

Plan an Event in the City of Fredericksburg, VA

Quick Starter Guide for Event Planners in FXBG

Is this your first time planning an event in the City?

YES

NO

Step 1 - Read our FAQs (see other side)

Step 2 - Complete an application

Applications can be found online at EventPermit.FXBG.com.

Type of Event	Application to Use	Application Deadline	Decision/Permit Issued
Residential Block Party (22401 residents)	Residential Block Party Application	30 days prior	20 days prior
Special event (no temporary street closure)	Special Event Application	60 days prior	45 days prior
Special event (with temporary street closure)	Special Event Application	120 days prior	60 days prior
Major event (more than 1,000 attendees)	Special Event Application	120 days prior	60 days prior
Spontaneous Event (time-sensitive public gathering in response to current events)	Spontaneous Event Application	48 hours prior	timely
Film Permit (crews of 20 people or more)	events@fredericksburgva.gov	48 hours prior	timely

Have you completed the City's event application?

Submission of an application is not guarantee of approval. The earlier you submit an application, the better, especially during busy seasons when other events are also being scheduled. Please feel free to follow up with our City Events Team at events@fredericksburgva.gov or 540-372-1086.

Do you need to rent a city park or trail?

YES

NO

Step 3 - Complete a park rental request form

Fredericksburg Parks, Recreation and Events offers a variety of rental locations to help you host your event! Whether one of our parks or trails is just a gathering place, finish spot, or the place where your event will be held entirely, you will need to reserve/rent the park or trail of your choice. Make all reservations through the Parks, Recreation and Events office located in the Dorothy Hart Community Center and online at fredericksburgva.gov/990/Rentals.

City Parks for Rent

- Alum Springs Park
- Hurkamp Park
- Memorial Park (Kenmore)
- Motts Run Reservoir
- Old Mill Park

Do you have more questions?



Visit online at EventPermit.Fxbg.com | Call 540-372-1086 | Email events@fredericksburgva.gov

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Quick Starter Guide for Event Planners Hosting Events in FXBG

Start Here - Frequently Asked Questions

Do I need a Special Event Application?

Any organized event of 20 or more persons upon any city street or public sidewalk within the City must submit a special event application. Events that are open to the public, have an attendance of over 100 people and are held within a city park will require a special event application along with a Park Rental Form.

What if it is a private event?

Private events held on private property do not need special event applications. Private events held on public property must complete appropriate rental forms. Size of event may require a special event application. Please contact us at events@fredericksburgva.gov or 540-372-1086.

What fees are required of my special event?

There is no charge to submit a special event application. Event specific fees & deposits MAY be required as a result of your event application and are based on the size and type of event you wish to host. Event specific fees may include permits, inspections and street closure materials (cones, barricades and No Parking signs).

Can I have food trucks? Or catering?

Yes, food trucks can be part of your event. All food trucks must have a current inspection from the Fredericksburg Fire Marshall and a City of Fredericksburg business license. Yes, catering can also be part of your event. Please check with the Rappahannock Health Department for guidelines on catering your event.

Can I have a band/DJ? Do I need a noise ordinance waiver?

Please read City Code 38-36 for specific acts and times prohibited. If you need permission to produce noise that might otherwise be prohibited, please see our Noise Ordinance Waiver Application.

Do I need to carry out the trash/recyclables generated from my event?

Yes, all event organizers are required to carry out all trash and recyclables generated from your event. All trash cans/recycle bins are to be emptied and new trash bags (provided) in each can/bin. Please leave no trace.

More FAQ's online at
EventPermit.FXBG.com



Event Applications
are online at
EventPermit.Fxbg.com

Try these shortcuts:

 [Special Event Application](#)



 [Spontaneous Event Application](#)



 [Residential Block Party Application](#)



Park Rental Info
online at

fredericksburgva.gov/990/Rentals



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