

Town Of Vienna
2016 – FIRST NIGHT VIENNA
Memorandum of Understanding

This agreement is entered into this ____ day of _____ 2016, by and between the TOWN OF VIENNA, Virginia hereinafter referred to as the “Town” and the VIENNA BUSINESS ASSOCIATION, hereinafter referred to as “VBA”.

The Town hereby enters into this agreement with the VBA:

1. Proposed Event: 2016 – First Night Vienna
2. Event Date: Saturday December 31, 2016 – Sunday January 1, 2017. NO RAINDATE
3. Event Hours: 7:00 PM – 12:30 AM
4. Cost to Participants: No Fee
5. Set-Up and Take-Down Hours: The Town and VBA agree to share set-up and take-down responsibilities. In general, set-up will begin at 5:00 PM the day of and take down will conclude at 2:00 AM the following day.
6. Town Services: The VBA will be billed for Town services based on the number of hours and staff used.
Police Support – Hours in general will be based on 9 hours of work for six officers.
Public Works and Parks & Recreation staff support – hours worked to be determined and agreed upon by the Town and the VBA prior to the event.
7. The event will be held at the following locations: Church Street between Dominion Road and Mill Street, Mill Street between Maple Avenue and Church Street, the Freeman House and the side lawn. Other venues will include Caffè Amouri, the Vienna Presbyterian Church, The Concord Lodge and the private parking lot located at 132 Mill Street NE (the Caboose Parking Lot). Individual arrangements will be made with each of these venues. (See event cancellation clause at the bottom of agreement)
8. Parking: The VBA agrees to provide the Town with a parking plan one-month prior to the event that involves the use of private lots under agreement by VBA for this event.
9. Community Involvement: The VBA will work with local community organizations that wish to participate in the event. This may include organizations that want to provide entertainment, children’s activities, etc.
10. Vendors: The VBA shall be solely responsible for securing food truck vendors, upon permission from the Town Manager. The VBA is responsible for ensuring that the VBA and all vendors follow all applicable State, County and Local health department regulations.
11. Local Taxes: The VBA shall be responsible for distributing the Town of Vienna Meals Tax collection forms to all food and beverage vendors. In addition, the VBA will provide the Town of Vienna with a list of all food and beverage vendors to include business name, contact, address, phone number and e-mail.
12. Event Fees: The event will be funded with the proceeds from the Gala & Silent Auction being held on Thursday April 7, 2016, along with the proceeds from beer sales at the Vienna Oktoberfest being held on Saturday October 1, 2016, in order to ensure that First Night Vienna will be free for all participants with the exception of food and specialty vendors.

- VBA Signature _____ Date _____
- Name of Representative: _____
- ADDRESS: _____
- PHONE: _____ E-Mail _____

Mayor, Town of Vienna	Date
Name of Representative:	

ADDRESS: _____

PHONE: _____ E-Mail _____