



Manassas Regional Airport

Special Event Requirements

1. Submit the Manassas Regional Airport's special activities application form (see attached form) no later than sixty (60) days prior to the event.
2. Special Event Insurance must be obtained for any special event conducted at the Airport. The event sponsor shall secure a \$1,000,000.00 liability policy that names the City of Manassas additional insured in a format approved by the City's Risk Manager. Proof of insurance must be received 72 hours in advance of the event.
3. Contact Development Services for the following reasons:
 - a. Event(s) is/are inside a building or hangar for a Change of Use Permit.
 - b. Event(s) is/are outside a building or hangar for a Temporary Outdoor Event Permit
 - c. To close a Public street or parking area.
 - d. Erect a tent for your area that is larger than 900 sq ft.
4. Sixty (60) days prior to the event submit a complete Operations Plan that includes the following information:
 - a. Security Plan. (How will security be handled at the event? What coordination has taken place with the City of Manassas Police Department? Gate Access Cards need?)
 - b. Parking Plan. (What is your plan for parking, and or traffic control). There will be no parking on grass without prior airport permission.
 - c. Communications Plan. (walkie talkies, direct connect, calls signs)
 - d. Lavatory Services (Porta Jons, cleaning schedules)
 - e. Emergency Plan (emergency egress and ingress, staging area for medical personnel, fire department, rescue)
 - f. FAA ATC Coordination (waivers if necessary)
 - g. Inclement Weather Plan (what are you going to do if it rains?)
 - h. Advertising Plan (event information, media plan, news releases, signs need to be approved by Zoning, provide Airport personnel with event information)

- i. Terminal Building (do you expect to use the terminal building for any part of your event, if so, prior permission is required) Explain what you need the building for, etc.
 - j. Layout Plan that shows: entry points, exit points, show line, location of aircraft, barricades, command post, emergency response stations, location of displays, food vendors, emergency ingress and egress)
 - k. Ramp/Crowd Control Plan (barricades, personnel used, emergency egress/ingress)
 - l. Schedule of Events (dates, times, locations, reschedule)
 - m. Types of aircraft, equipment, food vendors and displays. Schedule of arrival and departures of each aircraft, equipment and or displays.
 - n. Post event clean-up (Terminal Building trash, FOD sweep, trash pick-up around ramp and event site)
 - o. Signature page. To be signed by Event Coordinator.
 - p. Provide a key personnel roster to the Airport's Operations office that contains: name, phone number, e-mail address and position held.
5. If food will be sold at the event, you will need to have a Food Handlers Permit issued by Prince William County.
 6. All Special Events at the Airport must be approved by the Airport Director, Airport Commission and Zoning Administrator.
 7. Invite the Mayor, City Manager, City Council, Airport Commission and other public figures.