

Fairfax City Special Event/Outdoor Facility Application Process

The policy for road race requests – An annual deadline of July 1 will be set for all road race request applications with an event date between January 1 through December 31 of the following year. A lottery will be held for all road race applications submitted by the deadline date except those 6 grandfathered races/walks by the new policy.

Obtain a Permit

You will be required to:

- You will need to fill out the Fairfax City Special Event/Outdoor Facility Application
- Provide proof of insurance coverage for your special event
- Pay the application fee – in some cases other services (for example COF Police or Public Works) will be needed and additional fees will be required.
- Once the application has been approved by the City of Fairfax Events Group, the applicant will be notified of the decision.

Important Info

- The completed application must be returned **no later than 90 business days prior to the event.**
- To best protect the community and event organizers during the COVID-19 Pandemic, event organizers are required to submit an “Action Plan” along with the Special Event Permit Application. **If your event is private, you will not be required to submit an action plan.**
- Event Organizer will need to create and turn in an Action Plan which predetermines actions to take during and after an emergency or otherwise hazardous condition. Please include the answers to the following questions: What is your plan in case of severe weather occurs during your event, what is your plan if a participant requires medical attention.
 - In the event of an emergency, notification of the emergency will through 911. The caller should have the following information available to the 911 operator – location address, nature of emergency, and contact person with callback number.
 - In the event of severe weather, the City of Fairfax has the authority, above and beyond the event representative, to delay and/or cancel an event.
- The application must be completed in its entirety.
- Please email applications to specialevents@fairfaxva.gov
- The venue must look like it did when you arrived – clean up your trash. Trash too large to fit inside the receptacles provided is the responsibility of the renter for removal and proper disposal.

Application Fee

- Each applicant shall submit a non-refundable fee along with completed application at least 30 days prior to the proposed event date.
- No application will be processed or considered without payment of the fee.
- Credit card payments are accepted as well as checks written to the City of Fairfax.
- Other fees for services such as Police, Public Works and Fire; maybe required.
- Fees:
 - Events Application fee:
 - \$50 for certified non-profits and City of Fairfax community based non-business groups
 - \$100 for all other groups
 - Outdoor facility Rental Fee
 - Veteran Amphitheater and Old Town Square
 - Application fee:
 - \$50 for certified non-profits and City of Fairfax community based non-business groups
 - \$100 for all other groups
 - Rental fee:
 - \$100 for the first 2 hours
 - \$25 for each additional hour

Submission and acceptance of this application is not to be construed as an approval of your request for a permit.