

Arlington County Special Event Fee Reduction Program

The Arlington County Special Events Fee Reduction program is designed to encourage and support special events in Arlington that would be financially burdened or could not be held because of the required County public safety fees. In accordance with the [Code of Virginia §15.2-953](#), **Arlington County may aid in offsetting some of the required law enforcement, fire safety, public health, and emergency personnel costs associated with an event.**

APPLICATION PROCESS

1. Applicants must complete the standard [special event application process](#), which includes an option to request a fee reduction. Applications must be submitted at least 30 days before the event.
2. Fee reduction applications will be reviewed and evaluated by the Arlington County Special Events Committee.

ORGANIZATION ELIGIBILITY CRITERIA

Eligible organizations must:

- Operate or exist in accordance with the [Code of Virginia §15.2-953](#) – “Donations to charitable institutions and associations, volunteer and nonprofit organizations, chambers of commerce, etc.”
- Either be based in Arlington County or directly provide benefits or services to the residents of Arlington County.
- Have fully and timely paid County bills related to previous special events in Arlington County.
- Not exceed the annual fee reduction award limit (2 per year).

EVENT ELIGIBILITY CRITERIA

For an event to be eligible:

- The County’s estimated public safety related charges must equal more than 10% of the total estimated gross revenue from the event. Event organizers may be asked to provide a financial report that outlines and confirms the event’s revenue.
- Previous events by the organization must not have required Arlington County Police, beyond scheduled event support, due to avoidable public safety issues.

FEE REDUCTION AWARDS

Fee reduction awards will be based on the following criteria:

- The event is free and open to the public. Paid registration for an associated program is acceptable, if it is not required to attend the event. Food, beverages, merchandise, and other items may be sold at the event.
- The event location is accessible by public transportation, or free and accessible transportation is offered.

- The event provides an educational component, cultural experience, or family activity that is accessible to all ages.

MAXIMUM FEE REDUCTION CREDITS

- Fee reduction awards are up to a **maximum of \$4,000 per event.**
 - Events with 5,000 or more participants are eligible for up to the maximum credit of \$4,000.
 - Events with 1,000 - 2,500 participants are eligible for up to \$2,500.
 - Events with 500 – 1,000 participants are eligible for up to \$1,500.
 - Events with 500 or less participants are eligible for up to \$750.
- Race events that are presented by a PTA or school based in Arlington as a fundraiser may receive up to \$500.
- Eligible events that decline less costly locations or suggested reductions in scale recommended by the Special Events Committee as reasonable alternatives can only receive up to \$500.
- Credit amounts are at the discretion of the Arlington County Special Events Committee. The credit amount awarded may be impacted by available funds. Credits are conditional upon the full approval of the event.

For more information contact the Arlington County Office of Special Events, specialevents@arlingtonva.us.