permits, the Committee will issue a Special Event Permit.

Late Applications

Any application received after the deadlines established is a late application. The City Manager or designee shall not accept late applications unless he or she finds that:

1. The proposed special event is in response to an occurrence whose timing did not reasonably allow the applicant to file a timely application; or
2. The imposition of the time limitations would place an unreasonable restriction on the free speech rights of the applicant.

If the City Manager or designee finds both of the above conditions to exist, he or she shall accept the application and process, unless it does not meet the criteria set forth in the application process permit process section, or there is insufficient time for the City to make the necessary preparations for permit filings, staff availability or other public safety matters prior to the proposed date of the special event.

APPROVAL

Requirements to Obtain Approval

In deciding whether to approve, approve with conditions, or deny a permit, the Special Events Committee shall determine:

1. The event, as proposed, can be shown to function safely;

2. The diversion of police and fire resources to support the event will not deny reasonable police and fire protection to the City;

3. The special event will not cause irreconcilable interference with previously approved and/or scheduled construction, maintenance or other activities including any sidewalks, streets and parking spaces;

4. The special event sponsor/applicant provides a transportation management/parking plan for traffic control/parking management which may include accommodating transportation demand management measures;

5. The location/route meets the criteria established in the procedures;

6. All costs for City services associated with the event shall be paid by the event sponsor(s) or if approved by City Council, the portion agreed upon will be covered by the City;

7. The special event sponsor/applicant provides an Event Management Plan for security/safety and which may include accommodating security, first aid and sheltering measures;

8. Events in Old Town with anticipated attendance over 500 are limited to no more that one such event every other weekend in a calendar year. A weekend is defined as beginning Friday, 5 p.m. and continuing through Sunday, 6 p.m.;

9. Events in other areas of the City will be scheduled to not overly burden any one neighborhood on a consistent basis;

10. Events will not be approved to be held in Founders Park;

11. The number of foot races in Old Town is limited to those approved by council.

12. The event as proposed shall not severely impact the quality of life within the area it is being held.

The Committee shall issue a permit for a special event unless it is determined that one or more of the following conditions exist:

1. The application is incomplete;

2. The applicant has not tendered the required application fee, deposit, or insurance certificate and endorsement, unless such tender has been waived;

3. The information contained in the application, including supplemental information provided if any, is found to be false in any material respect, the purpose of the event is contrary to law, and/or the applicant has failed to meet the City requirements for a permit;

4. A prior application for a special event to be held at the same time and place has been received or granted;

5. The special event will unduly interfere with vehicular ingress to, egress from, or travel on a road, state designated highway, or major arterial collector street of the City;

6. The special event will unreasonably interfere with fire or police protection, including presenting a substantial traffic or safety hazard;

7. Event size or durations will require diversion of so great an amount of City safety services that providing minimum levels of safety services to other areas of the City will be jeopardized;

8. The security arrangements that have been made are inadequate;

9. One or more of the applicants or persons whose name is shown on the application was also named on an application for a special event in the City of Alexandria that resulted in a violation within the twelve months preceding the current application;

10. If the special event is proposed to be held on public property, the proposed special event would conflict with a previously scheduled and planned event or activity organized by the City of Alexandria for the same time and place as the proposed special event;

11. The applicant or the organization on whose behalf the application is submitted has, on prior occasions, damaged City property and has not paid in full for such damages, or has other outstanding and unpaid debts to the City of Alexandria;

12. The applicant is legally incompetent to contract or to sue and be sued; and

13. The applicant fails or refuses to comply with any permitting requirement or conditions of approval.

The applicant shall be notified in writing of the action by the Committee with respect to the application as early as possible but no less than thirty (30) after receipt of the completed special events permit application.

Conditions Authorized and Additional Permits

The Committee may include in a special event permit, among other provisions, reasonable terms or conditions as to the time, place and manner of the event; compliance with health and sanitary regulations, emergency services, and security. Additional permits may be required to meet the conditions established by the special event permit, and/or other Federal/State/City/ codes.

In order to accommodate other concurrent events, the rights of abutting owners and the needs of the public to use parks, public property, or streets and rights of way, the conditions may include, but not be limited to, reasonable adjustments in the date, time, route or location of the proposed event; accommodations of pedestrian or vehicular traffic using the street; and limitations on the duration of the event.

Revocation of Permit

If the special event is to be held on public property, the City Manager or designee may revoke the special event permit at any time he or she determines that as a result of inclement weather, conduct of the special event would unreasonably damage the public property for which it is proposed and if he or she determines that any provision of any condition of the permit has not been met or is being violated. A decision by the City Manager or designee to revoke a permit is final.

Appeals

An applicant may appeal the denial of an application or permit conditions made by the Committee to the City Manager within thirty (30) days of receiving the notice. The City Manager or designee shall act upon said appeal promptly, but in no event later than the date and time of the proposed special event. If the decision to deny the special event permit was made by the City Manager or designee, that decision shall be final.

SPECIAL EVENTS FUNDING

City Financial Support of Events

Special events that are funded financially by the City, as determined by City Council, must meet the following criteria.

Provide a financial statement with a letter of request addressed to the City Manager or designee 180 days prior to the event date. Submit a program proposal with a budget showing the full event expense that the applicant/sponsor anticipates incurring.

1. Provide a financial statement following the event that shows full details of all incurred expenses by the sponsor for the event and, all revenue collected for the event, including but not limited to revenue collected prior to the event and during the event.
2. Provide a detailed business plan that outlines how the event will become self-sustaining and ensure that the event will not require City funding following the third year of City funding.
3. Other determinations:
   3.1. City funded events with non-profit approved tax status – the City shall provide limited City services and support, for only one event per organization per calendar year. This includes City labor and/or use of the equipment to assist community based non-profits as evidenced of by articles of incorporation tax status of 501(c). Proceeds from event shall be designated to support other community based organizations within the City of Alexandria.

Note: Non Profit permits are issued to non-profit organizations with the tax exempt status under IRS Tax Code, Section 501 (c). To qualify for reduced permit fees or no assessment, applicant must submit:

1. A current copy of your state and or federal tax certificate, the applicant submits;
2. Written proof of tax exempt status from the United States Internal Revenue Service;
3. Written permission of the property owner when the applicant does not own the property where the event is to take place; and
4. Written permission from the church or school allowing the organization to hold the event on property.

Sponsorship of City Funded Events

Guidelines for Acceptable Sponsorships of City Events

Sponsorship shall be businesses, non-profits groups, or individuals that promote mutually beneficial relationships for the City of Alexandria. All potential sponsored properties (facilities, events or programs) should be reviewed in terms of creating positive working relationships with regard to benefit, community contributions, knowledge, and political sensitivity. All sponsored properties should promote the mission and goals of the City of Alexandria.

Sponsorship also promotes a positive awareness of the organization with customers, potential customers and the community while meeting agency goals. The contributions may be financial or "in-kind" services. The expected benefit may be tangible, as in a direct financial gain, or intangible, as in increased visibility or communication of the sponsor's services.

Sponsorship Selection Criteria

1. *Relationship of Sponsorship to Mission and Goals:* The first major criterion shall be the appropriate relationship of a sponsorship to the City of Alexandria Mission and Goals. While objective analysis is ideal, the appropriateness of a relationship may sometimes be subjective. This policy address this necessity by including Approval Levels from various levels of City management staff to help assist with decision involving larger amounts and benefits for sponsorship.

2. *Sponsorship that will **NOT** be considered are those which**:***

   2.1. Promote environmental, work, or other practices that, took place in the City, that violate City, U.S. or state laws (i.e. dumping of hazardous waste, environmental health, exploitation of child labor, illegal immigrants).

   2.2. Promote drugs, alcohol, or tobacco that constitutes violations of law.

   2.3. Duplication or mimic the identity and or programs of the City of Alexandria.

   2.4. Exploit participants or staff members of the City of Alexandria.

   2.5. Offer benefits which may violate other accepted policies or City codes and ordinances.

Sponsorship Obligations

All sponsoring comes with conditions and obligations. Accordingly, sponsoring organizations may:

1. Wish to be a sole or major sponsor.

2. Request that their logos, slogans or graphic appear on our promotional material.

3. Review our budget, strategic plan or other documents.

4. Wish to know about current or past sponsors.

5. Need to approve press releases and other materials.

6. Request sponsorship agreement.

7. Request miscellaneous information.

SPECIAL EVENT FEES

Estimated Special Event City Costs

Police	$60… per hr per staff
Fire/code	$65… per hr per staff
T&ES	$50… per hr per staff
RPCA	$47… per hr per staff
General Services	$49… per hr per staff
Health/Code	To be determined upon review of events application
School	To be determined upon review of school application
Other City Dept.	To be determined upon review of events application

The fees above shall be increased or decreased effective January 1st of each year to reflect the approved fee compendium by City Council for that fiscal year. Additional fees may include actual expenses for required services provided by affected departments. City expenses include staff time outside of an employees regular hours which include overtime or part-time hours directly related to the event and FICA/Social Security; equipment and supplies rented for the event such as barricades; trash disposal fees; and contracted services directly related to event support such as security, cleaning services, etc. Fees associated with permit conditions (i.e. electrical, security, fire, etc.) are in addition to the above fee schedule and are the sole responsibility of the applicant/sponsor. There is a $50 nonrefundable special event permit application fee to the applicant/sponsor to be paid at the time of the filing of the application.

Earnest Deposit

Depending on the type of event, respective fees may vary. All expenses of providing City services associated with a special event will require a deposit of 50% of estimated expenses not to exceed $40,000 thirty (30) days in advance of the event. The deposit does not include a refundable park bond fee that is assessed for potential damages to park grounds. After the event, payment for City services must be paid no later then ten (10) days after receipt of the final invoice.

Applicants unable to secure the 50% deposit for estimated City services, or reduction of estimated cost for City services shall follow the appeals process set forth in the Special Events Policy.

Appeals findings shall be based upon a determination that at least three of the following are the case:

1. The applicant has sufficient cash flow to cover the total estimated costs of the special event, plus any ongoing organizational expenses;
2. The applicant has a consistent history of paying bills in a timely manner;
3. The applicant has no liens or fines by any local, state or federal agency;
4. The applicant has a credit rating of “good” by an established and widely recognized third party rating system.

Notwithstanding any of the provisions stated in this section, should the Committee determine that prior special events organized, sponsored or conducted by the applicant have resulted in damages to property, unreasonable risks to public safety, or unpaid debts or late payments, the Committee may require, prior to approval of the special event permit, that the applicant pay the full amount of the estimated cost of City services.

Refunds

Fees charged from the fee schedule are refundable (excluding the $50 special event permit application fee), if the special event is canceled after the permit is issued, and written notice is received by the Committee ten (10) days prior to the date of the event.

If an applicant is unable to hold or conduct a special event because of inclement weather or due to some other cause not within the applicant's control, and the applicant submits a written request for the refund of fees to the Committee within ten (10) days after the scheduled event date. The Committee may authorize the refund of any fees that are determined to have not been incurred by the City in the preparation for the special event

Note: All permit fees and ABC permit fees are nonrefundable.

ADDITIONAL SPECIAL EVENT PERMITS

Permit Process for Special Events

The permit process begins when a completed Special Events application is submitted to RPCA/Special Events Office, 1108 Jefferson Street, Alexandria, VA 22314. Upon receipt of the application the Office of Special Events distributes copies of the application to the City Special Events Committee for review. During the reviewing process, the applicant will be notified if the Committee requests additional information. Delay in providing the requested information may delay the Committee's ability to complete the review and issue a Special Events Permit for the event.

Depending on the impact on City services, size and type of event, the applicant may be requested to attend a Special Events Committee meeting to clarify questions and concerns. Each applicant is provided with a checklist of agencies regarding permits, forms, or licenses needed to receive the approved Special Event Permit. The check list with accompanying permits must be returned to the RPCA/Special Events Office at least thirty (30) days prior to the event. There is a $50 application fee for the Special Event Permit.

Additional Permits

It is the applicant's responsibility to contact federal, state, or City agencies for other relevant permits. For food permits please contact the Alexandria Health Department – Environmental Health Services at 703.838.4400 ext 266; for permits for the use of cooking appliances utilizing open flames or propane, contact the Fire Marshall 703.838.4644 ext 118. For Street Closure/Parking Removal Permits, contact the Transportation and Environmental Services Department at 703.746.4035.

Public Health Requirements

To protect the health of the public, the following policies shall apply to all special events held in the City of Alexandria:

All special events shall provide adequate toilet facilities for the number of participants expected. If portable toilets are used, the recommendations of the Portable Sanitation Association International shall be followed. However, as required by state health regulations, a minimum of one toilet for every 100 participants shall be provided. At least 5% of the portable toilets provided shall be handicapped-accessible. Adjacent to each toilet shall be a hand washing station providing running water, soap and either paper towels or a hand drying device. Waste water from hand washing stations shall be disposed of properly. In lieu of hand washing stations, hand sanitizer dispensers may be provided. The minimum number of hand washing stations or hand sanitizer dispensers shall equal the required number of toilets.

All events where diaper changing stations are provided shall comply with the recommendations contained in CDC's "Guidelines for Establishing and Maintaining a

Diapering Station in an Emergency Shelter" with the exception that instructions for cleaning and sanitizing the diapering station before and after use must be posted, but training (9.a.) does not have to be provided to the diaper station users. (See: http://emergency.cdc.gov/disasters/hurricanes/pdf/diaperingguidelines.pdf)

All events where animals are exhibited or are otherwise present as part of the event shall comply with the CDC's (and the National Association of State Public Health Veterinarians') recommendations contained in the "Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, 2007" as revised from time to time. (See: http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5605a1.htm)

All events lasting more than two hours shall make safe drinking water available to the public. The water shall be from an approved water supply. If water is transported in portable containers or tanks, these containers and/or tanks shall be inspected and approved by the Alexandria Health Department. If bottled water is provided, a reasonable fee (not to exceed $1.00) may be changed to the public for each bottle of water.

All events at which food is served shall comply with the requirements of the Food and Food Handling Code of the City of Alexandria. Applications for permits for temporary food service shall be submitted at least 30 days prior to the event.

Fire/Code Administration

The policy is still with the Director awaiting approval, but all final revisions have been made.

Street Closures and Other Public Works

Street closures are processed through a permit process coordinated by the Department of Transportation and Environmental, phone: 703.746.4025, Services as follows:

Permits for parades/processions, foot races/walk-a-thons

Step #1: The event must be approved by the Special Events Committee. Contact the Department of Recreation, Parks & Cultural Activities at 703.746.4343.

Step #2: Bring all Special Events Committee approvals to the permit office in City Hall, 301 King Street, Room 4130. A permit application must be filed, complete with the approvals from the Special Events Committee and a certificate of insurance for general liability. This approval process must be done at least five (5) business days before the event. If the street is to be closed during the event, a petition, signed by all residents/businesses within the block must also be submitted. If "NO PARKING" signs are required, you must make this request separately at the time you apply for the permit.

Residential block party/street closure

An application**,** along with a petition, signed by each property owner or primary resident/business in the block, showing their agreement to close the block, and a certificate of insurance covering the event in the amount of $1,000,000*, naming the City of Alexandria as additional insured must be submitted.

The application must be submitted a minimum of five (5) business days before the scheduled block party/street closure. Please be advised that closing of arterial and collector streets is NOT permitted. There shall be no intersecting streets within the block where the party is to be held, or no more than one "T" intersecting street, alley or right-of-way. During the event, access into or out of the block will be available only to emergency vehicles**.** All activity granted by this permit must be contained entirely within the closed block.

Please note: The applicant is responsible for obtaining and placing the barricades. An Alexandria Police Officer, or a Transportation & Environmental Services Departmental Inspector, will inspect the barricade placement one hour prior to the event. If the barricades are not properly in place at that time, the permit may be revoked and the block may not be closed.

The request for NO PARKING is not part of the request for street/block closures. If NO PARKING signs are required, you must make this request separately at the time when you apply for the street/block closure permit.

- Waiver Provision - A waiver of the insurance requirement will be granted only if alcohol will not be present. The applicant will be required to sign an acknowledgment of this requirement. If alcohol will be present, a copy of the ABC permit will be required before the street closure permit can be issued.

INDEMNIFICATION

The applicant shall indemnify and hold harmless the City of Alexandria, its officers, agents, employees and volunteers from any and all claims, causes of action, penalties, losses, expenses (including reasonable attorneys' fee) and any other liability for injuries or damages to persons or property resulting from the special event which caused by the omissions or authorized acts of the applicant officers, agents or employees.

If the City incurs any costs as a result if the applicant's failure to comply with any provisions, or if City property is destroyed or damaged by reason of a special event, the applicant shall reimburse the City for its actual costs, including the actual replacement or repair cost of the destroyed property. The City may retain any deposit or portion thereof as full or partial reimbursement for any such damage.

Insurance Requirements

If a special event involves one or more of the following conditions, the applicant must obtain general liability insurance in the amount of one million dollars for the duration of the event, which names the City of Alexandria, its officers, agents and employee or volunteers as additional insured:

1. Closure of a major arterial or collector City street, as defined in the general site plan;
2. An anticipated attendance at the special event of 500 or more people;
3. A street closure anticipated to have a major effect on the flow of traffic in the area; i. e. closure of two or more intersections and rerouting of transit services or other public transportation.
4. No applicant shall be required to comply with the insurance requirement of this section if the activity proposed for the special event is protected by the First Amendment to the United States Constitution and the applicant produces evidence that complying with the insurance provision is impossible or so financially burdensome that it would preclude the proposed special event from occurring.

The amount of insurance required shall not be based on the existence or content of any expression involved in the event, or on the expected reaction of observers.

If insurance is required pursuant to this section, a certificate of insurance and an endorsement naming the City of Alexandria as an additional insured shall be provided to the City, and must be approved as to form and sufficiency by the City, no later than thirty (30) days prior to the event. If the applicant is unable to obtain insurance or does not provide the City with the certificate of insurance or endorsement, the City Manager may obtain such insurance on behalf of the permit applicant and charge the permit applicant for the cost.

POST EVENT EVALUATION

A post event evaluation shall be conducted by the Special Events Committee. The evaluation may include information from affected residents/businesses complaints received by the City and a meeting with the applicant/sponsor. The post event evaluation includes, but is not limited to:

1. Completion of an After Action Report and Program Evaluation Form

2. Coordination of a final evaluation meeting for all interested parties

3. If applicable, review of feedback surveys distributed at the event.

4. Review of possible complaints from members of the community/event participants.

5. Review of event budget, and compare actual expenses with estimated budget.

6. Meet with facility/park/property managers to ensure that nothing was damaged or stolen at the event site.

7. Reconciliation of event expenses ensuring that the City has received payment/reimbursement for services provided. In the case of City events, ensuring that vendors have received payment.

DEFINITIONS

The following definitions shall be defined as; to all definitions highlighted words and phrases.

"**Annual Event**" an event recurring each year at approximately the same date and which has previously complied with permit requirements.

"Applicant" the authorized agent of the sponsor who completes the application and acts as primary contact for the special event.

"**City Funded Event**" an event for which the City engages full financial responsibility.

"**City Co-Funded Event**" an event for which the City provides a portion of financial support as determined by City Council.

"**Closed Route**" a route along or across a public right-of-way on which nonemergency vehicle traffic is not permitted to proceed for the entire duration of a special event.

"**Event Management Plan**" a plan developed by the applicant/sponsor to identify and mitigate potential health and public safety impacts and proposed solutions associated with the event. (Includes security plan, shelter plan, first aid plan etc).

"**Event Participants**" a person in attendance at an event, including spectators, vendors, event staff, City staff, and all others present for the purpose of the event.

"**Farmers Market**" an organized group that the City at a cost/fee use of designated open (I .e. market square plaza and or parking lots for the purpose to sale merchandise, food items and various approved items.

"**Notice of Intent**" a notice to stage a special event submitted by an applicant which informs the City of a proposed event.

"**Parade**" any organized group marching or in procession, whether on foot, animal, or vehicle.

"**Procedure**" a procedure adopted by the Special Events Committee, to implement policy or code, or to carry out other responsibilities as may be required by the special event permit approval or by other codes, ordinances, or resolutions of the City or other agencies.

"**Race/Run**" an organized event upon a public street, sidewalk, or trail in which 10 or more persons participate by walking, running, riding a bicycle, or operating a wheelchair

"**Right-Of-Way Use Permit**" a permit issued pursuant to the Right-of-Way Use Codes (Section 5-2- 41-51).

"**Rolling Closure Route**" a street, sidewalk, trail, walkway, or other right-of-way closure to accommodate an event, where as the event passes, the right-of-way is reopened for use by the general public.

"**Special Event**" a short term activity on public property that, due to the anticipated amount of attendees or the nature of the event characterized by:
Requires City services to ensure compliance with Federal, state, or local laws;
Involves use of City owned or managed property such as public streets, sidewalks, parking lots, alleys, parks or any other City owned/managed open space
Involves closure or partial closure of any public right-of way, or requires traffic control procedures necessitating the involvement of the City of Alexandria police department or services from the Transportation Environmental Services Department personnel;
Impair emergency vehicles access or requires the attendance of Emergency Management Services personnel.

"**Sponsor**" the person or group with management and fiscal responsibility for the special event to be held that promotes itself and its products or services in association with the property.

"**Sponsorship**" the relationship between a sponsor and an event, in which the sponsor pays a cash or in-kind fee in return for access to commercial potential associated with the an event. The general aim of sponsorship is to raise the profile of the sponsoring organization, to sell more products or services and to reach particular target audiences.

"**Transportation Management/Parking Plan**" a plan developed by the applicant/sponsor to identify and mitigate traffic/parking impacts, conditions, and proposed solutions associated with a special event (includes transportation demand management measures).