



2023 City of Falls Church Halloween Carnival Sponsorship Application Saturday, October 28, 2023

The Falls Church Recreation and Parks Department hosts an annual spooktacular Halloween Carnival. Weather permitting, this event takes place outside in Historic Cherry Hill Park. Attendees can play carnival games, win candy and prizes, jump in moon bounces and more!

Presenting Sponsor - \$3,000

- Exclusive presenting event rights. Example - Name Incorporated Into Event Name: City of Falls Church Annual Halloween Carnival Presented by _____ (Company Name)
- Company banner displayed at event entrance
- Product booth on site to distribute company promotional items and information
- Company banner or company signage displayed at all activities
- Company logo featured and linked (to website or social media) on official event website, www.fallschurchva.gov/Halloween
- Company noted and linked (website or social media) in one Focus, our Falls Church eNewsletter (distributed on Thursdays)
- Company name noted in event news release
- Company tagged in one post each from City of Falls Church official accounts: Facebook, Instagram, Twitter
- Logo or company name recognition on all promotional flyers
- Name Recognition during announcements

Children's Tent Sponsor - \$2,500

- 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
- Company name listed on promotional flyers
- Company name linked (to website or social media) on official event website, www.fallschurchva.gov/Halloween
- Company tagged in one post each 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

Carnival Games Sponsor - \$1,500

- Official designation as the City of Falls Church Halloween Carnival Games Sponsor
- Company banner displayed where all carnival games take place
- Company name linked (to website or social media) on official event website, www.fallschurchva.gov/Halloween
- Company noted and linked (website or social media) in one Focus, our Falls Church eNewsletter (distributed on Thursdays)
- Company name listed on all promotional flyers
- Opportunity to distribute company “give-away” items at event
- Name recognition during announcements

Activity Sponsor - \$500

- Official designation as a sponsor of one of our Halloween Carnival activities
- Company banner displayed where activity is held
- Company name linked (to website or social media) on official event website, www.fallschurchva.gov/Halloween
- Company name listed on all promotional flyers
- Opportunity to distribute company “give-away” items at event
- Name recognition during announcements

If held outside, you may bring your own 10x10 pop up. Please review the Fire Marshal's requirements on page 3.



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 Halloween Carnival!

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 \$3,000
- Children's Tent Sponsor \$2,500
- Carnival Games Sponsor \$1,500
- Activity Sponsor \$500

PAYMENT: Due September 29, 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 September 29. 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 _____