

Section 1: Applicant Information

- **Legal Business Name:**
 - **Business Address:**
 - **Contact Person:**
 - **Phone Number:**
 - **Email Address:**
 - **ABC License Number:**
 - **Type of ABC License:**
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Section 2: DORA Participation Request

- **Type of Request:**
 - New DORA Permit
 - Existing DORA Permit (applies only if you have an existing permit and are adding an event)
- **Requested Event Name(s):**
- **Requested Date(s) & Time(s):**
- **Location(s) of Alcohol Consumption:**
 - Attach a **site map** clearly showing the DORA boundaries and participating premises.
- **Other Business Participating:**

Legal Business Name:

Legal Business Name:

Legal Business Name:

Legal Business Name:

Legal Business Name:

Legal Business Name:

Section 3: Compliance with Town Code Sec. 66, Article VI – Designated Outdoor Refreshment Area (DORA) and Town of Herndon DORA Guidelines.

Please confirm the following by checking each box:

- I have read and understand the Town of Herndon Code Sec. 66, Article VI and Town of Herndon DORA Guidelines.
 - Alcohol will only be consumed within the designated DORA boundaries.
 - Alcohol will be served **in clear plastic cups** that are name and logo-branded by the issuing business.
 - Signage will be posted at all DORA entry/exit points.
 - A **security and crowd management plan** is attached.
 - A **sanitation and waste management plan** is attached.
 - All participating vendors are located within the DORA boundaries.
 - The event will not exceed **three consecutive days**.
 - The total number of DORA events this calendar year does not exceed 16.
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Section 4: Required Attachments

- Copy of current ABC license
 - Site map with DORA boundaries
 - Event schedule (if recurring)
 - Security plan
 - Sanitation plan
 - Property owner consent (if applicable)
 - Participating Business Acknowledgments (if applicable)
 - Amplified Sound Permit
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Section 5: Certification

I hereby certify that the information provided is true and complete and that I will comply with all applicable provisions of the Herndon Town Code, DORA Guidelines, and Virginia ABC regulations.

Applicant Signature:

FOR TOWN OF HERNDON USE ONLY

Application is:

Approved

Approved with the following conditions:

Denied for the following reasons:

Zoning Administrator Signature:

Herndon Police Signature:

Public Works Signature:

Town Attorney Signature:

Town Manager Signature: