

Arlington County Special Events Checklist

This checklist will help you identify many of the basic requirements for your event. It is the responsibility of the Event Organizer to contact all relevant County Offices in order to secure the permits, licenses or certificates necessary to host the event, and to pay all required fees BEFORE the event can be fully approved. **Questions?** Call the Special Events Office at 703-228-1876

Does your Event Plan Include...? ↓ ↓	What you need to know:	Who to contact:	What may be required:
Street or Road Closures	<ul style="list-style-type: none"> ● Police Support Required ● Certain roads such as Rte. 50/Arlington Blvd., Rte. 395 and Rte. 120/Glebe Road and more may not be closed for Special Events. 	Contact Arlington Police Special Operations at 703-228-4186 to review the street closures after your completed application is submitted	Police Officer Service \$60 per hr. + possible vehicle charges. Additional parking meters fees may apply
Medical Safety	<ul style="list-style-type: none"> ● Emergency Medical Support will be determined by the crowd size, type of event (such as one that includes vigorous activity) and weather conditions. ● Evacuation and fire safety must be reviewed by the Fire Marshal. 	Contact the Arlington County Fire Department Special Events team at 703-228-0169 Call the Arlington County Fire Department Fire Prevention Unit at 703-228-4644	Fees will be determined based on event size and safety needs.
Use of a Trail	<ul style="list-style-type: none"> ● Use of trails may be limited at certain times. ● In many cases, reservation of a picnic shelter must be secured with trail reservations to ensure parking access to the event. 	Call Parks & Recreation Facilities Scheduling Office at 703-228-4747 Select option 2 for shelter or field reservations	May require a Trail Event Permit or Picnic Shelter Reservation
Use of a Park Shelter, Park, Field or Center	<ul style="list-style-type: none"> ● Parks, fields, shelters and other public spaces must be reserved in advance. 	Call Parks & Recreation Facilities Scheduling Office at 703-228-4747 to make reservation.	May also require a rental fee.
Beer, Wine or any type of Alcohol	<ul style="list-style-type: none"> ● Police Support May Be Required. A Police review is required for events where alcohol is present. ● Must have a Virginia ABC special event permit (can take 3-4 weeks to obtain). ● Alcohol is not permitted in any County Park, except at Gateway Park, Ft. CF Smith Park and Clarendon Central Park. ● Alcohol and Beer sales require Food and Beverage Tax. 	Contact Arlington Police Special Operations at 703-228-4186 to review the possibility of the event. Contact Virginia ABC local office 703-313-4432 to obtain an alcohol permit. Contact the Commissioner of the Revenue at 703-228-3060 if you will be selling Alcohol or Beer.	Virginia ABC Special Event permit fees start at \$65.
Any Food Served or Sold to the Public	<ul style="list-style-type: none"> ● Most food provided to the public (either served for free or sold) must be inspected and the vendor must have a temporary food license. (Pre-packaged food does not need additional licensing or inspection). ● Private events and those with a defined audience (such as a block party) may not need a food license. 	Call Environmental Health Office at 703-228-7400 to learn what licenses are needed and to obtain the food permit.	A food Vendor license may be required. A food inspection will be required. \$50/hr. inspection fee
Use of an open flame (for any reason, including	<ul style="list-style-type: none"> ● You are required to obtain a permit for use of open flame and a site inspection for safety 	Call the Fire Department, Prevention Unit at 703-228-4644	A permit is required \$85.00

cooking) or use of propane			
Does your Event Plan Include...? ↓ ↓	What you need to know:	Who to contact:	What may be required:
Use of Tent, Air Supported Structure or Stage	<ul style="list-style-type: none"> A tent that exceeds a 10 X 10 size, an air supported temporary structure that is over 900 square feet and will be occupied by more than 50 persons requires a permit. A tent of any size must be made of a fire retardant material. Rental of Arlington County's Portable Stage is possible at some locations. The County stage is a Stageline SL 100, a 24' x 20' stage with a roof that is capable of supporting lighting and sound equipment. 	<p>Call the Permit / Inspection Services Division at 703-228-3800</p> <p>https://building.arlingtonva.us follow links to obtain a commercial building permit</p> <p>Call Arlington's Cultural Affairs at 703-228-1850 for more information, availability and pricing</p>	Requirements may vary determined by the event.
Putting up Signs or Banners for Event	<ul style="list-style-type: none"> Signs may not be permitted in all areas. Day of the event temporary signs may be posted the day of the event. All signs must be removed at the conclusion of the event. Limited banners in designated areas can be placed with approval from the Zoning Office. 	Call the Zoning Office at 703-228-3883	Requirements may vary determined by the event and location.
Use of Electricity or use of Generators	<ul style="list-style-type: none"> You may be required to obtain a permit depending upon the amount of your electrical use, location and type of generator. 	<p>Call the Permit section / Inspection Services Division at 703-228-3800</p> <p>Call the Fire Department, Prevention Division at 703-228-4644 regarding generator use</p>	Requirements may vary determined by the event.
Use of an Amusement Device for entertainment, or moon bounce.	<ul style="list-style-type: none"> An Amusement Device used for entertainment must have a Permit and be inspected through Inspection Services Division 	<p>Contact the Inspection Services Division at 703-228-3800</p> <p>https://building.arlingtonva.us follow links to obtain a commercial building permit</p>	An Amusement Device Permit and inspection may be required. Fees are State regulated and depend on the type of device
Any animals that are included as part of the event activities such as Pony rides, Petting Farms or Petting Zoos, Horse & Carriage rides	<ul style="list-style-type: none"> Animals will need to be health certified, have all the proper immunizations such as the Coggins Test and show proof of certificate. 	Contact the Department of Animal Control / Animal Welfare League at 703-931-9241	
Attendance by more than 500 people at any event	<ul style="list-style-type: none"> Police Support May be Required Fire/ EMS Support May be Required Police Support and Fire Department / EMS Support will be determined based upon the size of the crowd, location and nature of the event. 	<p>Contact Arlington Police Special Operations at 703-228-4186 if your event has more than 500 people, affects the roads or serves alcohol.</p> <p>Contact Fire Dept. Special Events Team at 703-228-0228 if your event has more than 500 people, requires</p>	Requirements may vary determined by the event.

		vigorous activity or is held in hot weather.	
Create the need for Trash Removal or Recycling	<ul style="list-style-type: none"> Recycling is required for all events. You must have a detailed and specific plan for trash & recycling. County assistance is available for a set hourly fee. 	Contact Parks & Recreation for events held in County Parks at 703-228-6523. Other County areas contact Solid Waste Bureau at 703-228-6488	Fees may be charged if your event requires additional staff to remove trash and recycling.

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Using a public site in Arlington County	<ul style="list-style-type: none"> Most events require insurance. The County can direct event organizers to lower cost insurance policies. Small neighborhood events where the attendance is anticipated to be 150 people or less, that require street closure of less than two blocks of a non-primary, residential street, and do not include vendors may not require insurance. 	Contact Risk Management Office at 703-228-4444	Special Event insurance certificate
Will anything be sold at the event?	<ul style="list-style-type: none"> For profit groups must obtain a Special Events Business License from the Commissioner of the Revenue. Non-profit organizations can submit a "Proof of Status" form in lieu of the license. 	For more information, please call the Commissioner of Revenue, Business License Section at 703-228-3060.	