

TO: Eric Campbell, City Manager  
FROM: Erin Smith, Events Manager, HDR  
DATE: 1/9/19  
RE: Bike Virginia 2019 Tour

**Summary:** Consider the Special Event application request for the Bike Virginia 2019 Tour from Sunday, June 23 – Wednesday, June 26, 2019.

**Background:** The Bike Virginia 2019 Tour is a private event organized by Bike Virginia and planned for 6/23/19-6/26/19 in Hillandale Park. Bike Virginia has previously held similar events in various locations across the state for 31 years. Attendance is estimated at 1,200. Bike Virginia has secured a Facility Use Permit from HPR and has the support of HPR and Tourism. HPR and Tourism will handle the majority of event logistics and operations and/or Bike Virginia will contract with private firms if services cannot be provided by HPR.

HPD off-duty officers will be needed to help marshal cyclists out of Hillandale Park in the mornings, and to monitor the beer garden. HFD is needed for tent inspections. PW will set up message boards to alert motorists of increased bicycle traffic in Sunrise Heights neighborhood.

A cost estimate is not available; the organizer will contract with HPR and HPD off-duty officers directly.

2/11/19 Update: The original special event request was denied by Community Development due to concerns about potable water sources, parking and permitting. HPR has worked directly with the organizer and Community Development to address these concerns. For more information on the resolution involving water sources at Hillandale Park, please see email exchange between Community Development and HPR included in attachments.

As for Community Development's other concerns, the event organizer plans to contact and work closely with Harrisonburg Mennonite Church and possibly Thomas Harrison Middle School on event parking and participant shuttling. Both HPR and the event organizer will communicate to participants that vehicles cannot be parked in the surrounding neighborhood.

The event organizer is also aware of permitting requirements and will work with Community Development directly.

**Key Issues:**

**-Police support (number of off-duty officers TBD)**

**-Public Works support (for message boards)**

**-HFD support (tent inspections and possible safety demonstrations)**

**-Insurance documents, vendor lists, business licenses and ABC license will be submitted prior to the event**

RE: 5k Walk/Run for Autism

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