

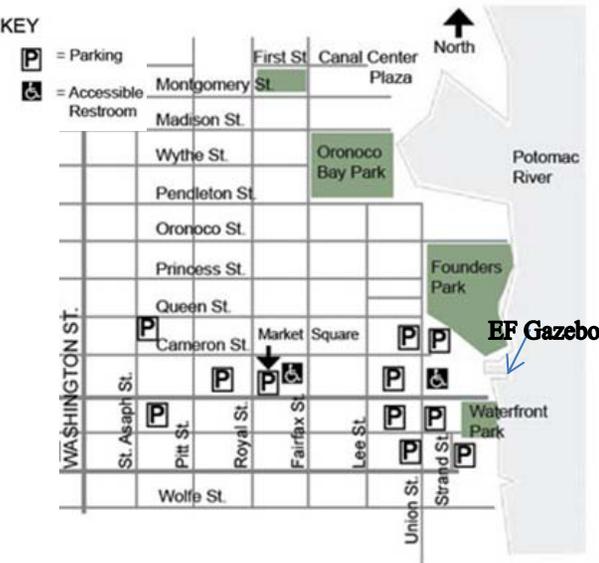
The beautiful Potomac River provides a picturesque back drop for any occasion. A variety of locations are available for rent to fit a variety of needs and wants.

Facilities available for rent:

- ☞ EF Pier Gazebo
- ☞ Oronoco Bay Park
- ☞ Waterfront Park

Consider using these locations for:

- Wedding Ceremonies
- Wedding Receptions
- Engagement/Wedding Photos
- And Many More...



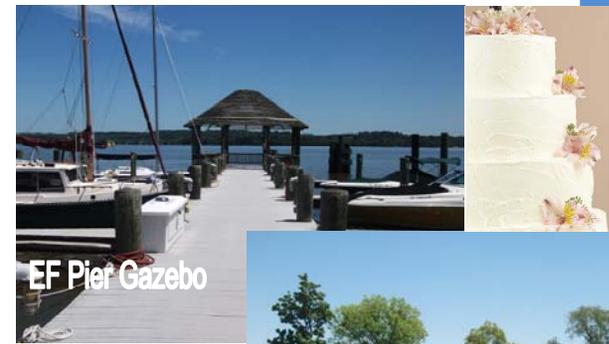
Please be advised, Founders Park and Tide Lock Park are passive parks and NOT available for rental.

The waterfront parks do not offer any restroom facilities on site. Minimal electricity is available upon request at all of the parks mentioned in this brochure. Only Waterfront Park has some water access upon request. No fires or grilling is allowed at any of the waterfront parks. Parking does not come with the rental. The applicant is the responsible party for ensuring their guests abide by all park rules and regulations.

To rent any of the parks mentioned in this brochure an applicant must complete a Special Event Application and a Permit for Rental of Park, Facilities & Recreation Equipment Form. A \$50 application fee is required with your application submission. You may download forms by visiting www.alexandriava.gov/39824.

☞The information and photographs below provide a glance at all of our beautiful waterfront venues but we recommend you visit them in person. ☞

Visit or send paperwork to:
 Recreation, Parks and Cultural Activities
 Attn: Special Events
 1108 Jefferson Street
 Alexandria, VA 22314
 Contact Number: 703.746.5418



Weddings on the Waterfront



E/F Pier Gazebo

Location: Thompson Ally, Alexandria, VA 22314

Description: The E/F Pier Gazebo is tucked behind the Seaport Center building and between Founders Park and the Chart House Restaurant. It is part of the City Marina.

Parking: It is available on the street and for a fee in the parking garage located in front of the Chart House and under the "Food Court". It is located at 10 Thompson Alley, which can be accessed between 2 buildings across from another parking garage at 220 N. Union Street.

Facility Size: 24'x24' (In an Octagon Shape)

Capacity: *Maximum 25 people*

Rental Information: \$117 per hour for City Of Alexandria residents & \$157 per hour for non-city residents. The minimum rental time is 2 hours.



Oronoco Bay Park

Location: 100 Madison St, Alexandria, VA 22314

Description: Oronoco Bay Park spreads over 2 city blocks, between Madison Street and Pendleton Street. The space is very dynamic and fulfills a lot of desires and needs.

Park Size: 5.08 acres

Parking: Street parking is available along Madison and Pendleton Street.

Capacity: *Varies on location used in the park*

Rental Information: \$117 per hour for City Of Alexandria residents & \$157 per hour for non-city residents. The minimum rental time is 4 hours.



Waterfront Park

Location: 1A Prince St, Alexandria, VA 22315

Description: Waterfront Park is located just half a block from the end of King Street. It is a beautiful green space with grass, and trees that surround the park on two sides. It offers views of the river, the Woodrow Wilson Bridge and National Harbor.

Park Size: 1.37 acres

Parking: There is a metered parking area in front of the park on Strand Street and street parking is available along Prince Street. There are also some parking garages within walking distance to the park.

Capacity: *Maximum 1,000 people*

Rental Information: \$117 per hour for City Of Alexandria residents & \$157 per hour for non-city residents. The minimum rental time is 4 hours.



Oronoco Bay Park



**CITY OF ALEXANDRIA
SPECIAL EVENT APPLICATION & INFORMATION**

This form should be filled in completely and sent to the Department of Recreation, Parks and Cultural Activities, 1108 Jefferson Street, Alexandria, Virginia 22314. Once the application is received, it will be evaluated and approved or disapproved by the City. Organizations should not proceed with promoting their event until approval is received to hold the event. Applications for special events should be received one year before the proposed event is to take place. All fees for City services are due one month in advance of the event date.

I. EVENT INFORMATION

| | | | |
|---|----|--|---|
| Name of Proposed Event: | | Date(s): | |
| Event Hours: From | To | Set-up Time: | Take Down Time: |
| Location: | | <input type="checkbox"/> Public Property | <input type="checkbox"/> Private Property |
| Phone # for Event Information: | | Est. Attendance: | |
| Purpose of Event: | | | |
| Description: (Please include site map for event or route map for race or parade) | | | |
| Food/Beverages: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Sales <input type="checkbox"/> Served No Sales/Catered <input type="checkbox"/> On site cooking <input type="checkbox"/> Propane Gas <input type="checkbox"/> Charcoal <input type="checkbox"/> Other: _____ | | | |
| Alcoholic Beverages (Beer & Wine only): <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Sales <input type="checkbox"/> Served/No Sales | | | |
| Street Closure: <input type="checkbox"/> No <input type="checkbox"/> Yes Street Name(s): _____ | | | |
| Request lifting of parking restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes (from _____ to _____) | | | |
| Request Reserved Parking: <input type="checkbox"/> No <input type="checkbox"/> Yes (indicate dates and times) | | | |
| Merchandise Sales: <input type="checkbox"/> No <input type="checkbox"/> Yes Describe: _____ | | | |
| Restrooms: <input type="checkbox"/> On site <input type="checkbox"/> Portable Toilets: ___ #regular units ___ #handicap units | | | |
| Describe arrangements for public access to water: <input type="checkbox"/> Hand washing <input type="checkbox"/> Drinking | | | |
| Entertainment/Proposed Activities: <input type="checkbox"/> Amusement Rides <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Pony Rides <input type="checkbox"/> Fireworks <input type="checkbox"/> Athletic Demonstration <input type="checkbox"/> Music <input type="checkbox"/> Performers <input type="checkbox"/> Other: _____ | | | |
| General Description/Information: _____ | | | |
| Parking: Where will participants park for event? _____ Where will attendees park for event? _____ Arrangements for handicap parking are as follows: _____ | | | |

II. FINANCIAL INFORMATION

| | |
|---|---|
| Will fees be collected? <input type="checkbox"/> No <input type="checkbox"/> Yes | Will tickets be sold or admission charged? <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Insurance: Does organization have liability coverage that will apply to this event? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please state name of insurance company and the limits of coverage provided: _____ _____ | |
| Are there corporate sponsors? <input type="checkbox"/> No <input type="checkbox"/> Yes-Describe contribution and what they are receiving in return: _____ _____ | |
| Is this a non-profit organization? <input type="checkbox"/> No <input type="checkbox"/> Yes-Name or group/organization to which profits will be donated: _____ | |
| What percent of the gross income made from the event will go to the nonprofit group? _____ | |

III. APPLICANT INFORMATION

| | |
|---------------------------|--|
| Organization: | Address: _____ City/State: _____ Zip Code: _____ |
| Representative: Title: | Address: _____ City/State: _____ Zip Code: _____ |
| Phone # Day Time: | Phone # Evening: |
| Fax #: | E-mail: _____ Cell Phone: _____ |
| Purpose of Organization: | |

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the rules, regulations and responsibilities of the use of City facilities and equipment and that the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that he or she is the legally authorized representative of the sponsoring organization, and has the legal authority to submit this application and to enter into binding contracts on behalf of the organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information.

The undersigned acknowledges that issuance of a permit for use of facilities and recreational equipment is contingent upon approval of this application by the Director of the Department of Recreation, Parks and Cultural Activities, and that receipt of deposit is required, if applicable, and that payment for City services is payable one month in advance of the event.

Name and Title _____

Signature _____ Date _____

EVENT REQUIREMENTS

Please read the requirements listed below which may pertain to your event. There may be additional requirements for your particular event. You will be notified of any additional requirements.

1. Liability insurance not less than \$1,000,000 (\$2,000,000 preferred) will be required for you to hold this event. You will be required to submit to the City no later than two weeks before the scheduled event insurance certificates for your organization covering the event, as well as certificates for such vendors as food, amusements, fireworks display companies, etc. that are not covered under the organizational policy. These certificates must show such liability coverage as may be required by the City, and must name the City as an additional insured. Your failure to submit these certificates in a timely manner may result in cancellation of your event. **The Certificate of Insurance must be filed 30 days before event.**
2. Food vendors must make application to the Alexandria Health Department at 4480 King Street, 3rd floor Alexandria, VA 22302 to obtain a permit to sell food. **Application must be filed 30 days before an event**
3. Food vendors must have a safety inspection by Fire Marshal at least 2 hours before opening to the public.
4. If alcoholic beverages are served or sold, an ABC permit will be required. Restrictions may be placed by the City on container use. City preference is a keg or close containers. You may obtain your permit from the Virginia ABC Board at 6308 Grovedale Drive, Alexandria, VA 22310, after receipt of permission from the Department of Recreation. **Application must be filed seven days before event.**
5. If you are having entertainment or any amplified sound, you will need a noise permit from the Alexandria Department of Transportation and Environmental Services, Division of Environmental Quality. **Application must be filed 10 days before the event.**
6. Organizations must provide a financial statement from last year's event with this application.
7. Provide a map layout of vendors and activities.
8. For events scheduled in Old Town, off-street parking locations must be advertised in your publicity. Enclosed is a parking map of parking locations in Old Town.
9. Organizations holding races or walks must provide a description and map of the event. Organizations holding parades must provide a map of the route, indicating what streets are to be closed, and a list of parade participants.
10. Your organization may be required to sign a contract. All certificates of insurance as well as all fees associated with each event must be submitted to the Recreation Department Office two weeks prior to the event.



Department of Recreation, Parks and Cultural Activities
 1108 Jefferson St. • Alexandria, VA 22314 • 703.746.4343

PERMIT FOR RENTAL OF PARKS

| | | |
|---|---|--|
| Park Rental Request <input type="checkbox"/> Fort Ward Area: _____ <input type="checkbox"/> Waterfront <input type="checkbox"/> Oronoco Bay <input type="checkbox"/> Hensley Park <input type="checkbox"/> Ben Brenman <input type="checkbox"/> Other _____ <input type="checkbox"/> John Carlyle Park Equipment Rental Request <input type="checkbox"/> Mobile Stage | Date Requested _____ Estimated Attendance: _____ | Rental to begin at: _____ a.m. _____ p.m. Rental to end at: _____ a.m. _____ p.m. |
|---|---|--|

Name of Applicant _____ Date of Application _____

Address _____
 Street City State Zip Code

Organization Name _____

Organization Address _____
 Street City State Zip Code

Work Phone _____ Home Phone _____

Purpose of Event _____

Will fees be collected? Yes No Is this organization Profit Non-profit City Agency
 Request permission for ABC permit? Yes No (submit \$50 non-refundable processing fee with application)
 Request permission for noise permit (for any form of amplified sound, i.e. bullhorn, iPod, radio, band, etc.)? Yes No

Type of sound equipment being used _____

List any additional equipment you request approval to bring to the park _____

If access to park is needed prior to rental times please indicate times of delivery and set-up _____

Name of group to appear on park reservation sign _____

Special Consideration: The undersigned certifies that he or she has received and is familiar with the rules, regulations and responsibilities as a renter of City facilities, parks and equipment, and that the same will be enforced and honored by the renter or representative of the renting organization. the undersigned further certifies that he or she is legally authorized representative of the renting organization, and has the legal authority to submit this application and to enter binding contracts on behalf of the group or renting organization. The undersigned certifies that the information furnished in this application is true and correct to the best of the undersigned's knowledge and information. The undersigned acknowledges that issuance of a permit for rental of parks and facilities and recreational equipment is contingent upon approval of this application by the Director or Designee of the Department of Recreation, Parks and Cultural Activities, and that receipt of deposit or payment in full is required, if applicable.

Signature of Applicant _____

FOR OFFICE USE ONLY

Minimum fees based on application Resident Non-resident

Type of organization: A B C

| Fees Charged for: | Day Rate | Hourly | # of Hours | Total Cost |
|-------------------------|----------|--------|------------|------------|
| Park Area | | | | |
| Mobile Stage | | | | |
| Other/ABC | | | | |
| Staff Fee | | | | |
| Application Fee | | | | |
| Total Amount Due | | | | |

Payment of fees for parks is due no later than 30 days prior to reservation date. A \$50 non-refundable application fee is due at time of submission.

Checks are to be made payable to "City of Alexandria" and sent to the ARPCA/Special Events, 1108 Jefferson Street, Alexandria, VA 22314.

Amount owed \$ _____

Amount paid \$ _____

Date _____

cash money order check # _____

Balance due \$ _____

Date _____

cash money order check # _____

Equipment and park site listed above have been reserved. Should you have a problem on the day of reservation please call this emergency number _____ . Name _____

Approved Not approved Reason: _____

Program Supervisor _____ Date: _____