DISTRICT OF COLUMBIA MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

2016 Edition

Need to close a District roadway for a special event?

FOLLOW THESE STEPS

READ the MSETG Planning Guide for details on the agencies' requirements and processes

SUBMIT a Letter of Intent (LOI) for presentation of event proposal to MSETG

LOI

RECEIVE an MSETG confirmation email detailing the presentation requirements

MSETG CONFIRMATION

HSEMA

HOMELAND SECURITY and EMERGENCY MANAGEMENT AGENCY

DISTRICT of COLUMBIA

facilitates preliminary requests/ proposals for minimal public safety /traffic management requirements and date/location availability

MSETG

MAYOR'S SPECIAL EVENTS TASK GROUP

PRESENTATION of the event proposal to the MSETG

SAMPLE

SPECIAL EVENT LICENSE APPLICATION

(Festivals/Stationary Events)

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

DCRA

PARADE PERMIT APPLICATION

(Processional Events)

MPD

MAYOR'S SPECIAL EVENTS TASK GROUP

Special Events Planning Guide

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Introduction

As the nation's capital, Washington, D.C. hosts numerous special events that reflect the city's diverse and rich heritage while contributing to the spirit and vitality of the city. The Government of the District of Columbia provides essential municipal services in support of special events to ensure events occurring on public space in the District of Columbia are conducted in a manner that protects public health and safety. Coordinating the city's public safety planning efforts for events requiring interagency coordination is the responsibility of the Mayor's Special Events Task Group (MSETG). The MSETG is responsible for providing interagency reviews and assessments of the operational, public safety and logistical components of proposals for special events.

Special Event Definition

For the purpose of this guide, a special event is considered to be, although not limited to, a parade, walk, run, bike ride, procession (excluding First Amendment and funeral processions), or festival requiring interagency coordination for the temporary use of public roadways under the ownership or control of the District of Columbia that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public, but not including sidewalks and parks, for activities of a recreational, entertainment, amusement, educational, or civic nature not solely conducted for vending, marketing or commercial purposes, and subject to the special event user fees for permits and licenses to cover the costs to the District for providing public services and personnel necessary to protect public health and safety.

Activities protected by the First Amendment to the United States Constitution, including assemblages organized to consult for the common good, petition the government, exercise worship or religion, or demonstrate as a public display of sentiment for or against a person or cause for the purposes of speech making or address do not require the approval of the MSETG. Organizers of First Amendment activities should contact the Special Operations Division of the Metropolitan Police Department on (202) 671-6522.

MSETG Participating Agencies

Homeland Security and Emergency Management Agency
Department of Fire and Emergency Medical Services
District Department of Transportation
Department of Health
Executive Office of the Mayor
DC Water
Office of Motion Pictures and Television Development
Washington Metropolitan Area Transit Authority
Events DC
U.S. Park Police
U.S. Department of Homeland Security – Federal Protective Service
National Park Service
U.S. Capitol Police
National Gallery of Arts
Metropolitan Police Department
Department of Public Works
Department of Consumer and Regulatory Affairs
Department of Parks and Recreation
Office of Tax and Revenue
Alcoholic Beverage Regulation Administration
Smithsonian Institute
Department of General Services

MSETG Planning Requirements

Presentation Process

The MSETG meets to review presentations of proposed events the second and fourth Monday of each month, except on government holidays. The organizers of proposed special events are required to present event proposals to the MSETG and receive the concurrence of the group prior to the issuance of permits or licenses by the permit-granting agencies. It should be noted that the applicable permit-granting agencies have the final authority for ensuring compliance with requirements relative to any activities under their respective jurisdictional authority. Presentation requests in the form of a Letter of Intent (LOI) must be received no less than **ONE HUNDRED EIGHTY (180) DAYS** prior to the date of the event and are accepted up to one year prior to the proposed date of the event. The LOI should be addressed to D.C. Mayor's Special Events Task Group; 2720 Martin Luther King, Jr. Avenue SE, 2nd Floor; Washington DC 20032. The LOI may be submitted to loi.msetg@dc.gov.

The LOI must minimally contain the following information:

- Name/title of the proposed event
- Organizer/sponsor of the proposed event
- Purpose/intent of the proposed event
- Proposed date(s) of the event
- Beginning and ending times of the proposed event
- Proposed location/route (narrative and map) of the event
- Proposed street closures (include streets to be closed as well as closing and reopening times)
- Primary Contact person (include telephone number and email address)
- Event organization telephone number and website for public notice
- Expected number of attendees/participants

The MSETG is not required to act upon an incomplete LOI. An organizer submitting an incomplete LOI will not be granted a presentation and will not have administrative recourse rights to a presentation if the required information as set forth herein is not provided. It is therefore important to provide all required information and documentation in a timely manner throughout the review process.

Once the LOI has been received by the MSETG, the organizer of the event will be contacted for the purpose of scheduling a date for a presentation to the MSETG. The presentation of the event to the MSETG should minimally include the following:

- Purpose of the event
- Proposed date of the event
- Proposed location/route (include detailed narrative and map of route for processional events)
- Proposed beginning and ending times of the event
- Street closure requests (must include specific block(s) to be closed with names of intersecting streets)
- Street closure timelines (must include times for set-up and breakdown of event)
- Set-up and dismantling timelines
- Detailed event plan with activity/programmatic timelines
- Detailed site plan/diagram of entire event set-up (each street closure must include an unobstructed 20 feet emergency access lane, location of fire hydrants, stages, tents, equipment, fencing, etc.)

- Information relative to any staging or equipment set-up on public space
- Expected number of attendees/participants
- Ward(s) hosting event
- Expected Dignitaries/VIPs
- Contact information for event organizer
- Telephone number and website for public information

The MSETG meeting confirmation will provide additional detailed presentation package requirements.

Site Plan/Route Map

The required site plan and/or route map (see samples on page 7 labeled as figure 1 and figure 2, respectively) must be included with the presentation package to provide a visual representation of all the infrastructure and operational event elements of the proposal.

The final permits issued by the District will only be valid for the venue areas and event elements described in the presentation, site plan, and/or route map and approved by the MSETG. Modifications requested may be required during the review process and will be incorporated in the final permits. Following are guidelines to assist in the development of the site plan or route map:

It is the responsibility of the event organizer to provide a legible site plan sized to scale to the MSETG for review of an event. The site plan must minimally include the following:

- An outline of the entire event venue including the names of the street or areas that are part of the venue and the surrounding area.
- If the event involves a moving route of any kind, indicate the direction of travel and all street closures.
- The location of fencing, carriers, and/or barricades. Indicate any removable fencing for emergency access.
- The provision of a minimum twenty (20') feet emergency access lane throughout the venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, and any other temporary structures.
- The booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or sources of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- The location of all fire hydrants.
- Other related event components not listed above.
- Site plan key containing defined symbols for the information listed above.

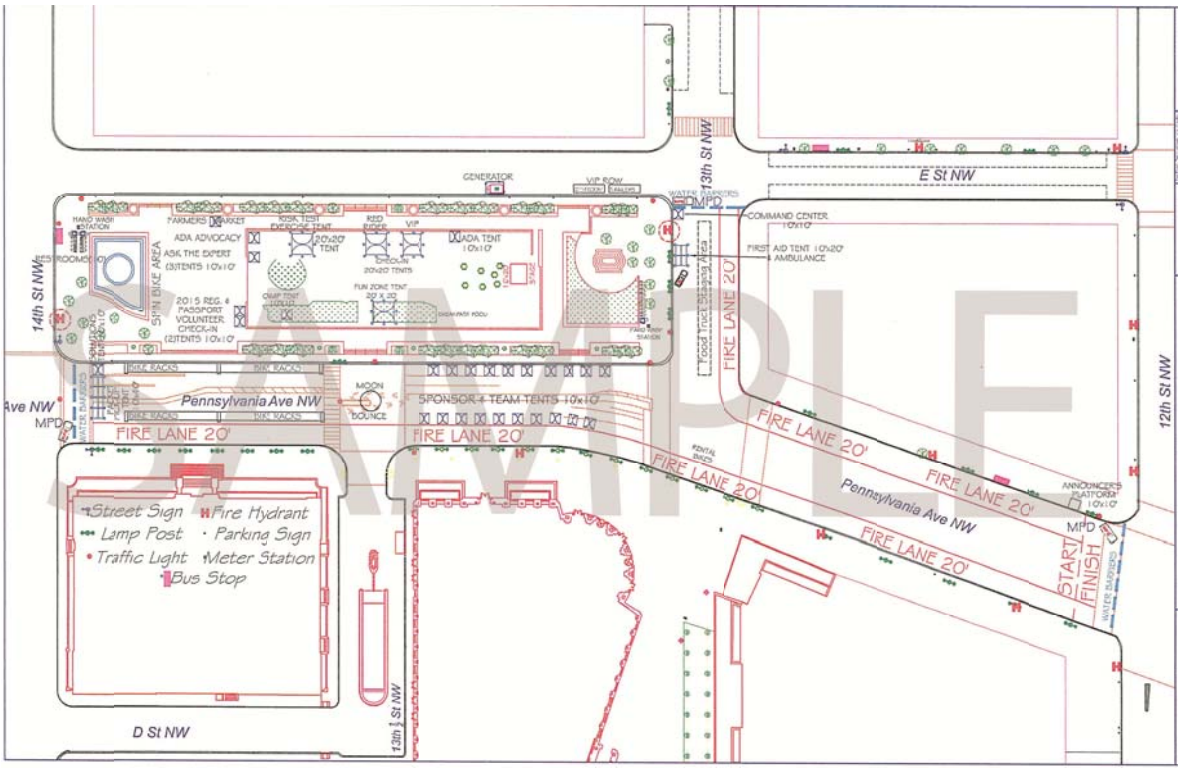

Figure 1

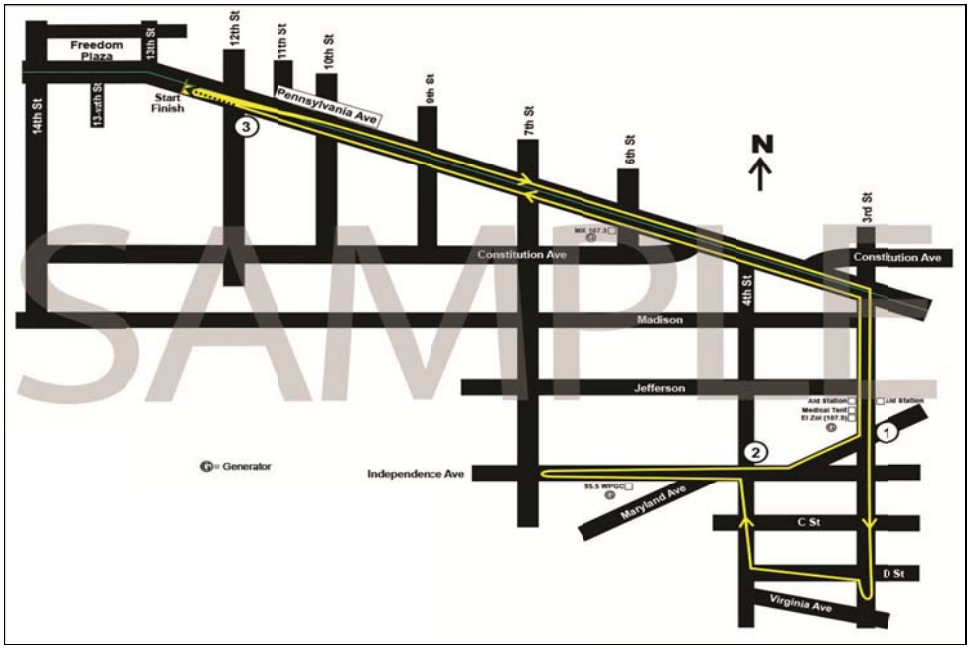

Figure 2

Thirty-five (35) hard copies of the presentation must be submitted to the MSETG no later than the Wednesday before the scheduled presentation date. The organizer will be required to give a brief presentation and upon completion, a roundtable discussion will begin to include, but not limited to the following subjects:

- Venue Design/Site Plan
- Event Timeline
- Event Components (i.e., music, exhibits, etc.)
- Set-up and Dismantle Plan
- VIP/Dignitary Plan
- Alcohol Management
- Food Concessions
- Parking/Transportation
- Environmental Impact Issues
- Recycling/Trash Plan
- Insurance Requirements
- Traffic Control Plan
- Americans with Disabilities (ADA) Compliance
- Community Support/Issues
- Health and Medical Plan
- Additional Required Permits/Approvals

Subsequent to the presentation, the organizer is advised of the MSETG's decision and provided a checklist of next steps for permitting and licensure requirements with the relevant agencies' representatives based on information provided during the meeting with the MSETG. In determining whether to grant or deny an event proposal, the MSETG will minimally consider the potential community impact of the event, as well as the effect the proposed event will have on the health and safety of the public, the environment, transportation management, conflicts with previously scheduled events, and the required manpower and resources of the city. The MSETG's approval of an event proposal is contingent on the support of the affected communities and the organizer's compliance with all terms, conditions, and provisions of current District and Federal agencies' rules, laws, regulations, codes, and public safety requirements.

The MSETG's approval of an event does not presume to give authority to violate or cancel the public safety requirements of any District or Federal agency, or the provisions of any District or Federal law, regulation, or code governing the use of public property. It is the responsibility of event organizers to comply with the public safety requirements of District and Federal agencies, and all applicable District and Federal laws, regulations, and codes in cooperation with District and Federal agencies. All terms, conditions and provisions of current District and Federal laws, regulations, and codes, shall remain in full force and effect.

Failure to comply with District and Federal laws, regulations, and codes, as well as failure to adhere to the requirements, guidelines and procedures of any District, Federal, or member agency of the MSETG may result in denial, suspension, or revocation of licenses and permits, or summary termination of the event.

The District of Columbia reserves the right to make changes to any of the subjects included herein.

General Requirements

The MSETG has been established to ensure that any changes, restrictions, or adaptations to public roadways, resulting from a special event are managed in a safe and prudent manner in order to protect public health, safety, and welfare, and to ensure minimal impact on the public and citizens of the District of Columbia. It is the responsibility of the event organizer to comply with the requirements of the MSETG and the member agencies of the MSETG, in addition to the following minimum general requirements:

- Acquire adequate financing to conduct the event.
- Submit Letter of Intent to the MSETG at least 180 days prior to the planned date of the event.
- Secure conditional approval of the MSETG.

- Secure all necessary contracts, permits, and licenses required to conduct the event.
- Acquire necessary public liability insurance coverage and/or bonding required for the event, with minimal coverage as outlined under the *Public Space Occupancy Permits* section of this guide.
- Ensure that all streets are accessible to emergency vehicles and equipment at all times via a minimum 20 foot dedicated and unobstructed emergency lane, and as may be further determined by the Department of Fire and Emergency Medical Services.
- Ensure that event site plan is designed and implemented in a manner that does not allow the traversing of vehicular traffic (except as approved for parades) through the site of the event, and in compliance with requirements of the Metropolitan Police Department.
- Conduct the event in accordance with appropriate and relevant District and Federal laws, regulations, codes, and guidelines.

Community Impact

Event organizers are required to meet with representatives of the communities affected by the event as noted herein in an effort to determine the impact of the event on their respective communities and develop mitigation strategies addressing the concerns of those communities. Event organizers of processional events (i.e., walks, runs, bike rides, etc.) are required to present proposals approved by the MSETG to the applicable Advisory Neighborhood Commissions (ANCs). In order to ensure that great weight is given to the ANCs relative to the community impact of the routes, event organizers are required to provide the MSETG with documentation of the position of the ANCs on the route traversing their respective ANCs. The community consent requirement for stationary events requiring a special event license (i.e., street festivals) is seventy-five percent (75%) approval of the residential/business establishments within a 300 foot radius of the site of the event. Event organizers must present the required signatures to the Department of Consumer and Regulatory Affairs.

General Considerations

In developing a plan for a special event, several factors should be considered by the event organizer. In addition to the scope of the event, community impact, municipal support and public safety requirements, general planning considerations should include, but not be limited to the following factors in planning for a safe and successful event.

Weather

Washington, D.C. is subject to hot, humid weather from May 30 through October 15. Thunderstorms and rain showers are frequent in the summer months. Cold weather may set in as early as the middle of November and continue through April. Cold rains and snowfalls are also prevalent during this period. The MSETG strongly urges special event organizers to consider weather conditions carefully. Hot, humid weather can produce health hazards to participants in outdoor events. The effects of heat and humidity are cumulative, and careful planning should include some analysis of the probable impact of exposure to weather conditions. Cold weather also requires adequate protection from the elements.

Composition of the Expected Crowd

Elderly citizens and small children require adequate planning, particularly if lengthy marches are part of the event. Organizers should make provisions for those who will have difficulty walking long distances. Event organizers are responsible for providing adequate water supply, sanitary facilities, and portable restrooms (1 for every 300 persons with a minimum of 10% being ADA compliant) to meet sanitation requirements. Food provisions should

be considered as well, especially if the time period of the event is lengthy. Please keep in mind that persons from outside the District are often unfamiliar with local resources and services.

Bus Parking and Transportation

Large events involving many buses require active liaison efforts with the Metropolitan Police Department, the District Department of Transportation, and the Washington Metropolitan Area Transit Authority to ensure adequate parking areas, bus identification, and drop-off/pick-up points are well planned and coordinated.

Lost and Found Service

Event organizers should exercise special care to provide well identified signs, announcement by public address systems or pre-event handouts that clearly designate such services. In setting up a lost and found service, it is important for event organizers to assign individuals who will remain at the lost and found area until the event is fully terminated.

Communications Systems

Communications systems may include portable radios, cellular telephones, and adequate public address systems. Use of such equipment is dependent upon crowd size, routes, and geographical terrain. It is required that a large event (over 10,000 people) include provisions for a clearly identified logistical command post with an effective communications system.

Stages

For large crowds, it is essential that staging be of sufficient height and visibility to project the activities to the crowd adequately. Security for the stage should be carefully planned. For large activities, snow fencing should be considered for stage security. In setting up the stage, always leave a well identified emergency access route. Although problems of crowd control are not expected, such a route is especially important when emergency medical care is needed by participants near the front of the crowd.

Emergency Medical Services/First Aid

On-site, trained, professional and licensed personnel allow event organizers to be proactive when it comes to providing immediate emergency medical assistance.

Crowd Control

Adequate training of event marshals/personnel and the use of fencing equipment are measures to consider in the management of crowds.

Metrorail Service

Special schedules are operated on weekends and holidays. Metrobuses may need to be re-routed or Metrorail service may need to be supplemented in order to facilitate certain events.

ADA Compliance

Events are required to meet the American with Disabilities Act (ADA) standards for accessibility. Site plans should depict ADA elements, including, but not limited to, ADA-compliant portable toilets, accessible paths of travel, etc. The minimum required number of accessible portable toilets is 10% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible.

Public Disclosure Information

The District recognizes that the public has a legitimate interest in possessing information concerning special events, particularly as they directly relate to potential impacts of events on the surrounding areas. In this regard, the following information provided in your event proposal, special event application/permit, and any supporting documents included therein are subject to public disclosure:

- Event Title
- Event Summary
- Name and Contact Information for Event Organizer(s)
- Event Website Address
- Dates and Times of the Event
- Location of the Event
- Projected Attendance/Participants
- Participation/Attendance Fee(s)
- Additional Public Contacts
- Community Outreach Efforts

In addition, the final permit issued by the District and any invoices for District services as well as other rates/fees charged by the District and documentation regarding payments made to the District in connection with a special event are subject to public disclosure.

Special Event Calendar

The Special Events Division of the Homeland Security and Emergency Management Agency (HSEMA) maintains the MSETG's Calendar of Special Events which details the events approved by the MSETG. Information contained in the LOI, presentation package, and/or special event application/permit will be used in developing the MSETG Calendar of Special Events. The calendar may be accessed at www.hsema.dc.gov/service/special-events.

Events are added to the calendar as they are approved by the MSETG.

After-Action Reporting

The submission of After-Action Reports by event organizers and relevant agencies will be used as a method of documenting key successes and determining areas of improvement for future planned productions of events. Event organizers will be provided with an After-Action Report template subsequent to receiving the conditional approval of the MSETG.

Agency-Specific Requirements

In addition to the MSETG presentation requirements, District and Federal agencies have separate agency-specific requirements that must be met in order to conduct a Special Event in the District of Columbia.

Department of Consumer and Regulatory Affairs

Special Event License

DCRA requires organizers of all non-processional special events produced on public space to obtain a Special Event License. A Special Event Application/Questionnaire, available at www.dcra.dc.gov, must be submitted at least thirty (30) days (sixty (60) days recommended) prior to the date of the Special Event to:

Department of Consumer and Regulatory Affairs/Business Regulation Administration
Special Events and Vending Coordinator
1100 4th Street, SW
Washington, DC 20024
(202) 442-4310

The requirements of the Department of Consumer and Regulatory Affairs for the issuance of a Special Event License include, but are not limited to:

- A completed *Special Event Application/Questionnaire* (available at www.dcra.dc.gov).
- Liability insurance from an insurance company, as specified by the Department of Consumer and Regulatory Affairs and the Public Space Regulation Administration of the Department of Transportation.
- Clean Hands Certification
- Good Standing Certification
- A description of the event, the location, date and time of the event, date and time of completion the construction and set-up of sales booths, equipment, amusement equipment, etc. The event site will be inspected and must be approved by inspectors of the Department of Consumer and Regulatory Affairs.
- A consent list of 75% of the resident housekeepers and occupants of business and other establishments within a distance of 300 feet from the perimeter of the location where the event is to take place, and as specified by the Department of Consumer and Regulatory Affairs. The signatures of building managers/owners will be accepted for multi-unit buildings.
- An electrical permit, if any electrical apparatus, including but not limited to sound equipment, will be used as part of the event. Only a D.C. licensed and bonded electrical contractor can obtain this permit.
- A construction permit, if the set-up will include construction of a tent, stands or booths, stages, etc., as specified by the Department of Consumer and Regulatory Affairs.
- A copy of the event site plan.

Special Event Permit Application for Temporary Structures

DCRA also requires the submission of a Special Event Permit Application for any Special Event utilizing temporary structures, such as tents, stages, fences, bleachers, etc. This Application is available at www.dcra.dc.gov and must be submitted thirty (30) days prior to the date of the Special Event to:

Department of Consumer and Regulatory Affairs/Business Regulation Administration
Special Events and Vending Coordinator
1100 4th Street, SW
Washington, DC 20024
(202) 442-4310

Corporate Registration License

A corporation may sponsor an event in the District of Columbia. To do so, the corporation must be in good standing with the Business and Professional Licensing Administration – Corporations Division of the Department of Consumer and Regulatory Affairs. The Corporations Division of the Department of Consumer and Regulatory Affairs processes, examines, and certifies limited partnership and corporation documents for legality and adherence to statutory requirements. The division also provides standing certificates to verify the status of registered entities. Corporate forms can be processed through the internet via the DCRA's website at www.dcra.dc.gov. Ten (10) working days are required to grant a corporation authority to operate. To apply for this type of registration and/or certificate, please contact:

Department of Consumer and Regulatory Affairs
Business and Professional Licensing Administration/Corporations Division
1100 4th Street, SW
Washington, DC 20024
(202) 442-4432, (202) 442-4523 (fax)

Electrical, Plumbing, Construction Permits

Event organizers must obtain a permit for any type of electrical, plumbing, or construction work that needs to be performed from the Permit Processing Division of the Department of Consumer and Regulatory Affairs. To begin the permit application process, please contact:

Department of Consumer and Regulatory Affairs
Permit Processing Division
1100 4th Street SW
Washington, DC 20024
(202) 442-9455

Metropolitan Police Department

Parade/Processional Event Permits

Event organizers must obtain permits for parades, walks, runs, bike rides, marathons, and other processional events from the Special Operations Division of the Metropolitan Police Department. For purposes of this guide, a "parade" is any procession (with the exception of First Amendment activities) consisting of persons, animals, vehicles, or a combination of persons, animals, and vehicles traveling in unison and with a common purpose upon

any public street, highway, or other public way, within the territorial jurisdiction of the Metropolitan Police Department, in a manner that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public. Parades, therefore, include although are not limited to walks, runs, bike rides, and marathons.

The requirements of the Metropolitan Police Department for the issuance of parade permits (excluding First Amendment activities) include, but are not limited to:

- Approval of the MSETG to conduct the event.
- Route approval with Traffic Control Plan from the District Department of Transportation.
- A completed application (available at www.mpdc.dc.gov) filed at least 15 business days prior to the date of the event.
- Original signatures on the application. (Photocopies and facsimile copies will not be accepted.)
- The conduct of the parade will not substantially interrupt the safe and orderly movement of other vehicular and pedestrian traffic contiguous to its route.
- The conduct of the parade will not divert such numbers of police officers from their normal police duties that the city would be deprived of reasonable police protection.
- The concentration of persons, animals, and vehicles in the assembly and disbanding areas and along the parade route will not substantially interfere with the movement of police, fire ambulance, and other emergency vehicles on the streets.
- The parade is scheduled to move from its assembly location to its disbanding location expeditiously and without unreasonable delays en route.
- The parade will not substantially interfere with any other parade for which a permit has already been granted.
- The applicant has provided for the services of the number of parade monitors and police officers that the Metropolitan Police Department considers necessary to ensure that the parade will be conducted in conformity with the parade permit.
- The applicant has not materially misrepresented any facts of information set forth in the application for a parade permit.
- The applicant has furnished proof that, if the assembly of disbanding locations or the route of the parade, encroach upon, occupy, or traverse any area within the jurisdiction of the federal or local governments, permits or permission have been obtained from the appropriate authorities.
- The parade is not to be held for the sole purpose of advertising for private gain any product, merchandise, contest, or event.
- The parade does not endanger public safety.

Street Closures

Street closures are routinely granted by the District of Columbia for special events. In order to ensure pedestrian and motor vehicle safety, street closures designed to split a festival or allow traffic to traverse between a separation of the festival area(s) are considered a public safety hazard and will not be considered for approval.

In the interest of public safety and to prevent the intrusion of motor vehicles into areas designated for pedestrians and equipment (e.g. tables, tents, chairs, vendors, etc.), the Metropolitan Police Department requires that all event organizers completely barricade roadways with barriers capable of stopping an oncoming vehicle (e.g., Type

III water-filled traffic barriers). The event organizer is fully responsible for the renting, insuring, transportation, installation, and removal of the barriers. The barriers are to be positioned in such a manner as directed by the Metropolitan Police Department and in compliance with District of Columbia Fire and EMS Department's requirements for an emergency access lane for emergency response and rescue vehicles. Should a special event be required to have Type III traffic barriers for street closures, and the organizer fails to supply those barriers, the Metropolitan Police Department will not implement any street closures for that special event irrespective of any permits being issued for that special event. Further, the special event will not be allowed to take place on the street surface.

Moving vehicles are not allowed in a closed venue area except when approved as part of a parade. If a stationary vehicle is part of the event plans for a closed venue, the keys must be removed from the vehicle until the event is over and it is safe to drive in the venue area. The presence of stationary vehicles within the venue must be indicated on the event site map when presented to the MSETG. Any planned usage of motorized carts to provide supplies and services within the venue must also be detailed in the event presentation package.

Reimbursable Detail Information

Should a special event take place on a recognized Federal or District Government Holiday, the Event Organizer **MAY** be invoiced at a higher rate due to required Holiday Pay overtime rates.

Additionally, the Metropolitan Police Department **MAY** invoice at a higher reimbursable rate for specialized assets (e.g., K9, Harbor Patrol, or Helicopter Unit) required for public safety during a special event.

The organizer is **FULLY** responsible for all expenses associated with services provided by the Metropolitan Police Department. Should the special event exceed the original Estimate for Police Services, the Event Organizer will be invoiced for any overage amount. This may occur if the Event Organizer fails to keep within permitted hours for cleanup and breakdown. The Metropolitan Police Department will maintain a public safety presence **ANY** time a portion of the Special Event remains active on the street, to include setup, breakdown, and cleanup activities.

Should an Event Organizer have **ANY** outstanding balances from any previous special events, the Metropolitan Police Department will not provide support to the special event being presented to the MSETG. Outstanding balances related to police services must be settled PRIOR to the MSETG presentation date. For example: If an Event Organizer has an outstanding balance from the previous year's special event, that balance must be settled before the current year's presentation; **OR**, should an Event Organizer that hosts multiple special events throughout the year, as long as the organizer has an outstanding balance for any prior special event within the same year, the balance must be settled prior to the current presentation to the MSETG.

To begin the permit application process and ensure that the requirements set forth by the Metropolitan Police Department are met, please contact:

Metropolitan Police Department - Special Operations Division
2850 New York Avenue, NE
Washington, DC 20002
(202) 671-6522

Department of Transportation

Public Space Occupancy Permits/ Insurance Requirements

Applicants seeking a *Parade Permit* or *Special Event License* will need to obtain *Reserved* or *No Parking* signs and/or apply for a public space occupancy permit for any equipment, structures or fixtures associated with the event. Applicant must have received conditional approval from the MSETG and complied with the respective permitting and licensing requirements of MPD and/or DCRA. Please note that Reserved and No Parking signs must be posted at least 24 hours in advance in commercial areas and 72 hours in advance in residential areas.

The requirements for the issuance of a public space occupancy permit include, but are not limited to:

- A completed application or submission into DDOT's online permitting system (available at www.tops.ddot.dc.gov) at least (30) thirty days prior to the date of the event.
- A complete site plan to scale depicting the current public space and the location and dimensions of any and all proposed structures (e.g. stages, portable toilets, vendor booths).
- It is required that event organizers furnish a public liability insurance policy made out in the name of, and for the sole benefit of the *DISTRICT OF COLUMBIA*, A MUNICIPAL CORPORATION, and its officers and employees, covering all use of public space by the permittee. Coverage shall be in the following amounts:
  - $ 500,000.00 - Each individual
  - $ 1,000,000.00 - Each accident
  - $ 500,000.00 - Property damage

  Information on the insurance requirements can be found in more detail at:
  http://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/insurance.pdf
- Traffic Control Plans (TCP) will be required with permit requests involving street closures and/or disruptions to the pedestrian/vehicular traffic flow.

For additional information regarding public space permits, please contact:

Department of Transportation
Public Space Regulation Administration
1100 4th Street, SW
2nd Floor Permit Office
Washington, DC 20024
(202) 442-4670

Traffic Control Plans

Traffic Control Plans are documented strategic safety plans on how pedestrian and vehicular traffic will be managed in and around a special event. Event organizers are required to submit a traffic control plan to the Department of Transportation that conforms to the Manual on Uniform Traffic Control Devices (MUTCD). Event organizers are responsible for the acquisition, installation and maintenance of traffic control devices as determined by the Department of Transportation. The event organizer shall remove all traffic control devices following the conclusion of the special event.

A traffic control plan must be submitted by the event organizer at least one month (30 calendar days) in advance of the event for approval by DDOT. Any missing or insufficient information will delay approval.

APPROVAL: When a Traffic Control Plan (TCP) is submitted as part of a public space application for a special event it will be reviewed by the Traffic Work Zone Group of PSRA Plan Review Division.

INSPECTION: DDOT reserves the right to periodically inspect special event areas in public space to ensure compliance, that safety measures are in place, and that the measures conform to the approved TCP and criteria listed on the Traffic Control Plan Inspection Criteria document.

REVIEW: TCPs shall be subject to review and verification by DDOT staff for conformance to submission requirements.

To ensure requirements set forth by the District Department of Transportation are being met, please contact:

District Department of Transportation
Public Space Regulation Administration
1100 4th Street, SW
2nd Floor Permit Office
Washington, DC 20024
(202) 442-4670

Alcoholic Beverage Control Regulation Administration

Temporary Alcoholic Beverage Control License

If alcoholic beverages are planned to be provided at a Special Event, a Temporary Alcoholic Beverage Control License must be obtained. If there is a charitable beneficiary involved in the provision of alcoholic beverages, please include this information in the presentation to the MSETG. To begin the permit application process, please contact:

Alcoholic Beverage Control Regulation Administration
2000 14th Street NW, Suite 400S
Washington, DC 20009
(202) 442-4423

There are two types of temporary licenses needed for selling, serving and consuming distributing alcoholic beverages:

- A class "F" license authorizes an individual or group to sell and serve beer and wine.
- A class "G" license authorizes an individual or group to sell and serve spirits, beer and wine.

In order to obtain a temporary Alcoholic Beverage Control License, you must file in person 14 days prior to the date of the event. The following documents must be submitted along with your application for an Alcohol Beverage Control License:

- A letter of authorization from the true and actual owner or designated agent of the property upon which the event is to take place, giving permission to sell alcoholic beverages:

- A completed FBI Stipulation Form LII-ABC-5, which must be notarized.
- A copy of the Special Event License.

When submitting an application for an Alcoholic Beverage Control License, the applicant or designee to manage the event must have a completed criminal history report (PD-70). This report can be obtained from the Metropolitan Police Department located at 300 Indiana Avenue, N.W., #3055, Washington, D.C.

Office of Tax and Revenue

Tax Registration License

Sponsors of special events are required to pay District of Columbia taxes on items sold, even if listed as nonprofit organizations. Tax-exempt organizations are not required to pay income taxes, but are required to pay all sales taxes. In cooperation with the Office of Tax and Revenue, the Department of Consumer and Regulatory Affairs provides registration services. To apply for this type of registration, please contact:

Office of Tax and Revenue
1101 4th Street, SW
Washington, DC 20024
(202) 727-4829

Tax and Revenue Reporting Requirements

All events are subject to the following obligations and penalties mandated by the Office of Tax and Revenue:

- Event organizers shall submit to the Office of Tax and Revenue:
  - At least 30 days before the beginning of an event, a preliminary list of all vendors and exhibitors, including their names, addresses, representatives, and telephone numbers; and
  - Within 10 days after the last day of an event, a final list of all vendors and exhibitors, including their names, addresses, representatives, and telephone numbers, if not previously provided.
- Before the event, the event organizer shall provide to vendors and exhibitors such information regarding their District tax obligations, filing deadlines, and other such requirements as is supplied by the District after the preliminary list of vendors and exhibitors is submitted as noted herein.
- Event organizers shall provide access to officials of the Office of Tax and Revenue to the event premises and activities to monitor vendor and exhibitor sales.
  - An event organizer who fails to submit the preliminary vendor and exhibitor list as noted herein, shall pay a penalty in the amount of $1,000, plus $50 for each day the list is late, which penalty shall not exceed $2,500.
  - An event organizer who fails to submit the final vendor and exhibitor list as noted herein, shall pay a penalty in the amount of $1,000, plus $50 for each day the list is late, which penalty shall not exceed $10,000.

To ensure requirements set forth by the Office of Tax and Revenue are being met, please contact:

Office of Tax and Revenue
1101 4th Street, SW
Washington, DC 20024
(202) 727-4829

Department of Fire and Emergency Medical Services

Emergency Medical Services Requirements

The Department of Fire and EMS mandates that all streets remain accessible to emergency vehicles and equipment at all times via a minimum 20 ft. dedicated and unobstructed emergency lane, and/or as may be further determined by the Department of Fire and EMS.

An essential requirement when planning a special event is the adequate provision of first aid and/or emergency medical services. It is imperative that normal emergency medical services operations for the city are not hindered by the staging of a special event. The Department of Fire and EMS (EMS Special Events Coordinator) as well as the Department of Health must review and approve your plans for first aid and/or emergency medical services to ensure that provisions are in place for coverage by proper licensed/certified personnel. To ensure safety of persons attending a special event, the Emergency Medical Service provider (if services are not provided by the Department of Fire and EMS) must be able to initiate an Incident Action Plan (as required by the U.S. Department of Homeland Security) that is appropriate for the event. All events must have an Incident Action Plan on file with the Department of Fire and EMS. Additionally, the provider must have direct radio communications capability with the Department of Fire and EMS, local and applicable Federal law enforcement agencies, and the District of Columbia's Homeland Security and Emergency Management Agency. The following guideline, established according to the number of people anticipated at an event, will ensure that appropriate emergency medical coverage is provided throughout your event:

NOTE: Special high-activity events such as concerts, marathons, 5K and 10K races, as well as other events staged during periods of extreme temperatures, or potentially affecting a high number of special needs individuals (e.g., elderly or young children) will be required to obtain first aid and/or emergency medical services and other Fire/EMS assets as determined by the Department of Fire and EMS and the Department of Health.

To ensure requirements for the provision of first aid and/or emergency medical services are being met, please contact:

Department of Fire and Emergency Medical Services
Emergency Medical Services – Special Events Coordinator
1338 Park Road, NW
Washington, DC 20010
(202) 673-3274

Vending Requirements

During event planning, provisions must be made by the event organizer to ensure food vendors/vending spaces and the merchandise vendors/vending spaces remain separate at all times while vending is taking place as

required by the Office of the Fire Marshal of the Department of Fire and Emergency Medical Services. To ensure requirements set forth by the Office of the Fire Marshal are being met, please contact:

Department of Fire and Emergency Medical Services
Office of the Fire Marshal
1100 4th Street, SW, 2nd Floor (Permit Center)
Washington, DC 20024
(202) 727-1600

Fireworks Display Permit

If an event includes any type of fireworks display, the event organizer must obtain permits for the use of fireworks from the Department of Fire and Emergency Medical Services – Office of the Fire Marshal. To begin the permit application process, please contact:

Department of Fire and Emergency Medical Services
Office of the Fire Marshal
1100 4th Street, SW, 2nd Floor (Permit Center)
Washington, DC 20024
(202) 727-1600

Department of Health

Food Safety and Hygiene Inspection Services Division

Successful ventures in food service at special events can be assured when diligently following the requirements as outlined in the DCMR Title 25-A, also known as the DC Food Code. To confirm that all food vendors understand how to ensure food safety, it is critical that all potential vendors read, understand, and then sign-off on the ***Food Services Guidelines/Requirements for Special Events Vendors*** prior to the event. Each vendor must sign the Food Safety Division's (FSD) form acknowledging their receipt of the *Guidelines* prior to the event. The *Guidelines* highlight the major requirements. The FSD will have inspectors on-site during the special event to ensure that all of the requirements as stated in the Food Code are being met. If, during the inspections, the sanitarian finds that the food or operations threatens the health or safety of the patrons, the vendor will be required to dispose of the food and/or discontinue the operation. During the day(s) of the event, there will be one (1) sanitarian conducting inspections for every ten (10) vendors. Every attempt will be made for all food service operators to be inspected prior to conducting any sales.

To meet the critical requirements of the Food Code, it is required that all vendors have enough hot water (100°F) for hand-washing, and enough hot water for ware-washing (110°F), during all hours of the special event (DCMR 25 § 401 & § 2402). **If the vendor is unable, the Event Organizer will be responsible for providing an approved method of supplying sufficient hot water for all vendors**.

So that the Event Organizer will have a sufficient number of copies of FSD's *Guidelines* available for the vendors, please provide a list of the potential vendors to FSD. Please provide the following information:

- Name of Lead Vendor
- Name(s) of additional vendors
- Trade Name or Food Establishment association
- Contact telephone number
- On-site cell phone number during event
- Contact email address
- Contact mailing address
- Menu/Food items to be offered for sale
- Also include the name of the event, dates/times of event, and name of Event Organizer.

Email this information to **food.safety@dc.gov** or fax to **(202) 535-1359**.

For events where food is not offered for sale, but is to be distributed for free/at no cost to either the participants or spectators, the FSD would like to remind vendors to maintain sanitary conditions to the best of their ability and include signage indicating that patrons consume such food items at their own risk.

Event Organizers with any questions about food operations prior to a special event, and to ensure requirements are being met, are strongly encouraged to contact:

Food Safety and Hygiene Inspection Services Division
899 North Capitol Street, NE
Washington, DC 20002
(202) 535-2180
Food.safety@dc.gov

Health Emergency Preparedness and Response Administration Requirements

The Department of Health, in conjunction with the Department of Fire and Emergency Medical Services, requires that all event coordinators submit a *Health, Medical and Safety Plan* to the Department of Health. The Health Emergency Preparedness and Response Administration (HEPRA) within the Department of Health (DOH) has created guidelines to provide assistance in creating the *Health, Medical and Safety Plan*. The guidelines cover planning for all types of events and include a detailed matrix identifying medical assets such as first aid stations, transport ambulances, supplies and equipment which might be needed depending on the event size, duration, and other dynamic factors at play.

Event Type	Crowd Size (Anticipated)	CPR & 911 Access	Medical Aid Station (BLS)	Medical aid Station (ALS)	Medical Aid Station (with Physician)	Ambulance(s) (BLS or ALS)	Mobile Med Teams
Concert/ Music Festival	<2,500	X	X	*			
	2,500-15,000	X		X		BLS *	*
	15,000-50,000	X		X	*	ALS (1)	X
	>50,000	X			X	ALS (1)	X
Athletic/ Sporting Event	<2,500	X	X	*			
	2,500-15,000	X		X	*	BLS (1)	X
	15,000-50,000	X			X	ALS (1)	X
	>50,000	X			X	ALS (1)	X
Parade/ Block Party/Street Fair/Outside Venue	<2,500	X	*				*
	2,500-15,000	X	X	*		BLS *	X
	15,000-50,000	X		X		ALS (1)	X
	>50,000	X			X	ALS (1)	X
Conference or Convention	<2,500	X	*				
	2,500-15,000	X	X	*		BLS *	*
	15,000-50,000	X		X	*	ALS (1)	X
	>50,000	X	X	*	X	ALS (1)	X

X= Required
*= Recommended
(1) = Multiple Units may be required depending on history and size of event ALS = Advanced Life Support (see Annex C for list of service providers) BLS = Basic Life Support (see Annex C for list of service providers)
EMT = Emergency Medical Technician

Once the plan has been approved, the Department of Health may post information about the event on the Healthcare Information System (HIS) so that local healthcare facilities can be aware of the date and time of your event. This system will allow the healthcare facilities to be informed of the anticipated crowd size, so they will be able to plan how the event may impact their respective facilities.

The *D.C. DOH Special Events Health, Medical and Safety Planning Guide* is posted at the DOH-HEPRA website at http://doh.dc.gov/page/special-event-medical-planning. The guide can also be acquired by contacting the DOH Special Events Coordinator at (202) 671-4222.

Serve DC

Volunteer Services

Serve DC – The Mayor's Office on Volunteerism provides free training to organization staff and volunteers on topics such as CPR/AED, first aid, traffic and crowd management, spontaneous volunteer management, and more. Serve DC also maintains a database of individuals who have taken its flagship Community Emergency Response Team (CERT) training and can be requested to provide support in a public-safety or emergency-preparedness capacity at special events.

Event organizers interested in scheduling group training or requesting CERT volunteers for an event, should contact Serve DC within 90 days of the event date:

Serve DC – The Mayor's Office on Volunteerism
Frank D. Reeves Municipal Center
2000 14th Street, NW Suite 101
Washington, DC 20009
(202) 727-7925
www.serve.dc.gov

Department of Parks and Recreation

District Parks and Recreation Facilities Use Permit

Event organizers requiring the use of any District of Columbia parks or recreation facilities, must obtain a permit from the D.C. Department of Parks and Recreation. To begin the permit application process, please contact:

Department of Parks and Recreation
Permit Office
3140 16th Street, NW
Washington, DC 20010
(202) 673-7449

The following information must be provided at the time of inquiry:

- ❑ Date of Event
- ❑ Type of Event
- ❑ Expected Attendance
- ❑ Event Details of Activities (i.e., live band, animals, games, food, etc.)

The agency will exercise discretion to suggest alternate sites for any event expecting to exceed site capacity.

National Park Service

Federal Parks Use Permit

If any portion of the event will be held on parkland of the Federal government, a permit must be obtained from the National Park Service of the U.S. Department of the Interior. To begin the permit application process, please contact:

National Park Service
Park Programs/Permit Office
900 Ohio Drive, SW
Washington, DC 20242
(202) 245-4715

U.S. Capitol Police

U.S. Capitol Permit

If any portion of the event will be held on the grounds of the U.S. Capitol complex, a permit must be obtained from the U.S. Capitol Police. To begin the permit application process, please contact:

U.S. Capitol Police
Special Events Unit
119 D Street, NE
Washington, DC 20510
(202) 224-8891

Robert F. Kennedy Memorial Stadium and Parking Lots

If any portion of the event will be held at RFK Memorial Stadium or on the parking lots of the stadium, please contact:

Events DC
Director of Event Operations
2400 East Capitol Street, SE
Washington, DC 20003
(202) 608-1165

DC Water

Misting Tent Request

DC Water provides a misting tent as a service to the community (minimum group size-100 participants). DC Water recommends applying for a permit at least two weeks before the Misting Tent is needed. It typically takes one to two weeks for DC Water to process an application.

Event organizers interested in having the DC Water Misting Tent setup at the Special Event, please request the tent at http://www.dcwater.com/about/tent_request_form.cfm.

Fire Hydrant Use Permit

If a water source is needed for drinking, cooking, misting tents or for similar purposes, DC Water recommends using a water truck, or an on-site water storage tank. If these water sources are not available or are prohibited at the event site and the use a fire hydrant as a temporary water source is required, a Fire Hydrant Use Permit must first be obtained from DC Water. This permit will authorize the applicant to operate a particular fire hydrant for the purpose of obtaining water on a temporary basis for the duration of the event.

Event organizers interested in using fire hydrants during a Special Event should apply for a Fire Hydrant Use Permit prior to the Special Event at http://www.dcwater.com/business/permits/fire_hydrant_use.cfm.

Drinking Water Station/Water Bubbler Use Permit

A water bubbler is a device that is attached to a fire hydrant and acts as a drinking water fountain or bubbler. In certain cases, such as community events, DC Water allows customers to rent a water bubbler for drinking water, washing, cooking and recreational use.

Event organizers interested in using a water bubbler at a Special Event should apply for a Water Bubbler Use Permit at: http://www.dcwater.com/business/permits/water_bubbler_permit.cfm.

Temporary Discharge to Sewers Permit

To discharge any water or wastewater from an event, a Temporary Discharge to Sewers Permit must be obtained to ensure the proposed discharge location is acceptable for the volume and type of waste being disposed. Any special restrictions, treatment, and/or monitoring requirements for the discharge will be identified in the permit and are assessed on a case by case basis.

To discharge any water or wastewater from a Special Event, please apply for a Temporary Discharge to Sewers Permit at: http://www.dcwater.com/business/permits/groundwater_temporary_discharge.cfm.

"Wendy the Waterdrop" Appearance

DC Water has a waterdrop mascot named Wendy. Wendy can be scheduled for special events, and requests must be submitted two-three weeks in advance. Wendy should generally be used in good weather, and if inclement weather is predicted, she must be used indoors.

To have a special appearance by "Wendy the Waterdrop" at a Special Event, please request the appearance at nija.ali@dcwater.com or (202) 787-2206.

Schedule of Fees

Special event organizers shall be responsible for the costs of services, as determined by the agencies, incurred by the city for administering the special event at the rates and costs including, but not limited to those listed herein. **Rates and payment timelines are subject to change. Additional rates may apply. All fees are to be paid directly to the billing agencies within the timeline established by each respective agency.**

Department of Consumer and Regulatory Affairs

Special Event User Fee, which covers the cost of services provided for the following categories of the Department of Consumer and Regulatory Affairs for monitoring health and food practices, safety conditions, and alcoholic beverage control at special events, including sanitarians, building inspectors, electrical inspectors, plumbing inspectors, and licensing investigators:

Rate per employee, per hour (for a minimum of 4 hours)	*$ 54.35*
Special Events License Cost, per day	*$330.00*
Expediting Fee (for applications submitted 15 – 29 days before event)	*$100.00*
Expediting Fee (for applications submitted 14 or fewer days before event)	*$200.00*

Metropolitan Police Department

Special Event User Fee, which covers the cost of police services for special events:

Rate per officer, per hour (for a minimum of four (4) hours)	*$ 67.41*

MPD requires payment within five (5) days of receipt of invoice.

Scheduled MPD services will include a minimum of (30) minutes for Roll Call Briefing and at least (30) minutes for Check Off/Return of Required Equipment.

On Duty staffing cannot be used to account for staffing your special event. All police coverage is at the expense of the event organizer. Additionally, use of the Reserve Corps cannot be used to discount or replace required police coverage for your special event.

Special Event organizers are reminded that they are required to obtain ALL necessary permits from MPD with respect to processional events. A Parade Permit MUST be submitted before your special event coverage is finalized. No other City agency has the ability to permit a processional event. EG: 5K, marathon, parade, or walking type of event.

Special Event organizers are reminded that MPD is a LAW ENFORCEMENT agency and will not provide police services/coverage to any special event that has not met all regulatory requirements. Further, if a special event is found to be in violation of regulatory requirements, MPD MAY shutdown the special event. If this were to occur, the special event organizer is still subject to all City fees and reimbursements.

MPD will NOT provide any police coverage to a special event requiring street closures without the event first being presented to the Mayor's Special Event Task Group. MPD will not process any requests for police services for ANY event requiring street closures without proper MSETG approval.

MPD REQUIRES a special event organizer to finalize all police services for their special event within fifteen (15) days prior to their special event date.

Alcoholic Beverage Regulation Administration

Special Event User Fee, which covers the cost of services provided by Alcoholic Beverage Regulation Administration investigators for monitoring the control, sale, service, and consumption of alcoholic beverages at special events:

Rate per employee, per hour (for a minimum of 4 hours) *$ 54.35*

Department of Fire and Emergency Medical Services

On -Site Permitting and monitoring, which covers the time required to perform an inspection of the site and/or the activities or equipment in use during the event that are to be inspected:

Rate per Inspector, per hour (for a minimum of 4 hours) *$ 88.00*

On-Site Monitoring Fee, which covers monitoring of the special event to ensure the safety of the public:

Rate per Inspector, per hour (for a minimum of 4 hours) *$ 65.00*

One Advanced Life Support Unit (includes two EMS providers and one supervisor):

Cost per hour (for a minimum of 4 hours) *$200.00*

EMS bicycle teams and EMS ambulance carts (includes two EMS providers, and either two bicycles or one cart):

Cost per hour (for a minimum of 4 hours) *$130.00*

Use of fire truck/boat, four to five firefighters and equipment for parades, festivals, and other special events:

Cost per hour (for a minimum of 4 hours) *$400.00*

Department of Health – Food Safety and Hygiene Inspection Services Division

Food vendor inspection (one (1) inspector for every ten (10) vendors)

Rate per inspector, per hour (for a minimum of 4 hours) *$ 54.35*

Department of Public Works

Clean-up (pre and post), trash removal, which covers the cost of public space cleaning and trash removal:

Rate per person per hour *$ 32.00*

Equipment per hour		*$ 40.00*
Disposable trash bags, per case		*$ 46.00*
Trash cans, per can		*$ 5.50*
Recycle bin, per bin		*$ 5.50*
Tonnage collection, per ton		*$ 79.23*

Towing Service

Cost for minimum of 4 hours (includes 1 tow truck, 1 driver, 1 supervisor)	*$581.64*	
Additional Tow truck per hour		*$ 83.22*
Additional driver per hour		*$ 37.59*
Additional supervisor per hour		*$ 38.75*

DPW requires payment ten (10) days prior to the date of the event.

Department of Transportation

Note: A 10% Technology Fee will be added to all public space permit fees.

Flag Installation and Removal, which covers the cost of installation and removal of flags from city street light poles:

Rate per person, per hour	*$ 57.00*

Temporary Sign Installation, which covers the cost of installing temporary "No Parking" signs:

Rate per person, per hour	*$ 36.00*

Traffic Control Officer Assistance:

Rate per person, per hour	*$ 50.00*
Rate per Supervisor, per hour	*$ 66.00*

Variable Message Boards, which covers labor to deliver, program, and rent per day:

Rate per board and program, per day	*$ 90.00*
Rate per relocated board and program, per day	*$150.00*

Traffic Cones Rental Fee:

Rate per cone, per day to drop in one location	*$ 5.00*

DDOT requires payment fourteen (14) days prior to the date of the event.