

# *Mayor's Special Events Task Group*

## *"Your Guide to Planning a Special Event in Washington, D.C."*

(2012 2<sup>nd</sup> Edition)

### 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, which is comprised of membership from District of Columbia and Federal government agencies, is responsible for providing interagency reviews and assessments of the operational, public safety and logistical components of proposals for special events.

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, 2<sup>nd</sup> Floor; Washington DC 20032. The LOI may be submitted to [loi.msetg@dc.gov](mailto:loi.msetg@dc.gov) or via fax on (202) 715-7288.

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)
- Contact person (include telephone number and email address)
- Event organization telephone number and website for public notice
- Expected attendance

Once the written request 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 logistical and operational aspects of the event (i.e., date, beginning and ending times of the event, location/route, diagram of event set-up, detailed plan with activity/programmatic timelines, street closure requests, set-up and dismantling timelines, and information relative to any staging or equipment erected on public space). Thirty-five (35) hard copies of the presentation must be submitted to the MSETG no later than the Tuesday before the scheduled presentation date.

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.

Event organizers are required to meet with representatives of the communities impacted by the event as noted herein, in an effort determine the impact of the event on their respective communities and develop mitigation strategies addressing the concerns of the 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 feet radius of the site of the event.

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.

*Mayor’s Special Events Task Group*  
*“Your Guide to Planning a Special Event in Washington, D.C.”*  
*(2012 2<sup>nd</sup> Edition)*

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.

**MAYOR’S SPECIAL EVENTS TASK GROUP MEMBER AGENCIES**

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

# *Mayor's Special Events Task Group*

## *"Your Guide to Planning a Special Event in Washington, D.C."*

*(2012 2<sup>nd</sup> Edition)*

### **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 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 police, fire, and other public services that are 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.

### **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** is an important factor in special event planning. 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** is an important planning consideration. 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 5% 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** is an especially important planning item. 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** is another critical planning item. 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** are an important element in sound logistical planning. 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.

# *Mayor's Special Events Task Group*

## *"Your Guide to Planning a Special Event in Washington, D.C."*

*(2012 2<sup>nd</sup> Edition)*

**STAGES** are an important item for consideration. 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** provision is an essential consideration in event planning. On-site, trained, professional and licensed personnel allow event organizers to be proactive when it comes to providing immediate emergency medical assistance.

**CROWD CONTROL** is a crucial element of successful special event planning. Adequate training of event marshals/personnel and the use of fencing equipment are measures to consider in the management of crowds.

**METRORAIL SERVICE** is an important consideration in event planning. 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** is a requirement for all special events in the District of Columbia. 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, accessible parking, ADA-compliant portable toilets, accessible seating, accessible paths of travel, accessible vendor booths, etc. The required number of accessible portable toilets is 5% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible.

### **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.
- ❑ Present the event to the MSETG at least 120 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 ft. dedicated and unobstructed emergency lane, and as may be further determined by the Department of Fire and EMS.
- ❑ Ensure that event site plan is designed and implemented in a manner that does not allow the traversing of vehicular traffic 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.

*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
(2012 2<sup>nd</sup> Edition)

**PERMITS AND LICENSES**

**SPECIAL EVENT LICENSE**

You must obtain a Special Event License before you can have a special event on public space in the District of Columbia, whether you are a for-profit or a non-profit organization. The Special Event License application must be submitted at least 30 days (60 days recommended) prior to the date of the event to:

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

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

- ❑ A completed *Special Event Application/Questionnaire* (available at [www.dkra.dc.gov](http://www.dkra.dc.gov)).
- ❑ Liability insurance from an insurance company, as specified by the Department of Consumer and Regulatory Affairs and the Public Space Management Branch of the Department of Transportation.
- ❑ Clean Hands Certification
- ❑ A description of the event, the location, date and time of the event, date and time you plan to complete the construction and set-up of sales booths, equipment, amusement equipment, etc. Your 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 site plan.

If your event requires the temporary closing of a street for the area that will be designated as a special event area for the event, you must submit a completed *Street Closing Information Form for Special Event License* (available at [www.hsema.dc.gov](http://www.hsema.dc.gov)) to the Homeland Security and Emergency Management Agency for processing. Please contact:

Homeland Security and Emergency Management Agency  
Street Closing Coordinator  
2720 Martin Luther King, Jr. Avenue, SE, 2<sup>nd</sup> Floor  
Washington, DC 20032  
(202) 727-3159

*Mayor's Special Events Task Group*  
*“Your Guide to Planning a Special Event in Washington, D.C.”*  
*(2012 2<sup>nd</sup> Edition)*

**PARADE, WALK, RUN, BIKE RIDE, MARCH, RALLY, DEMONSTRATION, AND PROTEST PERMITS**

You must obtain permits for parades, walks, runs, bike rides, marches, rallies, demonstrations, and protests from the Special Operations Division of the Metropolitan Police Department. For purposes of this guide, a “parade” is any procession 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 marches. To begin the permit application process, please contact:

Metropolitan Police Department  
Special Operations Division  
2301 L Street, NW  
Washington, DC 20037  
(202) 671-6522

The requirements of the Metropolitan Police Department for the issuance of parade permits (excluding 1<sup>st</sup> 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.mpd.dc.gov](http://www.mpd.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 enroute.
- ❑ 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 or 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.

*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
(2012 2<sup>nd</sup> Edition)

- ❑ 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.

**PUBLIC SPACE OCCUPANCY PERMITS**

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.ddot.dc.gov](http://www.ddot.dc.gov)) within (15) fifteen working days of the date of the event.
- ❑ A complete site plan depicting the location and dimensions of proposed structures, as well as the location of properties within 500 feet of the site.
- ❑ It is required that you 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
- ❑ 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.
- ❑ 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 Management Branch  
1100 4<sup>th</sup> Street, SW  
2<sup>nd</sup> Floor Permit Office  
Washington, DC 20024  
(202) 442-4670

**ALCOHOLIC BEVERAGE CONTROL LICENSES**

If you plan to provide any type of alcoholic beverages at the event, you must obtain a license from the Alcoholic Beverage Control Regulation Administration. Please include name of charitable beneficiary in presentation of event to the MSETG. To begin the permit

*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
(2012 2<sup>nd</sup> Edition)

application process, please contact:

Alcoholic Beverage Control Regulation Administration  
2000 14<sup>th</sup> 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.

#### **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 website: [www.dkra.dc.gov](http://www.dkra.dc.gov). Ten 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 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 442-4432, (202) 442-4523 (fax)

#### **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



*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
(2012 2<sup>nd</sup> Edition)

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 4<sup>th</sup> Street, SW  
Washington, DC 20024  
(202) 727-4829

**ELECTRICAL, PLUMBING, CONSTRUCTION PERMITS**

You 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 4<sup>th</sup> Street SW  
Washington, DC 20024  
(202) 442-9455

**DISTRICT PARKS AND RECREATION FACILITIES USE PERMITS**

If your event requires the use of any District of Columbia parks or recreation facilities, you 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 16<sup>th</sup> 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.

**FIREWORKS DISPLAY PERMITS**

If your event includes any type of fireworks display, you 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 4<sup>th</sup> Street, SW, 2<sup>nd</sup> Floor (Permit Center)  
Washington, DC 20024  
(202) 727-1600

*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
*(2012 2<sup>nd</sup> Edition)*

**FEDERAL PARKS USE PERMITS**

If any portion of your event will be held on parkland of the Federal government, you must obtain a permit 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  
900 Ohio Drive, SW  
Washington, DC 20242  
(202) 245-4715

**U.S. CAPITOL PERMITS**

If any portion of your event will be held on the grounds of the U.S. Capitol complex, you must obtain a permit 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

---

*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
*(2012 2<sup>nd</sup> Edition)*

**AGENCY-SPECIFIC REQUIREMENTS**

**METROPOLITAN POLICE DEPARTMENT**

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., water-filled 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.

To ensure that you are meeting the requirements set forth by the Metropolitan Police Department, please contact:

Metropolitan Police Department  
Special Operations Division  
2301 L Street, NW  
Washington, DC 20037  
(202) 671-6522

**DEPARTMENT OF FIRE AND EMERGENCY MEDICAL SERVICES**

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:

1 – 1,999

You may rely on 911 response for the event.

2,000 – 9,999

A fixed First Aid site with certified/licensed personnel who will remain on site throughout the event.

10,000 – 19,999

One fixed First Aid site with certified/licensed personnel who will remain on site throughout the event and a Basic Life Support Ambulance (licensed in the District of Columbia) that will transport patients to an appropriate medical facility.

*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
(2012 2<sup>nd</sup> Edition)

20,000 – 30,000

One fixed First Aid site with certified/licensed personnel who will remain on site throughout the event, a licensed Basic Life Support Ambulance and a Licensed Advanced Life Support Unit (Department of Fire and EMS has the only certificate of need to provide on-scene paramedic services in the District of Columbia).

30,001 – 50,000

Two fixed First Aid sites with certified/licensed personnel who will remain on site throughout the event, 2 Basic Life Support Units and 1 Advanced Life Support Unit (all licensed in the District of Columbia).

50,001 – 60,000

Two fixed First Aid sites with certified personnel who will remain on site throughout the event, 2 Basic Life Support Units and 2 Advanced Life Support Units (all licensed in the District of Columbia).

Events exceeding 60,000 persons are required to also have emergency medical services personnel from the Department of Fire and EMS as well as the Department of Health on site for the appropriate provision of first aid and/or emergency medical services.

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 that you are meeting the requirements for the provision of first aid and/or emergency medical services, 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

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 that you are meeting the requirements set forth by the Office of the Fire Marshal, please contact:

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

**DEPARTMENT OF HEALTH - HEALTH EMERGENCY PREPAREDNESS AND RESPONSE ADMINISTRATION**

The Department of Health, in conjunction with the Department of Fire and Emergency Medical Services, requires that all events 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 a guide to provide assistance in creating your plan. The guide covers planning for all types of events as well as the number of First Aid Stations that are required. The guide will also assist you in documenting and reporting patients treated by your First Aid

*Mayor's Special Events Task Group*  
*“Your Guide to Planning a Special Event in Washington, D.C.”*  
(2012 2<sup>nd</sup> Edition)

Station personnel, and how to report the number and types of patients treated. DOH personnel may be required to be in attendance, depending on the type and size of the event, which is outlined in the DOH guide. Hints and tips to consider during your planning process are also provided in the guide.

Once your plan has been approved, the Department of Health will post your information on the Healthcare Information System 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 your event may impact their respective facilities.

The *Health, Medical and Safety Planning Guide* is available at HEPRA/DOH, which is located at 64 New York Avenue, NE, 5<sup>th</sup> Floor, Suite 5000. The guide may also be downloaded from the DOH web site ([www.doh.dc.gov](http://www.doh.dc.gov)) or requested from the DOH Special Events Coordinator at [DOH.SpecialEvents@dc.gov](mailto:DOH.SpecialEvents@dc.gov). Please contact HEPRA on (202) 671-4222 for additional assistance.

#### DEPARTMENT OF TRANSPORTATION

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). The event organizer will be 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.

To ensure that you are meeting the requirements set forth by the Department of Transportation, please contact:

Department of Transportation  
Traffic Services Administration  
55 M Street, SE  
Washington, DC 20003  
(202) 671-4649

#### OFFICE OF TAX AND REVENUE

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.

*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
(2012 2<sup>nd</sup> Edition)

To ensure that you are meeting the requirements set forth by the Office of Tax and Revenue, please contact:

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

**DEPARTMENT OF HEALTH/FOOD PROTECTION BRANCH – GUIDELINES FOR FOOD SERVICES**

A successful venture in food service at special events can be assured when you diligently follow the instructions listed below.

1. The processing and preparation, including cooking, of any food that is to be served or sold at the event must begin no earlier than 4 hours before the time of sale or serving.
2. If packaged/precooked foods prepared commercially for reheating prior to serving are used, the reheating should take place as close to the time of sale or serving as is reasonably possible, but under no circumstances should it be more than 4 hours.
3. The food should be of good quality and fresh in the sense of not being outdated or in a deteriorating condition.
4. The internal temperature of those foods that are reheated or cooked should reach 165°F during the reheating or cooking process.
5. The food held in storage or on the serving line must be at a temperature either above 140°F or below 45°F.
6. Protect the food from dust, flies and contamination by either the preparer/server or the customer. A sneeze guard must be provided.
7. Unpackaged/prepared food remaining at the end of the day should be discarded to waste.
8. Provide adequate supply of water for food handlers to wash their hands, also soap and paper towels. No cloth towels are permitted.
9. If you must handle the food, wear disposable gloves and change them frequently.
10. All food handlers must wear hair restraints.
11. Use only single service containers and utensils in your food service to the customer.
12. All foods and single service items must be stored off the ground at least 4 to 6 inches.
13. Do not let melting ice, leaking cartons or dropped food make a nuisance condition on the ground in your area of operation.
14. Provide adequate waste containers with lids.
15. Equipment/utensil washing facilities must be provided. Washington facilities must consist of the three containers: the first for detergent wash, the second for clean rinse and third for a sanitizing rinse. One capful of bleach per gallon of water can be used to formulate a sanitizing rinse solution.

*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
*(2012 2<sup>nd</sup> Edition)*

16. Utensils and containers used in the preparation or storage of food, which includes crushed ice for drinks, must be designed and constructed for that intended use and they must be kept as clean as possible during such use.

Finally, if you are not sure of how to protect yourself and those you serve from possible illness or injury, call the FOOD PROTECTION BRANCH on (202) 535-2180 for advice. THE ADVICE IS FREE!!

NOTE: If, during the inspections, the Department of Health finds that your food or your operation threatens the health or safety of your patrons, you will be required to dispose of the food and/or discontinue the operation.

**ALL FOOD SERVICE OPERATORS MUST BE INSPECTED PRIOR TO CONDUCTING ANY SALES.**

**ROBERT F. KENNEDY MEMORIAL STADIUM AND PARKING LOTS**

In order to lease the Robert F. Kennedy Memorial Stadium and/or parking lots, please contact:

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

---

*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
*(2012 2<sup>nd</sup> Edition)*

**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 included, but not limited to those listed herein. Rates are subject to change. Additional rates may apply. All fees are to be paid in full no less than fifteen (15) business days prior to the date of the event, unless otherwise determined by the respective agency.

**METROPOLITAN POLICE DEPARTMENT**

Special Events User Fee – to cover the cost of police services for special events.

Rate per officer, per hour (for a minimum of 4 hours)	\$ 60.58
---	----------

**DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS**

Special Event User Fee – to cover 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: 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
---	----------

**ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION**

Special Event User Fee – to cover 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 Permit Fee – to cover 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 – to monitor the special event to ensure the safety of the public.

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



*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
 (2012 2<sup>nd</sup> Edition)

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/HEALTH EMERGENCY PREPAREDNESS AND RESPONSE ADMINISTRATION**

Advanced Medical Aid Station:

<u>Personnel and Equipment</u>	<u>Number</u>	<u>Cost per hour</u>
Nurses	2	\$140.00 (\$70.00 each)
Emergency Operations Staff Member	1	\$ 50.00
<u>Medical Supplies &amp; Equipment</u>		<u>\$500.00</u>
Total first hour cost		\$690.00
Additional hourly cost		\$190.00

Basic Medical Aid Station:

<u>Personnel and Equipment</u>	<u>Number</u>	<u>Cost per hour</u>
Nurse	1	\$ 70.00
Emergency Operations Staff Member	1	\$ 50.00
<u>Medical Supplies &amp; Equipment</u>		<u>\$300.00</u>
Total first hour cost		\$420.00
Additional hourly cost		\$120.00

Command Vehicle Station:

In addition to the above fees, if the number of participants at the special event is expected to equal or exceed 5,000 and the event presents a significant risk of overwhelming the District of Columbia's emergency medical services and care system, a command vehicle station from DOH/Health Emergency Preparedness and Response Administration (HEPRA) will be required at the following costs:

<u>Personnel and Equipment</u>	<u>Number</u>	<u>Cost per hour</u>
Emergency Operations Staff Member	1	\$ 50.00

*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
 (2012 2<sup>nd</sup> Edition)

<u>Command Vehicle</u>	<u>1</u>	<u>\$100.00</u>
Total first hour cost		\$150.00
Additional hourly cost		\$ 50.00

**DEPARTMENT OF PUBLIC WORKS**

Clean-up and Trash Removal – to cover the cost of space cleaning and trash removal.

Rate per person, per hour	\$ 32.00
Equipment, per hour	\$ 40.00
Disposable trash bags, per bag	\$ .45
Tonnage Collection, per hour	\$ 79.23

Towing Service (Includes 1 Tow Truck, 1 Driver, 1 Supervisor)

Cost for minimum of 4 hours	\$581.64
Additional Tow Truck, per hour	\$ 83.22
Additional Driver, per hour	\$ 37.59
Additional Supervisor, per hour	\$ 38.75

**DEPARTMENT OF TRANSPORTATION**

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

Flag Installation and Removal – to cover the cost of installation and removal of flags from city street light poles.

Rate per person, per hour	\$ 57.00
---------------------------	----------

Temporary Sign Installation – to cover 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

*Mayor's Special Events Task Group*  
*"Your Guide to Planning a Special Event in Washington, D.C."*  
*(2012 2<sup>nd</sup> Edition)*

Variable Message Boards – to cover 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 (Rate to be determined if staff requested to deploy traffic cones)	\$ 5.00
--	---------

---

## SUPPLEMENTAL STREET CLOSURE INFORMATION FORM



District of Columbia Homeland Security and Emergency Management Agency  
 2720 Martin Luther King, Jr. Avenue, SE, 2<sup>nd</sup> Floor  
 Washington, DC 20032  
 Telephone (202)727-3159 | Fax (202)715-7288 | Website: [www.hsema.dc.gov](http://www.hsema.dc.gov)

This form captures supplemental information associated with the Special Event License issued by the Department of Consumer and Regulatory Affairs. The Special Event License designates the street closure/special event area for the production of the event.  
 Please complete and submit form to the Homeland Security and Emergency Management Agency no later than 15 days before the date of the event.

### APPLICANT /EVENT INFORMATION

Applicant Name	Event Name/Title		
Street Address			
City	State	Zip Code	
Daytime Telephone Number	Evening/Cellular Number	Fax Number	Email Address
Company/Organization Name (if applicable)			
Company Address/City/Zip Code		Company Telephone Number	

### SPECIAL EVENT AREA/STREET CLOSING INFORMATION

Street Closure Beginning Date	Street Closure Beginning Time	Street Closure Ending Date	Street Closure Ending Time
Event Start Time	Event End Time	Bus Route? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Street to be closed:	Between:	and	
Street to be closed:	Between:	and	
Street to be closed:	Between:	and	
Street to be closed:	Between:	and	
Street to be closed:	Between:	and	
Street to be closed:	Between:	and	
Ward(s) of the location of the event:	MPD District(s) of the location of the event:		

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

### OFFICIAL USE ONLY

SUBMITTED BY ( <i>Homeland Security and Emergency Management Agency Personnel Only</i> ):			DATE:	
<i>Department</i>	<i>Approved (Initials)</i>	<i>Disapproved (Initials)</i>	<i>Date</i>	<i>Comment</i>
Metropolitan Police Department				
Department of Fire and EMS				
Department of Transportation				
Washington Metropolitan Area Transit Authority				