

Town of Vienna
2026 Juneteenth and Liberty Amendments Month Kick Off Parade
Memorandum of Understanding

This agreement is entered into this ____ day of _____ 2026, by and between the TOWN OF VIENNA, Virginia hereinafter referred to as the “Town” and the First Baptist Church of Vienna, hereinafter referred to as “FBCV”.

The Town hereby enters into this agreement with FBCV:

1. **Proposed Event Details:** 2026 Juneteenth and Liberty Amendments Month Kick-Off Parade
 - a. Event Date: Saturday, June 13, 2026. No rain date.
 - b. Event Hours: 10 a.m. to 11 a.m.
2. **Set-Up and Take-Down Hours:** FBCV will handle all set-up and take-down responsibilities for the event, with the exception of barricade placement, traffic signs, and parking restriction signs as needed. In general, set-up on public property will begin at 8 a.m. on the day of the event, and take-down will conclude at 10 a.m. when the parade steps off.
3. **Event Location:** The event will be held at the following locations:
4. **Line-up area:** Mill Street between Church Street and Maple Avenue, the Vienna Presbyterian Church (hereinafter referred to as VPC) parking lot, and the Vienna Town Green.
5. **Parade route:** The parade route will begin at the corner of Maple Avenue and Mill Street and continue westbound on Maple Avenue, turning right on Nutley Street and continuing on Nutley Street, ending at FBCV.
6. **Road Closures:**
 - a. Mill Street from Church Street to Maple Avenue: 8 a.m. to 11 a.m.
 - b. Maple Avenue (westbound lanes) from Mill Street to Nutley Street: 10 a.m. to 11 a.m. or until the parade exits Maple Avenue to Nutley Street.
7. **Town Services:** As co-sponsor of the event with FBCV, the Town of Vienna will provide staff services for police support at its expense. The Town Police Department will be responsible for the road closure on Mill Street from Church Street to Maple Avenue and the rolling road closure on Maple Avenue from Mill Street to Nutley Street.
8. **Use of Private Property:** FBCV shall use all reasonable efforts to enter into an agreement with VPC for the use of the private parking lot located behind the church at 124 Park Street NE. In the event such an agreement cannot be reached with the owner of the private lot, this contract shall become null and void, and neither the Town nor FBCV shall have any further obligations under this contract. The parties expect that the event will be canceled.

9. **Parade Structure and Guidelines:** FBCV shall follow the structure and guidelines put in place by the James Madison Homecoming Parade, which shall include:
 - a. -No more than 50 parade entries
 - b. -No more than five large parade entries (50-100 participants each)
 - c. -No more than three floats
 - d. -The parade shall take no more than 60 minutes from start to finish.
 - e. -Parade regulations shall not allow participants to stop during the parade and shall encourage participants to move at a steady pace.
 - f. -Regulations shall not allow the throwing of candy or passing of any items to the crowd.
10. **Representation of Liberty Amendments:** FBCV shall work with the Liberty Amendments Month Leadership Committee to ensure all four Liberty Amendments are represented in the parade. FBCV will be responsible for representing the 13th Amendment in the parade. The Liberty Amendments Leadership Committee will be responsible for planning representation for the 14th, 15th, and 19th Amendments in the parade, with approval on the final parade entry proposal from FBCV.
11. **Parade Logistics and Coordination:** FBCV shall be responsible for all aspects of parade logistics and coordination, including but not limited to:
 - a. -Setting parade guidelines and regulations
 - b. -Confirming parade participants
 - c. -Organizing and monitoring the line-up area
 - d. -Communication with parade participants
 - e. -Parade set-up and break-down
 - f. -Clean-up after the event
 - g. -Communicating with impacted property owners and residents, including the distribution of letters 30 days prior to the event notifying them of the event and road closure impacts.
12. **Parking:** FBCV agrees to provide the Town with a parking plan for parade participants and accessible parking 30 days prior to the event.
13. **Maple Avenue Streetscape Planter Protection:** The Town will install protective four-foot-tall plastic fencing around the streetscape brick planters located on the north side of Maple Avenue between Mill Street and Lawyers Road to protect the trees and flowers.
14. **Branding and Advertising:** The official name of the event will be the “Juneteenth and Liberty Amendments Month Kick-Off Parade.” The Town and FBCV will work together to provide advertising. The Town will provide access to any free advertising at its disposal. The Town will post FBCV 4x4 signs at four locations inside Vienna town limits (two entrances to Town, Vienna Dog Park, and Annex Property) and assist with the placement of yard signs on approved Town property. The event will be

promoted in the annual Liberty Amendments Month calendar (digital and print). If FBCV chooses to supplement the free advertising, it will do so at its own expense.

15. **Insurance:** FBCV agrees to provide the Town with a certificate of insurance listing the Town as an additional insured in the amount of no less than \$1,000,000 for the date of the event. FBCV will include on their certificate of insurance as additional insured: Town of Vienna, its elected and appointed officials, officers, employees, and agents. The certificate holder will be: Town of Vienna, 127 Center Street S, Vienna, VA 22180. An endorsement policy must accompany the certificate of insurance listing the Town as an additional insured. Proof of liability insurance must be provided by May 15, 2026. In turn, the Town will provide a general liability insurance policy listing FBCV as an additional insured for the date of the event.
16. **Indemnification:** FBCV agrees to indemnify, defend, and hold harmless the Town, its elected officials, officers, agents and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by any activity or services of any kind or nature furnished by FBCV in the operation of the event, including, but not limited to, or any other mandatory legal standards or requirements, provided that such liability is not attributable to the sole negligence of the Town. If the Town suffers any damage, loss or liability, or if any legal proceedings or investigations are instituted (whether frivolous or otherwise) against the Town, its elected officials, officers, employees and/or agents with respect to FBCV activities hereunder, the Town shall promptly give written notice to the FBCV and FBCV shall, at its own expense, pay for or defend (with counsel reasonably acceptable to the Town) all such actions and investigations and pay for all damages, losses, liabilities, costs and expenses (including reasonable attorneys' fees and costs) in defense of such legal proceedings. FBCV agrees to pay all judgments, fines, fees, costs, expenses, and reasonable attorneys' fees incurred by the Town and the parties herein indemnified from such legal proceedings. The terms of this indemnification section shall survive any termination of this MOU.

Signatures:
FBCV Representative

Signature: _____ Date: _____ Name: _____
_____ Address: _____
_____ Phone: _____
Email: _____

Mayor, Town of Vienna

Signature: _____ Date: _____ Name: _____
_____ Address: _____
_____ Phone: _____
Email: _____