

Town Of Vienna
2020 Halloween Wave Parade
Memorandum of Understanding

This agreement is entered into this ____ day of _____ 2020, 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: 74th Annual Vienna Halloween Parade
2. Event Date: Saturday, October 31 2020. NO RAINDATE
3. Event Hours: 10 a.m. to 1:00 p.m. (approximately)
4. Fiscal Agency: The Town will take on fiscal agency for this event, managing all aspects of budgeting, finance, and purchasing- including recruiting, receiving, and retaining all sponsorship monies for the parade.
5. Town Services: The Town of Vienna will be responsible for all aspects of administration and implementation of parade logistics and preparations except those items identified as VBA responsibility in this MOU. Additionally, the Town of Vienna will provide staff services as needed for police, parks & recreation and public works to include covering the responsibilities of road closures, trash pick-up and parade line-up officials.
6. Sponsors: Peggy James and Lily Widman will coordinate to be sure sponsors lists and logo recognition is kept up to date on both the Town and VBA websites. All logos and written material may be screened for appropriateness for the nature of the Vienna Halloween Parade. The accommodation of sponsorship display is not forum for public discussion, but an opportunity for sponsors to be identified.
7. The event will step off from the Vienna Community Center and travel through all four (4) quadrants of Town following a set parade route. Line-up will take place in the Faith Baptist Church Parking lot at 301 Center Street, South, see attached map for more details. All event activities will occur within the corporate limits of the Town of Vienna.
8. Advertising: The Town and VBA will work together to provide advertising. The Town will provide access to any free advertising at the Town’s disposal. The VBA will design the

annual poster design for the Halloween parade in consultation with the Halloween parade committee.

9. The Parade Committee: (made up of representatives from the Town and the VBA) will research and decide upon the Grand Marshall for the parade. The parade committee will review float applications and decide on the floats participating in the 2020 Parade.

10. The VBA agrees to indemnify, defend and hold harmless the Town, 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 services of any kind or nature furnished by the VBA, provided that such liability is not attributable to the sole negligence of the Town. Additionally, the VBA shall provide a general liability insurance policy with a minimum \$2 million per occurrence limit, listing the Town as an additional named insured for the date of the Halloween Parade. In turn, the Town will provide a general liability insurance policy, listing the VBA as an additional named insured for the date of the parade.

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

_____	_____
Mayor, Town of Vienna	Date
Name of Representative: _____	
ADDRESS: _____	
PHONE: _____	E-Mail _____