



TO: Eric Campbell, City Manager
FROM: Erin Smith, Events Manager, HDR
DATE: 5/3/19
RE: 2019 Skeleton Festival

Summary: To consider the event application request for the Skeleton Festival on Saturday, October 19, 2019 from 2pm to 6pm.

Background: HDR is requesting the closure of Main St. for trick-or-treating at downtown businesses from 2-5pm, and the closure of Court Square from 2pm-6pm, for Skeleton Fest on 10/19/19. Skeleton Festival is an annual pre-Halloween event that incorporates elements of Dia de los Muertos. 2,000-3,000 people are expected to attend.

This application was reviewed and approved by the Special Events Committee on 5/2/19.

The total cost of the event is estimated to be \$3,525.

Key Issues:

- HPD Support (5 officers/CSAs)
- Public Works support (4-6 staff for street and parking lot closures, signage, trash collection)
- Food vendor list will be submitted prior to event
- Insurance documentation attached
- HDPT support (re-routes of 1,4 and 5)