

SPECIAL EVENT APPLICATION QUESTIONNAIRE



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
Business and Professional License Administration

1100 4th Street, S.W.
Washington, D.C. 20024

Telephone (202) 442-4310 * Fax (202) 442-4523 * www.dkra.dc.gov

FEES:

- (1) If the application for the Special Event license is submitted thirty (30) days or more before the event: **\$205** per day of event;
- (2) If the application for the license is submitted between fifteen (15) and twenty-nine (29) days before the event: **\$205** per day of event, plus **\$100** expediting fee;
- (3) If the application for the license is submitted fourteen (14) or fewer days before the event: **\$205** per day of event, plus **\$200** expediting fee;

Only complete and original applications are accepted. Site plans must be submitted with application. Please print clearly in black ink.

Event Information

Name of Event: _____ Name of Sponsor: _____

Address of Sponsor: _____
Street

City State Zip Code

Event Address: _____
Street

City State Zip Code

Event Date(s) and event timeline:

| <u>Day</u> | <u>Date(mm/dd/yy)</u> | <u>Start time of set-up</u> | <u>Event Start Time</u> | <u>Event Finish Time</u> | <u>Schedule for event Breakdown</u> |
|------------|-----------------------|-----------------------------|-------------------------|--------------------------|-------------------------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Event Coordinator/Contact Person: _____

Daytime Number: _____ Cell Number: _____ Fax Number: _____

Email: _____

Definition of a Special Event

Pursuant to D.C. Municipal Regulations, Title 19, chapter 13, a special event is a circus, rodeo, carnival, fair, performance, singing, playing of musical or other instruments, dancing or amusement of any kind, preaching, exhorting, or lecturing conducted or operating in a tent or temporary structure of any kind, on vacant land, or in a yard or area appurtenant to any building.

General Information

Have you presented your event to the Mayor's Special Events Task Group? Yes No

Event organizers must request a map from the D.C. Surveyor outlining the 300 foot event buffer. Use the map as the guide to collect approval signatures from the resident households and businesses within 300 feet of the event site. *(19 DCMR §1301.3)*

Submit written approval/consent from 75% of the resident households and businesses within 300 feet of your event site to DCRA Special Events Contact Representative a minimum of 10 business days before your event. *(19 DCMR §1301.4)*

Vendor Information

1. Will vendors be participating in your event? _____ (If yes, complete number 2. If no, go to the next section).
2. How many food vendors will participate? _____ How many merchandise vendors will participate? _____

Event Logistics

3. How many participants are expected? _____ per day _____ in total
4. Will the event be located on..... public space..... private space..... orboth?
5. What street closures have you requested for your event?
Streets to be closed: _____ Between: _____ and _____
Streets to be closed: _____ Between: _____ and _____
Streets to be closed: _____ Between: _____ and _____
6. Will a fee be charged to the public for entry to (or) participation in the event? Yes No
7. Describe the type of food and the manner in which the food shall be prepared, stored and distributed. Also show where the food stations will be located on the site plan and specify the type of fuel used. *(Please specify locations of all fuel types and fire extinguishers on the site plan.)*

8. Will alcoholic beverages be sold? Yes No
If yes please submit an application with Alcohol and Beverage Control
9. What rest room facilities will be made available to the public?
Describe: _____

Corporation Information

10. Is the event sponsor a corporation? Yes No Is the event sponsor a for-Profit or Non-profit?

Mechanical Amusement Rides and Entertainment

11. Will you have mechanical amusement rides? (i.e., moonbounce, rock wall, ferris wheel, merry-go-round etc.)

Describe: _____
(Please submit a 'Certificate of Liability Insurance' covering for each mechanical amusement ride).

12. If using an amusement company, are they licensed to operate in the District of Columbia? Yes No

13. Will any fireworks, flame devices or lighting pyrotechnics be used? Yes No

14. Describe the sound amplification equipment (if any) that will be used at your event.

Supplemental Permits

Note: If you answer yes to any questions below please complete the Special Event Supplemental Permit Application

15. Will the event use temporary structures (tents, stages, fences, bleachers etc.)? Yes No

How many entertainment stages _____ tents _____ fencing _____

or other temporary structures _____ will be constructed for the event?

(Submit a detailed layout of the event site plan, including all structures)

16. Will the event require any electrical equipment? Yes No

If yes please specify type of equipment: _____

How many generators _____ will be used for the event? Wattage? _____

(a Master Electrician licensed in DC will have to pull an electrical permit for generators of 3500 watts and above.)

17. Please provide electrician name: _____ License #: _____

Address: _____ Cell Phone/ Telephone #: _____

FOR OFFICIAL USE ONLY

Office of the Fire Marshal
(1100 4th Street, SW)

MPD, Special Operations Division
(2301 L. Street, NW)

Office of Tax and Revenue
(1101 4th Street, SW)

DOH, Food Services Div.
(899 North Capitol, NE)

Emergency Medical Services
(1338 Park Road, NW)

Corporations Division
(1100 4th Street, SW)

Health & Safety Plan
(55 M Street, SE, 3rd Floor)

DDOT Public Space Permit Office
(1100 4th Street, SW)

Special Event Coordinator
(1100 4th Street, SW)

rev 10/2011