



Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Legislation Text

File #: 18-1041, **Version:** 1

Subject:

Request approval of MOU between the Town of Vienna and Vienna Business Association for 2018 Halloween Parade

The Town of Vienna and the Vienna Business Association (VBA) are continuing the very popular Halloween Parade on Maple Avenue. While the Town has co-sponsored the event with the VBA for many years, both parties felt it was appropriate to solidify the roles each is responsible for in the planning and execution of the parade. This MOU is very similar to the MOU the Town has with the VBA for Oktoberfest.

The MOU will include the proposed event date, event hours, location, set-up and take down hours, parade committee, fiscal agency and responsibility for town services, sponsors, equipment, parade goodie bags, hanging of the Maple Avenue Street Banner, advertising and liability requirements.

The only significant change to the partnership that did not exist prior to this year for the 2018 parade and years to come, the Town will be the fiscal agent for the event which will include accepting all sponsorship dollars.

EXPLANATION AND SUMMARY :

Departmental Recommendation : The Parks & Recreation director recommends approval of the MOU between the Town of Vienna and the Vienna Business Association.

Finance Recommendation :

Purchasing Recommendation :

Town Attorney Recommendation : The Town Council may approve the proposed Halloween MOU in its discretion.

Town Manager's Recommendation : I recommend the Town Council authorize the Mayor to execute a Memorandum of Understanding between the Town and the Vienna Business Association for the 2018 Halloween Parade, as presented.

Cost and Financing: N/A

Account Number: N/A

Decision Needed by This date: October 15, 2018

PROPOSED/SUGGESTED MOTION

"I move to authorize the Mayor to execute an MOU between the Town and the Vienna Business Association for the 2018 Halloween Parade."

Or

Other action deemed necessary by Council.