



# **2023 City of Falls Church Festival-Taste of Falls Church Sponsorship Application Saturday, September 23, 2023**

Over 12,000 residents and visitors celebrate some of the best the Little City has to offer at our Falls Church Festival. This annual event includes our Taste of Falls Church with local restaurants serving samples of their cuisine that attendees can purchase with 'Taste' tickets, live entertainment, kids activities and a beer garden. With over 90 crafters, businesses and civic organization, there's something for everyone!

## **Presenting Sponsor - \$5,000**

- Exclusive presenting festival rights. Example - Name incorporated into event name: Falls Church 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/Festival](http://www.fallschurchva.gov/Festival)
- Company name featured on official Facebook event listing and in event header graphic
- Company featured and linked (website and 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
- Company tagged and featured in two posts each from City of Falls Church official accounts: Facebook, Instagram, Twitter
- Company name listed on promotional flyers and event t-shirts worn by staff and volunteers
- Name recognition during announcements
- Introduction and recognition by Emcee on stage and opportunity to address attendees from stage
- Twenty complimentary Taste Tickets and three commemorative t-shirts
- Opportunity to purchase additional Taste Tickets at a discounted price

## **Children's Tent Sponsor - \$3,000**

- Official and exclusive designation as a Children's Tent Sponsor of the Falls Church Festival
- Banner space on and in Children's Tent for company banner(s)
- Corporate size (20'x 10') tented area with tables and chairs in a prominent location in the main festival
- Company name listed on promotional flyers and event t-shirts worn by staff and volunteers
- Company name linked (to website or social media) on official event website, [www.fallschurchva.gov/Festival](http://www.fallschurchva.gov/Festival)
- Company tagged in one post each about event's children's tent from City of Falls Church official accounts: Facebook, Instagram, Twitter
- Company featured and linked (website or social media) as the Children's Tent Sponsor in one Focus, our Falls Church eNewsletter (distributed on Thursdays)
- Name recognition during announcements
- Twelve complimentary Taste Tickets and three commemorative t-shirts
- Opportunity to purchase additional Taste Tickets at a discounted price

## **Sponsor - \$2,000**

- Official designation as a Sponsor of the Falls Church Festival
- Corporate size (10'x 10') tented area with tables and chairs in a prominent location
- Company name linked (to website or social media) on official event website, [www.fallschurchva.gov/Festival](http://www.fallschurchva.gov/Festival)
- Company tagged in one post each from City of Falls Church official accounts: Facebook, Instagram, Twitter
- Company name listed on promotional flyers and event t-shirts worn by event staff and volunteers
- Name recognition during announcements
- Eleven complimentary Taste Tickets and three commemorative t-shirts
- Opportunity to purchase additional Taste Tickets at discounted price

## **Supporter - \$1,000**

- Official designation as a Supporter of the Falls Church Festival
- Corporate size (10' x 10') area with tables and chairs in a prominent location (Tent provided for additional \$175).
  - 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/Festival](http://www.fallschurchva.gov/Festival)
- Company name listed on promotional flyers and event t-shirts worn by event staff and volunteers
- Ten complimentary Taste Tickets and two commemorative t-shirts
- Opportunity to purchase additional Taste Tickets at discounted rate



## 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](mailto:FireMarshal@fallschurchva.gov) or calling (703) 248-5058.

**YES! We want to sponsor the 2023 Falls Church 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 \$5,000

\_\_\_ Children's Tent Sponsor \$3,000

\_\_\_ Sponsor \$2,000

\_\_\_ Supporter \$1,000                      \_\_\_ Supporter with tent \$1,175

**PAYMENT:** Due June 23, 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 June 23. 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 \_\_\_\_\_