

Checklist for City Resources

EVENT NAME: _____ EVENT DATE: _____

EVENT START TIME/END TIME: _____ ***SETUP STARTS AT: _____ CLEAN UP ENDS AT: _____

ORGANIZER NAME: _____ ORGANIZER PHONE: _____

☐ Public Works Support

☐ **Street closures** List streets to be closed (with start and end intersections)

_____	from (time) _____	to _____
_____	from (time) _____	to _____
_____	from (time) _____	to _____
_____	from (time) _____	to _____
_____	from (time) _____	to _____

☐ Post "no parking" signs at (time) _____ on (date) _____ (time/date)

☐ **Parking lot closures**

City Hall Parking is prohibited between (hours) _____ and _____

Court Square Parking is prohibited between (hours) _____ and _____

Municipal Building Parking is prohibited between (hours) _____ and _____

Turner Pavilion Parking is prohibited between (hours) _____ and _____

Rockingham County Admin Parking is prohibited between (hours) _____ and _____

"Jimmy Madison" Parking is prohibited between (hours) _____ and _____

Newman Ave Parking is prohibited between (hours) _____ and _____

Magnolia's Parking is prohibited between (hours) _____ and _____

Grassy Lot Parking is prohibited between (hours) _____ and _____

Gravel Lot Parking is prohibited between (hours) _____ and _____

_____ Parking is prohibited between (hours) _____ and _____

_____ Parking is prohibited between (hours) _____ and _____

_____ Parking is prohibited between (hours) _____ and _____

☐ Post "no parking" signs on (time/date) _____

☐ **Digital Message Boards**

Location/Date: _____

Location/Date: _____

☐ **Other Signage**

Location/Date: _____

Location/Date: _____

☐ **Barricades/Yodocks (**see map for placement)**

☐ Number of Barricades: _____

☐ Number of Yodocks: _____

☐ Filled

☐ Unfilled

☐ **Refuse & Garbage Removal**

☐ Roll off container

Location: _____

☐ **Flusher Truck** (i.e. event with alcohol require the flusher truck afterwards)

☐ **Sweeper** (i.e. parades require street sweeper after event)

****Number of PW Staff:** _____

☐ **Other:** _____

☐ **Police Support**

Number of officers: _____

☐ **Safety demo:** _____

☐ **Traffic Marshall Training**

☐ **Number Traffic Marshalls Anticipated:** _____

☐ Reflective vests requested

☐ **Other:** _____

☐ **Fire/EMS Support**

☐ **Command Post**

Location: _____

☐ **Safety demo:** _____

☐ **Access to FDC**

Location: _____

Location: _____

☐ **Engine**

☐ **Fire Marshall**

☐ **Fireworks Permit**

Shooting Location: _____

☐ **Other:** _____

☐ **HDPT Support**

☐ **Routes affected:** _____

☐ **Other comments:** _____

ADDITIONAL NOTES:

For HDR Use Only:

- ☐ **Water hook up** – Water hook-ups are only available in the Turner Pavilion & Park area
- ☐ **Electrical hook up**
- ☐ **Courthouse**
 - ☐ **Pavilion**
 - ☐ **Park**

Turner Pavilion & Park Rental Fees submitted ☐

Turner Pavilion & Park Electrical Hook Up & Fees ☐

Certificate of Insurance and Endorsement(s) submitted ☐

ABC License submitted ☐

Workers Compensation document submitted ☐

Vendor List submitted ☐

City Hall Employee Notification ☐