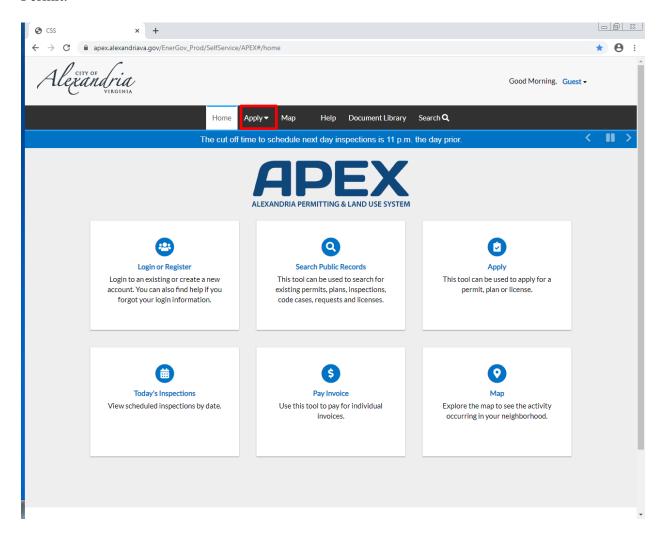
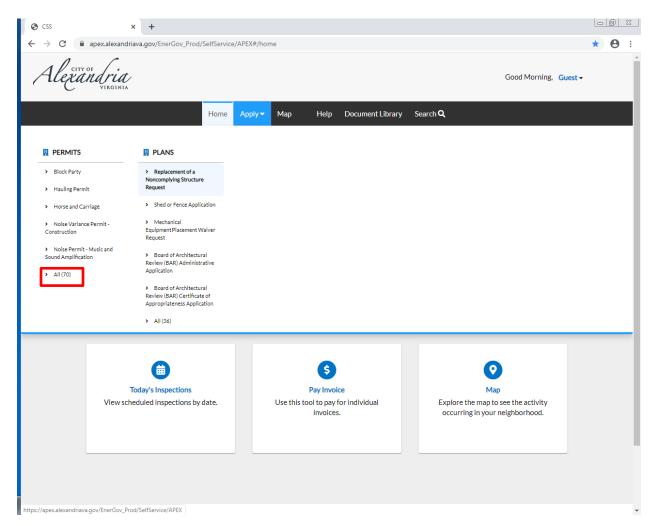
## **Special Event Application Process**(APEX)

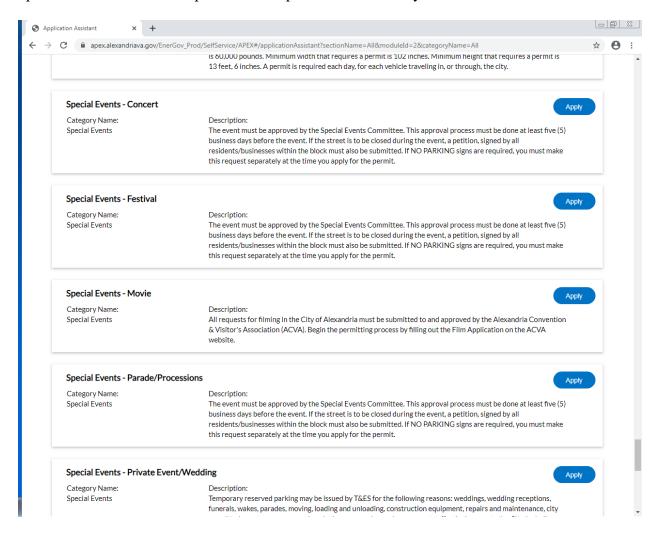
Step 1: After you have created an account, you are now ready to apply for your Special Event Permit.



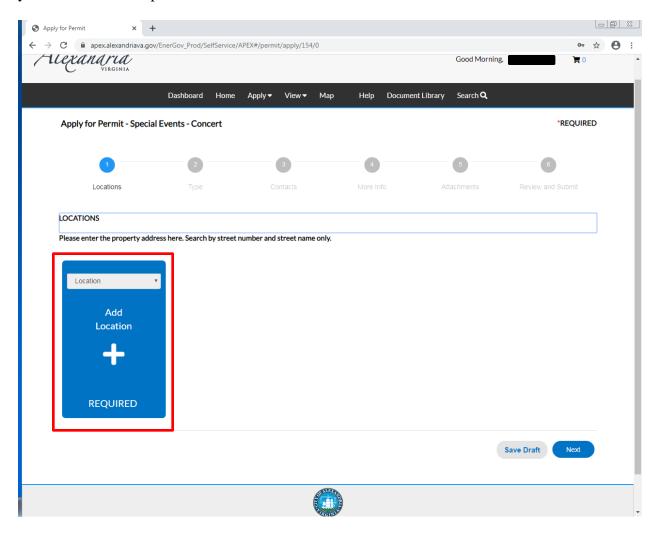
Step 2: Once in the Apply Screen, you will select the "All Permits" option.



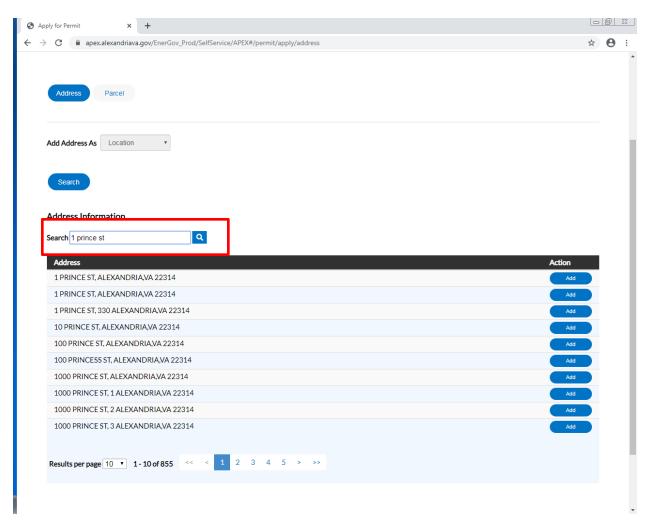
Step 3: After you have selected All Permits, scroll down until you see the multiple Special Event options. Please select the Special Event option that relates to your event.



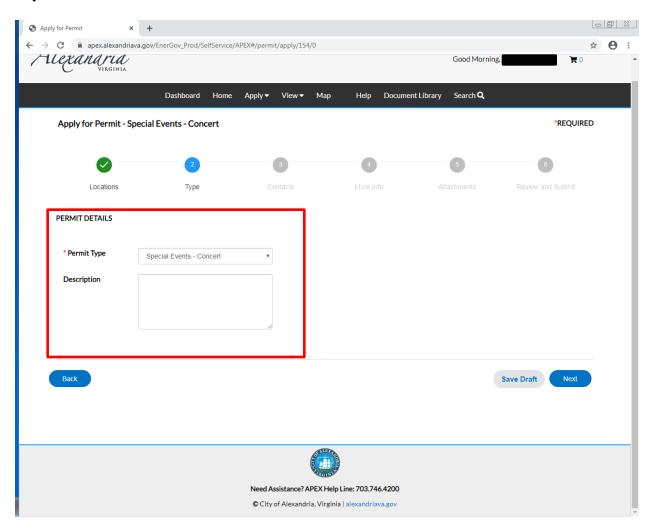
Step 4: Once you have selected the Special Event Permit application that pertains to your event, you will be asked to provide the location of the event.



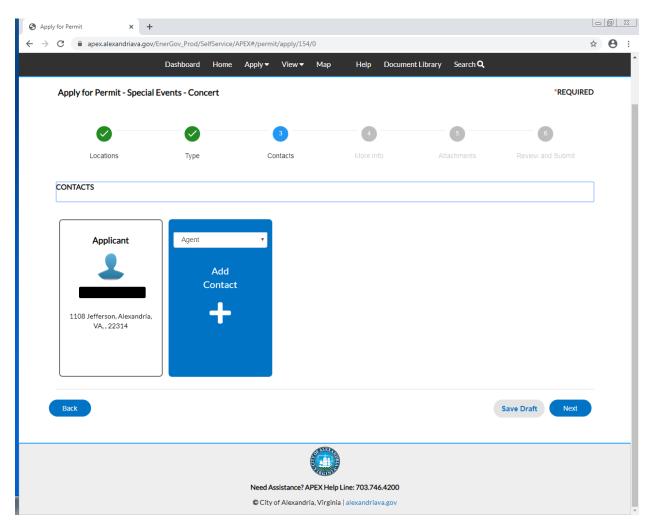
Step 5: Once you have entered the "Add Location" Screen, you will need to type the address into the search engine. Please keep in mind that the system is extremely sensitive so you will need to use only the street abbreviation for the location. Please see the example below: "1 Prince St" will give you options to select, while "1 Prince Street" will not populate any options.



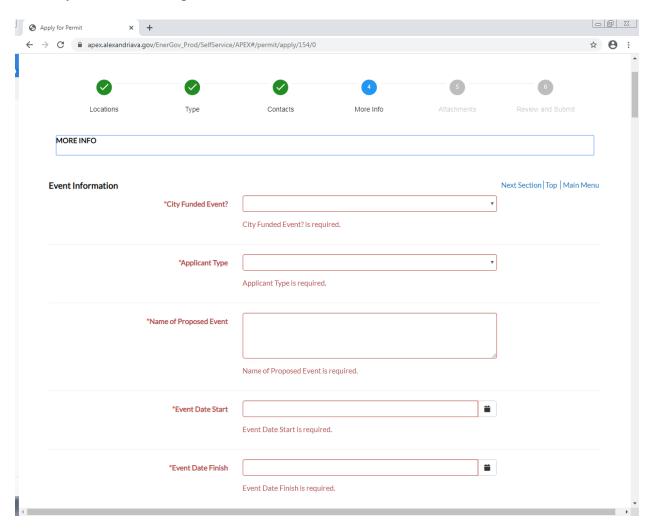
Step 6: Once you have selected your location, you will need to provide an in-depth description of your event.



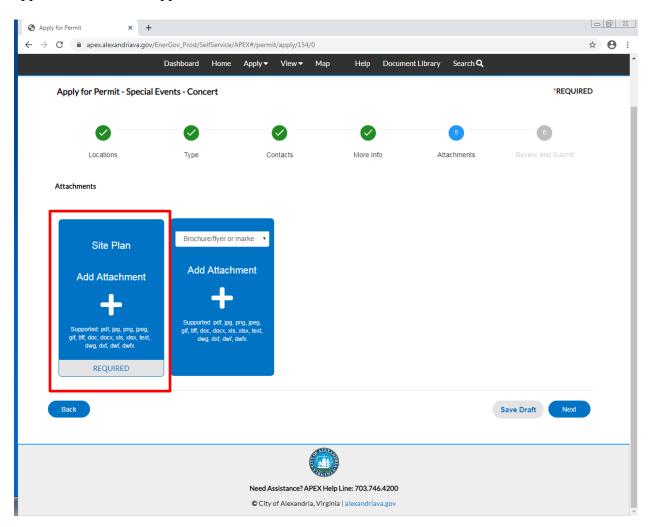
Step 7: After the description of your event, you will now have the opportunity to provide your contact information. If there are multiple organizers involved with the event, please provide the contact information as well. Please note that the person who is applying for the Special Event Permit will be considered the primary contact for the permitting process. It is also recommended that the primary contact file all additional required permits for the event.



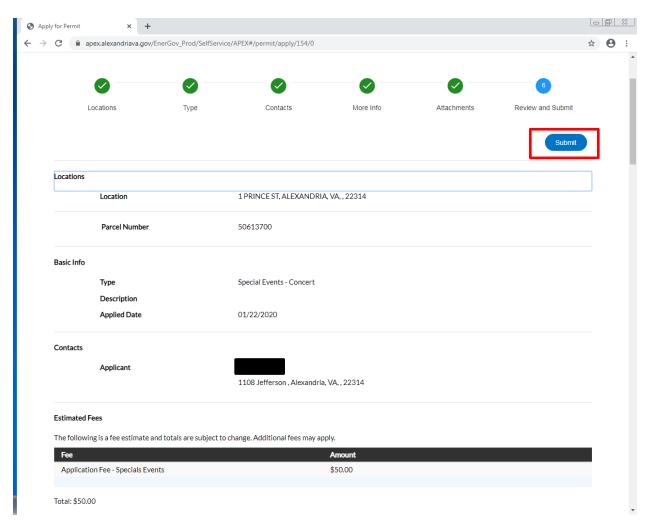
Step 8: Once you have entered your contact information. You will enter a section requiring more information. Please provide as much information in reference to your event as possible. This will help expedite the process of approval for the Special Events Committee. If you do not require a street closure, please type "N/A" in the Street Names and Intersections Section. If you will be having food trucks or tents at your event, please include the list of food trucks and size of tents in your Event Description.



Step 9: Once you have provided the additional information in reference to your event. You will need to provide a detailed site plan for you event, indicating where all equipment will be set up for the event. The Site Plan is required for the application. You will not be able to submit your application or have it approved without it.



Step 10: After you have provided your Site Plan, please review the all the information you have provided previously. Once you have reviewed, click the "Submit" option. Please note that any changes to the event after the application has been submitted and approved will require additional approval from the Special Events Committee and you may have to resubmit the permit application.



Step 11: There is a \$50 application fee that must be paid immediately after you submit your application unless the event is being planned or organized by a Department in the City of Alexandria. Any Non-City event application will not be reviewed by the Special Event Committee until payment is received. The application fee is non-refundable.