



2023 City of Falls Church Memorial Day Parade and Festival Sponsorship Application Monday, May 29, 2023

The 41st Annual City of Falls Church Memorial Day Parade and Festival will be held on Monday, May 29th. Each year, this highly anticipated Falls Church tradition grows larger and more successful. The City's Memorial Day celebration attracts a crowd of 10-15,000 people. In addition to a well-attended festive and parade, this event also features a Memorial Ceremony hosted by the Falls Church Veterans Council, a 3K Fun Run, vendors, inflatables & live entertainment making it a fun family filled day. This event has become a Falls Church tradition attracting people from across the DC Metropolitan area and takes place on City Hall Grounds.

Presenting Sponsor - \$10,000

- Exclusive presenting rights with company name incorporated into event name. Example: City of Falls Church Memorial Day Parade and Festival Presented by _____ (Company Name)
- Corporate size (20'x 10') tented area with tables and chairs in a prominent location
- Company banner displayed on main entertainment stage
- Company logo featured and linked (to website or social media) on official event website, www.fallschurchva.gov/MemorialDay
- Company name listed on promotional flyers
- Company name featured on official Facebook event listing and in event header graphic
- Company featured and linked (website or social media) as the Presenting Sponsor in one Focus, our Falls Church eNewsletter (distributed on Thursdays)
- Company name featured as Presenting Sponsor in event news release
- Name recognition during announcements
- Company tagged and featured in two posts each from City of Falls Church official accounts: Facebook, Twitter, Instagram
- Introduction and recognition by Parade Emcee on stage and opportunity to address attendees from stage
- Representation/participation in parade (if desired)

Sponsor - \$5,000

- Official designation as a Sponsor of the City of Falls Church Memorial Day Parade and Festival
- Corporate size (10'x 10') tented area with tables and chairs in a prominent location
- Company name listed on promotional flyers
- Company name linked (to website or social media) on official event website, www.fallschurchva.gov/MemorialDay
- Company tagged in one post each from City of Falls Church official accounts: Facebook, Twitter, Instagram
- Name recognition during announcements
- Representation/participation in parade (if desired)

Supporter - \$1,000

- Official designation as a Supporter of the Falls Memorial Day Parade and Festival
- Corporate size (10'x 10') area with tables and chairs in a prominent location
 - You may bring your own tent. Please read the Fire Marshal's requirements on page 3.
- Company name linked (to website or social media) on official event website, www.fallschurchva.gov/MemorialDay
- Company name listed on promotional flyers
- Representation/participation in parade (if desired)

Marching Band Sponsor - \$1,000

- Company banner carried in front of a marching band in the parade
- Recognition by Parade Emcee on main stage during the parade and trophy presentation
- Company name included with marching band in printed parade line up
- Company name linked (to website or social media) on official event website, www.fallschurchva.gov/MemorialDay



Fire Marshal Requirements for Tents Special Events and Farmers Market

- Tents must be flame resistant and have an approved label attached showing proof of flame resistance along with a copy of the flame resistance certification. Certification must be available day of event.
- Tents must be anchored with adequate weights depending on size of tent. A 10 X 10 tent shall have at least 20 pounds of weight per leg. Recommend 40 pounds per leg, especially if inclement weather is predicted. There is nowhere to anchor into the ground. **The vendor must follow recommended guidelines from the tent manufacturer for specific weight requirements. Fire Marshal and/or event manager or designee can ask the vendor to leave, if tent is not adequately secured. Tent stakes supplied with pop up tents are not adequate to support a tent during windy conditions**
- Smoking is prohibited under all tents.
- Open flames or any devices emitting flame, fire, heat or any flammable or combustible liquid, gas, charcoal or other cooking device shall not be permitted or located within 20 feet of any tent. **The public is not allowed in cooking tents**
- Propane cylinders **shall be located outside of tents** and be at least 10 feet from any tent opening. The size of the propane tank is limited to **30 lbs.** Multiple 30 pounders can be used. Safety relief valves shall be pointed away from tent or membrane structure. The LP container shall be stowed in vertical position, with relief valve in direct communication with the vapor space of the container.
- Portable LP- Gas containers, tanks, piping, valves and fittings shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be secured to prevent unauthorized movement
- Generators must be at least 20 feet away and isolated from contact with the general public. Flammable and combustible liquids must be stored at least 50 feet from the tent, canopy or membrane structure. Generators must be located to prevent carbon monoxide emissions into tents.
- Combustible vegetation and waste material shall be removed from the area occupied by a tent or membrane structure, and within 30 feet of such structures
- Fire extinguisher is required for a cooking tent. 10 X 10 one extinguisher and two for 20 X 20 size tents. A lid is required for fryers to cover the cooking well if a fire occurs.

This are general requirements under the Fire Code, additional requirements under the Fire Code as well as other Codes may apply depending on the circumstances. Questions regarding the procedures and clarification may be directed to the City of Falls Church Fire Marshal at FireMarshal@fallschurchva.gov or calling (703) 248-5058.

YES! We want to sponsor the 2023 Memorial Day Parade and Festival!

Interested in sponsoring other City of Falls Church Special Events? Please contact Scarlett Williams at sawilliams@fallschurchva.gov.

Organization: _____

Address: _____

Primary Contact: _____

Phone Number: _____ **Email:** _____

Website: _____

Social Media: _____

Attach Certificate of Insurance.

Support Level Fee

- ___ Presenting Sponsor \$10,000
- ___ Sponsor \$5,000
- ___ Supporter \$1,000
- ___ Marching Band Sponsor \$1,000

PAYMENT: Due March 17, 2023. There is no guarantee for printed materials to have name and/or logo if turned in after due date.

___ Check (made payable to City of Falls Church)

___ Credit Card (A Recreation and Parks Department staff member will call for payment or you can pay on Web Trac after March 17. Login information will be provided.)

MAIL TO or DROP OFF: Falls Church Recreation and Parks Department, Attn: Special Events
223 Little Falls Street - Falls Church, VA 22046
OR Email to: sawilliams@fallschurchva.gov

SIGNATURE _____ DATE _____