

Community Events in the City of Manassas – Do I Need a Permit?

I am planning an event, for 200+ people at a City-owned event venue or park

I am planning a PUBLIC gathering for 15+ people on a public sidewalk



I am planning an event at a City-owned event venue or park (no alcohol) or at Mae Merchant Exhibit Hall.

- Visit cityofmanassas.recdesk.com to rent a park, field, or venue
- check the calendar and rules
- fill out an application
- pay the fee
- Call us at 703-257-8453 for more information
- Reserve in person at the Manassas Museum, 9101 Prince William St.
- email: pcr@manassasva.gov

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

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

Events requiring a permit might include:

- Parade using City streets;
- Stationary Gathering on City sidewalks;
- March or Picket along City sidewalks;
- Run/Walk event;
- Unattended Display (sign or symbolic display);
- Park Gathering street closure for stationary event;
- or other organized public gathering.

*Need help? Call the Police Department's Planning and Resource Manager at 703-257-8013 or email: JAussems@manassasva.gov

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



- A general liability insurance policy and certificate of insurance of at least \$1 million or \$5 million if alcoholic beverages are served. Call 703-257-8236 or visit: www.vrsa.us/coverages/event-coverage



- A Security Plan for parades, street closures, sidewalk processions of more than 50 persons, and events between sunset and sunrise. The Police Department can help with the plan. Call 703-257-8013 or email: JAussems@manassasva.gov



- A plan for trash and recycling. Call 703-257-8252

I plan to have a food truck at my event:



Food Trucks need:

- a city peddler's license (Call 703-257-8214)
- licenses and inspections from the Virginia Department of Health (vdh.virginia.gov)
- inspection by the Fire Marshal's office (Call 703-257-8233)



I plan to have vendors at my event:

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

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



- Tents over 900 sq. feet and/or hold more than 50 occupants need permits and inspections.
- Amusement devices including inflatables require permits and inspections.
- Bleachers, stages or other structures more than 120 sq. feet and hold more than 10 occupants need inspections. Call 703-257-8278 or email permitstatus@manassasva.gov

I plan to serve alcohol at my event:



- You need a VA ABC banquet license **3-4 weeks in advance.** (abc.virginia.gov/licenses)
- You need to hire public safety personnel (Call 703-257-8013)



- I plan to have animals at my event
- Check with Animal Control (Call 703-257-8009)

Facility Reservation
Only—No Permit
Required

Permit Required