



City of Fredericksburg Special Event Fees



The City of Fredericksburg celebrates special events! We welcome event planners who wish to host their event here in the City. Our [Special Event Application](#) is a streamlined approach to gather information about your event and to help you navigate the City's requirements for hosting your event in Fredericksburg.

Your primary point of contact for submitting a Special Event Application will be the Parks, Recreation & Events Department. Staff is available to answer your questions and guide you through the checklist for a successful, compliant event. Please contact Kim Herbert at ksherbert@fredericksburgva.gov or at 540-372-1086 ext. 307.

The following is a list of event specific fees & deposits that MAY be required as a result of your event application. These are based on the size and type of event you wish to host. If fees apply, they are to be paid to each individual city department.

| Type of Service | Fee | City Department |
|--|---|----------------------------|
| Special Event Application *Required for any organized event of 20 or more persons upon any city street or public sidewalk within the City. Also required for events that are open to the public, have an attendance of over 100 people and are held within a city park. Application deadlines: Events with less than 999 attendees 30 days, Events with 1,000+ attendees OR Events requesting street closures 60 days. | NO FEE | Parks, Recreation & Events |
| Food Trucks | \$50 permit fee | Fire Department |
| Use of Propane for Cooking | \$50 permit fee | Fire Department |
| Inflatable Amusement Devise (moon bounce) | \$25.50 per device/ per event After Hours Inspection (weekends and weekdays after 4:30pm): \$150 | Building Services Division |
| Tents greater than 900 Sq Ft | \$178.50 per tent After Hours Inspection (weekends and weekdays after 4:30pm): \$150 | Building Services Division |
| | \$50 permit fee | Fire Department |
| Tents with electrical (additional) | \$51.00 per tent After Hours Inspection (weekends and weekdays after 4:30pm): \$150 | Building Services Division |



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| Stages over 256 sq ft (16'x16') regardless of height | \$102.00 per stage After Hours Inspection (weekends and weekdays after 4:30pm): \$150 | Building Services Division |
| Stages under 256 sq ft (16'x16') regardless of height | \$51.00 per stage After Hours Inspection (weekends and weekdays after 4:30pm): \$150 | Building Services Division |
| Stages under 256 sq ft (16'x16'), 18" in height or less and assembled by Parks and Recreation staff | Exempt – NO FEE | Building Services Division |
| Generators 20kw or greater | \$229.50 per generator After Hours Inspection (weekends and weekdays after 4:30pm): \$150 | Building Services Division |
| Dumpster drop off | \$500.00 | Public Works |
| Supplemental Security (i.e. Class 7 Dump Truck) | \$81.00 per hour per truck + \$100 mobilization fee | Public Works |
| Off Duty Police Officers | \$40.00 per hour per officer (two hour minimum) | Police Department |
| Business License for Vendors | \$25.00 good for 1 year | Commissioner of the Revenue |
| Umbrella Vendor License for Event Coordinator | min. \$50, max \$500.00 | Commissioner of the Revenue |
| No Parking Signs | \$1.00 each, plus \$2 deposit | Parks, Recreation & Events |
| Outdoor Concert Permit [Code 1991, § 13-241] | \$200 application fee | City Manager |



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| <p>Facility Rentals: The City of Fredericksburg has several locations that are available for rent.</p> <ul style="list-style-type: none"> • Alum Springs Park • City Dock • Dorothy Hart Community Center • Old Mill Park • Doris E. Buffett Swimming Pool • Dixon Park • Heritage Trail/Canal Path • Hurkamp Park • Memorial Park • Motts Run Reservoir • Riverfront Park | <p>Rental rates and deposits vary for these City Facilities. Please visit our Rentals Page for details</p> | <p>Parks, Recreation & Events</p> |
| <p>Equipment Rentals: It is the policy of the Department of Parks, Recreation & Events Department to make certain items of equipment available for rental to citizens of the City of Fredericksburg, other City Departments, and City-sponsored special events, as well as residents of the surrounding jurisdictions. These items include:</p> <ul style="list-style-type: none"> • Folding Chairs • Tables • Stage: Aluminum • Stage: Wooden • Barricades: Pedestrian/Bike Rack • Barricade Set: 2 Vehicular barricades with signage and 12 cones (required for all street closures) • Traffic Cones | <p>Rates Vary for these rental items. Please visit our Equipment Rental for details. Delivery available for some items, for an additional fee.</p> | <p>Parks, Recreation & Events</p> |

For more information:

See the [Special Event Application online](#)

Read our [Special Event FAQ's](#) for more information about hosting an event in Fredericksburg.

Contact:

Fredericksburg Parks, Recreation and Events

Kim Herbert, Event Coordinator

ksherbert@fredericksburgva.gov

540-372-1086 ext. 307