



City of Fredericksburg Special Event Planning Toolkit

To ensure satisfaction of local, state, and federal requirements you will need applicable permits if your event involves any of the following topics:

1. Road Closures and/or Police
2. Over 1,000 Estimated Guests
3. Use of a Tent/Canopy
4. Use of a Food Caterer/ Vendor
5. Serving of Alcoholic Beverages
6. Excessive Noise Levels
7. Use of a City Park
8. Use of a Generator
9. Charging Admissions

This planning toolkit is for informational purposes only!

GENERAL INFORMATION FOR ALL EVENTS

- It is unlawful to post or affix signs in **any** way to telephone poles, light poles, or along side any streets, or any public property whatsoever.
- It is unlawful to use unauthorized public or private power for **any** reason.
- For **any** event the Zoning Department must be contacted to find out if a Temporary Activity Permit is required. Any questions should be directed to Debbie Ward (540) 372-1179.
- For **any** event the Police Department must be notified in writing. For an event over 1000 guests, the letter must be post-marked 60 days in advance. Any questions can be directed to Officer Jim Shelhorse (540) 654-5705.
- Some events such as music festivals require additional permits, for more information on this please review a copy of the city's municipal code at:
<http://www.municode.com/resources/gateway.asp?pid=12340&sid=46>
Note: When viewing the municipal code search "music festivals".
- Need Help Advertising? Events can be advertised on a space available basis on www.visitfred.com, the side of the Visitor Center as well as on the billboard located at the **intersection of Blue and Gray Parkway and William Street. Space is limited. For more information, and space availability call the Department of Tourism at (540) 372-1216.**
- **All** events require arrangements to be made for post-event cleanup.

1. Road and/or Parking Lot Closures

- Contact the Fredericksburg Police Department at:
 - (540) 373-3122
- If you are requesting street and/or parking lot closures in the Downtown Commercial District or on a major thru-road, you will need special advanced permission. Please contact the Police Department at least 120 days prior to the event. You will need to review the City's **Special Event Street Closure Policy**.

2. Over 1,000 Estimated Guests

- Fire Department Requires an **Emergency Plan** which can be found at this link: <http://www.fredericksburgva.gov/uploadedFiles/Fire/GeneralContent/Emergency%20Plan.pdf?n=6080>

Plans must be submitted for approval no later than 30 days in advance. For additional information contact the Fredericksburg Fire Department at (540) 372-1059.

- Written notification and description of event given to Police Department 60 days in advance:
 - Emails can be sent directly to jshelhorse@pd.fredericksburgva.gov
 - CC: RPennock@pd.fredericksburgva.gov
 - Letters can be directed to:
 - Police Department
 - 2200 Cowan Blvd
 - Fredericksburg, VA 22401
 - Attn: Officer Jim Shelhorse
- The Public Works Department requires a Trash/After Event Clean-up Plan for **ALL** events:
 - Emails can be sent directly to dking@fredericksburgva.gov
 - Letters can be directed to:
 - City of Fredericksburg
 - Public Works Department
 - P.O. Box 7447
 - Fredericksburg, VA 22404

Permits must be applied for no later than 10 days prior to the event. For additional information contact the Fredericksburg Police Department at (540) 373-3122 or the Department of Public Works at (540) 372-1023.

Over 5,000 Guests:

- The office of the City Manager must be directly contacted over 60 days in advance **(540) 372-1010**
- Any event where 5000 guests are expected or 5,000 tickets are printed falls under the Music Festival Ordinance (see **General Information** on Page 1)
- Fire Department Requires an **Emergency Plan** which can be found at this link: <http://www.fredericksburgva.gov/uploadedFiles/Fire/GeneralContent/Emergency%20Plan.pdf?n=6080>

Plans must be submitted for approval no later than 30 days in advance. For additional information contact the Fredericksburg Fire Department at (540) 372-1059

- Written notification and description of event must be given to Police Department 60 days in advance:
 - Emails can be sent directly to jshelhorse@pd.fredericksburgva.gov
 - CC: RPennock@pd.fredericksburgva.gov
 - Letters can be directed to:
 - Police Department
 - 2200 Cowan Blvd
 - Fredericksburg, VA 22401
 - Attn: Officer Jim Shelhorse

3. Use of a Tent or Canopy

Use of a Tent or Canopy OVER 900 square feet

- For a list of all rules and regulations please visit:
 - <http://www.fredericksburgva.gov/Departments/Fire/index.aspx?id=519>
- To see/print permit applications:
 - <http://www.fredericksburgva.gov/uploadedFiles/Fire/GeneralContent/Permit%20for%20temporary%20structure.pdf?n=5073>
 - http://fredericksburgva.gov/uploadedFiles/Planning_and_Community_Development/GeneralContent/Temporary%20Activity%20Permit.pdf?n=4940
- Building and Development Services and the Zoning Office must be contacted for any tents that are to be erected.
 - (540) 372-1080 Building and Development Services
 - (540) 371-1179 Zoning Office

- **Expedited Review Fees** of \$300 will be applied to any permit application turned in between 5 and 9 days before the event. Applications will not be accepted 5 or fewer days in advance.
- **After-hours inspection fees** will also apply to applicable inspections. These fees will run \$100 per hour per inspector. Inspections have a 2 hour minimum as well as a 2 inspector minimum.

Permit must be applied for no later than 30 days in advance. Any additional questions regarding the associated event permits can be directed towards the Fredericksburg Fire Department (540) 372-1059, Building and Development Services (540) 372-1080, and the Zoning Office (540) 372-1179

4. Use of a Food Caterer/ Vendor

- The City of Fredericksburg Fire Department has cooking regulations and a permit that must be completed.
 - <http://www.fredericksburgva.gov/Departments/Fire/index.aspx?id=518>
 - <http://fredericksburgva.gov/uploadedFiles/Fire/GeneralContent/Permit%20for%20temporary%20structure.pdf?n=5073>
- The Health Department requires a temporary food service permit which must be applied for 30 days in advance.
 - <http://www.vdh.virginia.gov/lhd/rappahan/foodsvcs/docs/apptempstpermit.doc>
- If you are using multiple caterers/vendors you may wish to file for an umbrella license.
 - <http://www.fredericksburgva.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=245>
 - (Note: If an umbrella license is not obtained every individual vendor must have a business license issued by the City of Fredericksburg)
- If any food is to be sold a meals tax registration form must be completed.
 - <http://www.fredericksburgva.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=184>
 - After the completion of your event a monthly remittance tax form must be submitted
 - http://www.fredericksburgva.gov/uploadedFiles/Commissioner_of_Revenue/GeneralContent/MT%20monthly%20remittance-4-2009.pdf?n=5822
- Questions may be directed towards Christie Tompkins, Auditor
 - auditor@fredericksburgva.gov
 - (540) 372-1004

The umbrella license must be applied for 14 days in advance. For more information, contact the Commissioner of the Revenue at (540) 372-1004. Please note that meals and admissions taxes may apply to your event.

5. Serving Alcohol

- To serve alcohol at any event you need a permit from VA ABC.
 - <http://www.abc.state.va.us/enforce/forms/banquet.pdf>

Permits must be applied for no later than 7 days prior to the event. Any additional information regarding alcohol permits can be directed towards the ABC Regional Office at (804) 213-4620.

6. Excessive Noise Levels

- If your event will violate the following rules/regulations a noise permit will be required.
- Noise permits can be obtained through the Office of the City Manager.
 - (540) 372-1010

Permits must be applied for no later than 10 days prior to the event.

7. Event in a City Park

- For information on park space reservations visit the Parks and Recreation Website:
 - <http://www.fredericksburgva.gov/departments/recreation/index.aspx?id=1100>
- If alcohol is to be served the above regulations regarding alcohol distribution apply. Also note that not all city parks allow alcoholic beverages.
- For a list of policies:
 - <http://www.fredericksburgva.gov/Departments/recreation/index.aspx?id=271>

To ensure availability, it is recommended that you reserve park space as early as possible. For more information, please contact Parks and Recreation at (540) 372-1086.

8. Use of a Generator

- If a generator is to be used for lighting, cooking, or any other reason Building and Development Services must be contacted at (540) 372-1080 and a permit may be required:
 - http://www.fredericksburgva.gov/uploadedFiles/Building_and_Development/GeneralContent/bpapp.pdf
 - All generators must be hooked up by a licensed electrician
- **Expedited Review Fees** of \$300 will be applied to any permit application turned in between 5 and 9 days before the event. Applications turned in 5 or less days before the event will be unable to be processed.
- **After-hours inspection fees** will also apply to applicable inspections. These fees will run \$100 per hour/ inspector. Inspections have a 2 hour minimum as well as a 2 inspector minimum.

9. Charging Admissions

- If admissions are to be charged to your event a 5% Admissions Tax will apply.
 - <http://www.fredericksburgva.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=172>
 - Deposit must accompany registration form.
 - After the completion of your event a monthly remittance tax form must be submitted:
 - <http://www.fredericksburgva.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=174>
 - Questions may be directed towards Christie Tompkins, Auditor
 - auditor@fredericksburgva.gov
 - (540) 372-1004

Plans must be submitted for approval no later than 14 days in advance.

! Please note that The City of Fredericksburg may require the responsible party to submit a certificate of insurance for liability and casualty of \$1,000,000.

We wish you well with your event and hope you enjoy your stay in America's Most Historic City!

TIMELINE

! Please note these dates are DEADLINES. Forms and applications should be completed before these dates to ensure necessary time for approval.

SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF APPROVAL.

120 Days Out

- If you are requesting street and/or parking lot closures in the Downtown Commercial District or thru-streets (such as William, Lafayette, and Princess Anne Street), contact the Fredericksburg Police Department and review the Special Event Street Closure Policy.

60 Days Out

- If your event has an estimated 5,000 or more guests, **contact the Office of the City Manager.**
- If your event is over 1,000 guests, submit a **written description of the event** to the Fredericksburg Police Department.

30 Days Out

- Submit **temporary food services permit** to the Health Department.
- Complete and submit your **emergency plan** to the Fire Department.
- Apply for tent/canopy permits.
- Complete all forms required for **generator use.**
- Reserve park space** through Parks and Recreation (if you have limited flexibility in date/time).
- Contact the Police Department if you require **police** or **road closures.**
- Submit **Temporary Use Permit** application to Zoning Office (540) 372-1179.

14 Days Out

- Apply for an **umbrella license** for merchants or vendors.
- Apply for **admissions tax** registration/**meals tax** registration.
- Apply for **liability and casualty insurance** if required by the City of Fredericksburg.

7 Days Out

- Apply for your **Banquet License** to Virginia ABC (Unless holding event in a city park)
- If event held in **City Park**, and alcohol is to be served, ABC license must be on file with Parks and Recreation 7 days in advance.