

Arlington County Special Events Checklist

This User Friendly 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.

All of the required County Offices must be contacted BEFORE you attend the Special Event Committee meeting on the date you are assigned to review your event. **Questions?** Call the Special Events Office at 703-228-1876

Does your Event Plan Include...? ↓ ↓	You need to know:	You will need to Contact this Office:	What may be required is:	Item Done <input checked="" type="checkbox"/>
Street or Road Closures	Police Support Required Certain roads such as Rte. 50/Arlington Blvd., Rte. 395 and Rte. 120/Glebe Rd. and more may not be closed for Special Events.	Step 1: contact Arlington Police Special Operations at 703-228-4259 Step 2: contact Traffic Engineering Office at 703-228-0099	Police Officer Service \$50 per hr. + possible vehicle charges. Additional parking meters fees \$15 per meter may apply	
Use of a Trail	Use of trails may be limited at certain times	Call Parks & Recreation Office at 703-228-7632	May require Trail Event Permit	
Use of a Park Shelter	Park shelters must be reserved in advance	Call Parks & Recreation Office at 703-228-1805	May require payment for use of Park shelter.	
Beer, Wine or any type of Alcohol	Police Support Required Police review and support are required for events where alcohol is present. You must have a Virginia ABC special event permit which can take 3-4 weeks to obtain.	Step 1: contact Arlington Police Special Operations at 703-228-4259 Step 2: contact Virginia ABC local office 703-313-4432	Virginia ABC Special Event permit fees start at \$55. Alcohol is not permitted in most Park locations, except Gateway Park, Fort C.F. Smith Park, and Clarendon Park.	
Any Food Served or Sold to the Public	Any food provided to the public either served for free or sold the vendor must have a temporary food license. Pre-packaged food does not need additional license or inspection. Private events and those with a defined closed audience (such as a Block Party) may not need a food permit.	Call Environmental Health Office at 703-228-7400 to obtain the food permit and to schedule a food inspection.	A food Vendor license may be required. A food inspection will be required. \$50/hr. inspection fee	
Use of an open flame for cooking or any reason or use of propane	You are required to obtain a permit for open flame and an site inspection for safety	Call the Fire Department, Prevention Division at 703-228-4644	A permit is required \$85.00	
Use of Tent or Stage	A tent or a stage that exceeds a 10 X 10 size will require a permit. A tent of any size must be a fire retardant material.	Step 1: Call the Zoning Office at 703-228-3883 Step 2: Call the Permit section / Inspections Services at 703-228-3800	Requirements may vary determined by the event.	
Putting up Signs or Banners for Event	Signs may not be permitted in all areas.	Call the Zoning Office at 703-228-3883	Requirements may vary determined by the event.	
Use of Electricity or use of Generators	You may be required to obtain a permit depending upon your electrical use and type of generator.	Call the Permit section / Inspections Services 703-228-3800	Requirements may vary determined by the event.	
Any animals included as a part of the event activities such as Pony rides, Petting Farms or Petting Zoos, Horse and Carriage Rides	Animals will need to show proof and be certified to have all the proper immunizations such as the Coggins Test.	Contact the Department of Animal Control / Animal Welfare League at 703-931-9241	Proof of Coggins Test from the animals owners is required. Other requirements may vary by event.	

Attendance by more than 200 people	<p>Police/Fire/EMS Support May be Required Police/Fire Department & EMS Support will be determined based upon the size of the crowd and nature of the event.</p>	<p>Step 1: Contact Arlington Police Special Operations at 703-228-4259 if your event has more than 500 people, impacts the roads or serves alcohol.</p> <p>Step 2: Contact Fire Dept. Special Events Team at 703-228-0228 if your event has more than 500 people, requires vigorous activity or is held in hot weather .</p>		
Help with proper Trash Removal or Recycling	<p>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.</p>	<p>Contact Parks & Recreation for events held in Rosslyn or Ballston at 703-228-7632. Other County areas contact Solid Waste Bureau at 703-228-6570</p>		
Using a public site in Arlington County	<p>Some events may require insurance. Assistance is available upon request. Small neighborhood events where attendance is anticipated to be 150 people or less, that require a street closure of two blocks or less of a non-primary residential street, and do not include vendors do not require insurance.</p>	<p>Contact Risk Management Office at 703-228-4444</p>	<p>Special Event insurance may be required for certain events in a public site.</p>	