

Special Events in the City of Manassas

I am planning a **PUBLIC** for-profit event for 200 or more people at a city-owned event venue or park

I am planning a non-profit **PUBLIC** gathering for 15 or more on a public sidewalk



I am planning a **PRIVATE** event for 50 or fewer people at a city-owned park or event venue

- Visit cityofmanassas.recdesk.com to rent a park, field, or venue
- check the calendar and rules
- fill out an application
- pay the fee
- Call us at 703-257-8453 for more information
- Reserve in person at Echoes Store at the Railway Depot, 9431 West St.
- email: pcr@manassasva.gov

- Visit manassasva.gov/specialevent to get started on a special event permit at least **45 days before the event.**

- Visit manassasva.gov/publicforum to get started on a public forum permit at least **2 business days in advance** for groups of 200 or less. For larger groups, you must apply at least **5 business days in advance.**



Events requiring a permit might include: Parade using City streets; Stationary Gathering on City Sidewalks; March or Picket along City Sidewalks; Run and/or Walk Event; Unattended Display (sign or symbolic display); Park Gathering; Street Closure for Stationary Event; or other organized public gathering.

- Need help? Call the Police Department's Planning and Resource Manager: 703-257-8011 or email:

abarahona@manassas.va.gov

A special event or public forum may have these additional requirements:



- A general liability insurance policy and certificate of insurance of at least \$1 million or \$5 million if alcoholic beverages are served. (call 703-257-8236)



- A Security Plan for parades, street closures, sidewalk processions of more than 50 persons, and events between sunset and sunrise. The Police Department can help with the plan. (call 703-257-8011 or email: abarahona@manassas.va.gov)



- A plan for trash and recycling. (call 703-257-8252)

I plan to have a **temporary outdoor event** on private commercial property:

- Submit application online: manassasva.gov/zoning
- Application must be submitted 30 days in advance
- After review by development and public safety departments, applicant is notified of approval
- Applicant pays \$50 fee and permit is issued

Rules for food trucks, tents, vendors, and alcohol apply:

For a **temporary indoor event** where the building's occupant load may need to be increased (like holding an event in an airport hangar):

- Written approval by the building official and approval by the airport (for events on airport property) is required.

For a **temporary outdoor event on private residential property:**

- No permit is required but residents and their guests must adhere to all city ordinances, including noise and parking rules.



I plan to have a food truck at my event:

Food Trucks need:

- a city peddler's license (call 703-257-8214)
- licenses and inspections from the Virginia Department of Health (vdh.virginia.gov)
- inspection by the Fire Marshal's office (call 703-257-8455)



I plan to have vendors at my event

- All merchants, peddlers or vendors must be licensed to do business in the City of Manassas with the Commissioner of the Revenue. Event organizers may obtain an umbrella permit for all businesses at the event. (call 703-257-8214)



I plan to have a tent, structure, amusement or special vehicles at my event:

- Tents over over 900 sq. feet and/or hold more than 50 occupants need inspections.
- Bleachers, stages or other structures more than 120 sq. feet and hold more than 10 occupants need inspections. (call 703-257-8278)



I plan to serve alcohol at my event:

- You need a VA ABC banquet license 3-4 weeks in advance. (abc.virginia.gov/licenses)
- You need to hire public safety personnel (call 703-257-8017)



I plan to have animals at my event:

- Check with Animal Control (call 703-257-8009)