



City of Harrisonburg Special Event Application

Use this application to submit special events planned in the City of Harrisonburg on public property. Special events can include concerts, festivals, benefits, run/walks, and more in the downtown area, public parks, and city neighborhoods.

A "Special Event" is a short-term organized activity, celebration, or other gathering on public property that, whether for profit or not for profit, due to the anticipated number of attendees or the nature of the event characterized by any of the following:

- Requires City services to ensure compliance with Federal, state, or local laws;
- Involves use of City owned or managed property such as public streets, sidewalks, parking lots, alleys, parks or any other City owned/managed open space (excluding standard parks shelter rentals)
- Involves closure or partial closure of any public right-of way, or requires traffic control procedures necessitating the involvement of the City's Police Department & Public Works Department
- Involves the erection of stages, utility poles, booths, tents, stands, or other temporary structures in a public place;
- Impair emergency vehicles access or requires the attendance of EMS/Fire personnel.

City supports may include waste management, traffic management, safety, and road closures. For the City to approve a road or parking lot closure, the following must be considered: resident/business impact, detour routes, signage and notification, use of barricades and directional signage, and traffic control and safety. **Please note: there may be a cost to your organization for these services.**

APPLICATION DEADLINE: Applications for events occurring between January 1 and June 30 will be accepted no later than 90 days prior to the event. Applications for events occurring between July 1 and December 31 will be accepted no later than March 31, 2025. Event organizers, especially those planning events for the first time, may be required to meet with City staff to discuss logistics and to determine the necessary City supports and resources to help make the event safe and successful. *The City of Harrisonburg reserves the right to decline approval of any event deemed not in the City's best interest. This includes, but is not limited to, events that have received unfavorable reviews from other cities or events that, in the City's discretion, do not align with the City's values or objectives.*

Submit completed applications, fees, and supporting documents to Harrisonburg Parks & Recreation (HPR):
HPR Events Manager, 305 South Dogwood Drive, Harrisonburg, VA 22801 or matthew.little@harrisonburgva.gov.

Electronic applications are preferred. Incomplete applications will not be processed. Call HPR's events manager at 540-433-2474 or email matthew.little@harrisonburgva.gov with questions about this application or the events approval process.

Section 1: Applicant Contact Information and Event Location

Organization/Applicant Name: HARRISONBURG SALVATION ARMY
Event Name: 100TH ANNIVERSARY CELEBRATION
Date of Event: JUNE 27 2025
Daytime Phone: (540) 434-4854 Cell Phone: 443-931-3219
(*Required for day-of event)
E-mail Address: DOUGLAS.INGOLD@USS.SALVATIONARMY.ORG
Mailing Address: 185 ASHBY AVE. HARRISONBURG VA 22802

Preferred event location(s) (Check all that apply):

- ☐ Downtown - festivals, concerts, and other events that are not run/walk events
- ☐ Downtown - run/walk events – Complete & attach map. Must complete section 5

☐ Neighborhood run/walk events – Attach a map/diagram of your course

☐ Turner Pavilion & Park Rental – Submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

☐ City Park Reservation

If the event involves the use of a city park, the applicant must submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

☒ Court Square – If the event involves the use of the Courthouse grounds, the applicant must obtain approval from Rockingham County before submitting a special event application. For availability, call 540.574.3517 or email lshepard@rockinghamcountyva.gov

Section 2: Event Information and Required Permits

Please describe the purpose of the event:

THIS EVENT WILL BE TO CELEBRATE THE ARRIVAL OF THE FIRST SALVATION ARMY'S REPRESENTATIVE FROM 100 YEARS AGO TO THE DAY. SHE GOT OFF THE BUS AT THE COURT HOUSE UPON HER ARRIVAL.

Is this an annual event? ☐ Yes ☒ No If so, how many years has it been held? _____

Event Hours:

Set-up Start Time: 5:30 P.M. Event Start & End Times: 6:00 P.M. Clean-up End Time: 7:30 P.M.

How many participants and spectators do you anticipate?

POSSIBLY 200

Community Notification: List the name of businesses, churches and residences that you have notified about this event*:

CURRENTLY NONE AS THE EVENT IS STILL RIGHT FAR OUT.

*For events taking place downtown (including the Turner Pavilion), event organizers must notify the businesses, churches, organizations, or residences that are located near or adjacent to the event site. Businesses near a parking lot or parking structure that you wish to use for your event or that will be inaccessible because of a street closure must be notified as well. Contact HDR for assistance with identifying all organizations that might be impacted by your event.

Will food be sold or served? ☐ Yes ☒ No Will merchandise be sold? ☐ Yes ☐ No

*All vendors must have a current business license for the City of Harrisonburg, unless the event organizer procures a show license; see below in Required Permits.

**All food vendors, except those selling unprocessed food products, must file and pay the City of Harrisonburg food & beverage tax. Contact the Commissioner of Revenue 540-432-7704 for details. The collection and remittance of applicable taxes is the responsibility of the individual vendor. However, event organizers are responsible for providing the Commissioner of Revenue with a list of participating food vendors and contact information for each. Food vendor lists should be submitted to Karen Rose (karen.rose@harrisonburgva.gov) at least two weeks prior to the event date.

***All food vendors must possess a valid food service permit. Contact the VA Department of Health for details: 540-574-5200

Will alcohol be served*? ☐ Yes ☒ No

- If yes, attach copy of ABC License
- If yes, describe the perimeter fencing that you plan to use*:

**Organizers must erect complete, stable fencing surrounding all areas where alcohol is to be served or consumed. Small events can use snow/plastic fencing. For large events, metal fencing may be required. For more information, contact VA ABC, Staunton Regional Office, 540.332.7800*

***Public events serving alcohol require an ABC license and require the organizer to hire off-duty uniformed Harrisonburg Police officers. Officers hired to work the event will be paid individually by the event organizer. See section 3 for more information.*

Do you plan on providing portable restrooms? ☐ Yes ☒ No If yes, answer questions below:

- How many portable restrooms do you plan on having? _____
- Where do you plan on placing them? _____
- When are they scheduled to be dropped off? _____ Picked up? _____

**Portable restroom facilities are required at a ratio of at least one per 150 event participants, unless additional bathroom facilities are available to event attendees, or unless the duration of the event program does not exceed two hours. 10% of these should be ADA accessible. Events serving alcohol should provide portable restrooms at a ratio of one per 50 participants.*

Do you need access to water? ☐ Yes ☒ No

If yes, planned activities, vendors, entertainment that require water:

Do you need access to electricity? ☒ Yes ☐ No (POSSIBLY)

List planned activities, vendors, entertainment that require electricity:

Will your event involve the use of an off-site parking and/or shuttle plan? ☐ Yes ☒ No

If yes, please list shuttle sites to be used and detail plans for transportation:

Are any public parking lots needed for exclusive use by this event?* ☐ Yes ☒ No

If yes, please list them:

**Public parking lots can only be requested if needed for event programming; they cannot be requested for exclusive event parking for public or private events.*

Will your event require the closure of a portion of any city streets?* ☒ Yes ☐ No

If yes, describe: WE WOULD LIKE TO HAVE COURT SQUARE CLOSED OFF
FOR THE PROGRAM AND THE ARRIVAL OF ANTIQUE CARS PLUS
THE ARRIVAL OF RE-ENACTORS

**If your event requires street closures, you will need to issue a press release at least two weeks prior to your event specifying the impact of street closures and parking changes. Contact HPR (matthew.little@harrisonburgva.gov) for a sample press release and press list. 5-8-25; After consulting with Special Events team, only the southern parking spaces of Court Square will be reserved for this event. No roads will be closed. MCL*

Please describe your plan for removal of waste and garbage during and after your event**.

CLEAN UP WILL BE BY SALVATION ARMY VOLUNTEERS. HOWEVER, THERE SHOULD BE NO REASON TO NEED TO CLEAN UP.

**It is the responsibility of the event organizer to provide trash cans and bags; and to remove all waste, debris, and materials from the site, if prior arrangement has not been made with Harrisonburg City Public Works.*

***For events with alcohol, food, or other products which may cause debris, residue, or stains to remain on the property, the City may require the use of flusher trucks, sweeper trucks or blowers to clean the area. Event organizers may be charged for this service.*

****There may be a penalty incurred if there is any damage to public property or structures, or if any trash or debris remains on-site.*

***** Harrisonburg City Public Works will provide a trash dumpster at Harrisonburg Electric Commission parking lot (89 W Bruce Street). It is the responsibility of the event organizer to transport trash bags from cans (including city receptacles) into the dumpster as appropriate and agreed upon with Special Events Team/Public Works.*

Required Permits (Check all that apply):

☐ **Permit for Tents/Structures** – Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit and inspection. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Mike Williams at 540-432-7700.

☐ **Permit for Platforms/Stages** – Any stage or platform, and the associated stair, erected more than 7 inches above the ground surface requires a building permit and inspection. Any field constructed stage or platform must be engineered by a VA Registered Design Professional. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Mike Williams at 540-432-7700.

☐ **Inflatable/Regulated Amusement Device Permit** – Inflatable amusement devices and other regulated amusements require a permit to be allowed at events open to the public, and the device vendor must provide a certificate of insurance listing the City of Harrisonburg as additional insured. The permit application should be filed with the Community Development office at least 10 days in advance of the event. For more information, contact Mike Williams at 540-432-7700.

☐ **Fireworks Permit** – Any fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact the Fire Marshall's office at 540-432-7703.

☐ **Show License or Business Licenses** – A business license is required for all vendors selling any crafts, merchandise, or food in the City of Harrisonburg. However, event organizers can purchase a show license to cover any craft and food vendors during an event. For information, contact the Commissioner of Revenue Office at 540-432-7704.

**All food vendors must pay the 7% food and beverage tax to the City of Harrisonburg Commissioner of Revenue.*

***Some event organizers may also be responsible for paying an admissions tax, depending on the nature of the event.*

☐ **ABC Banquet License** – Sale and/or service of alcoholic beverages requires a banquet license. To apply for the proper ABC license, visit <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>. ABC Licenses must be submitted to matthew.little@harrisonburgva.gov no later than 30 days prior to your event date. Your license must be posted in a visible location for the duration of your event.

Section 3: Public Safety

Do you wish to request Emergency Medical Services support from the Harrisonburg Fire Department? ☐ Yes ☐ No

- *The Harrisonburg Fire Department will work with event organizers to meet their emergency medical safety needs. Please note that the event organizers will be charged a rate as high as \$66/hr per EMS provider. A minimum of 2 providers will be required for all requests, and a minimum of 2 hours will be charged.*

Do you acknowledge that the Harrisonburg Police Department will review this application and may determine that police support is necessary for your event? ☒ Yes ☐ No

Do you wish to request police support for traffic management*? ☐ Yes ☒ No

Will you provide additional traffic marshals? ☒ Yes ☐ No If yes, how many: 4

- Persons under the age of 18 are not allowed to assist with traffic.
- All marshals must be properly equipped with identification, a reflective vest, and communication equipment.

Would you like to request the use of reflective vests? (A limited number are available) ☐ Yes ☒ No

If yes, how many: _____

Would you like to request training on traffic/pedestrian management from HPD? ☐ Yes ☒ No

Would you like to request a safety demonstration from the Harrisonburg Police Department? ☐ Yes ☒ No

Would you like to request a safety demonstration from the Harrisonburg Fire Department? ☐ Yes ☒ No

Are you hiring a security firm**? ☐ Yes ☒ No

If yes, provide the following information:

- Have you hired a licensed, professional security company to help manage your event? ☐ Yes ☐ No

• Security Company Name: _____

• Number of Security Personnel Hired: _____

• Security Company Contact Name: _____

Cell Phone: _____

- Describe plan for crowd management and safety:

The Harrisonburg VA Police Department has partnered with Off Duty Management to manage our off-duty employment program. **3 Hours Minimum per Request. Once your application has been submitted, and reviewed by the Special Event Team, a Police Department representative will reach out to you and provide an estimate of the number of officers needed for your event.**

RATES:

Title	Total Hourly Rate
Regular	\$67.20
Traffic	\$67.20
Supervisor*	\$72.80 5-10 Officers - 1 Supervisor required 11-15 Officers - 2 Supervisors required 16 or more Officers - 3 supervisors required
Holiday**	\$72.80
Outside Agency	\$67.20
Emergency***	\$78.40

SUPERVISOR RATE*: A supervisor is required when 5 or more officers are requested and/or when HPD Command Staff determines a supervisor is needed.

HOLIDAY RATE**: The holiday rate will apply to the following days: New Year's Day, MLK Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.

EMERGENCY RATE***: If request is received less than 72 hours prior to assignment the emergency pay rate goes into effect.

Off-Duty Employment Requests: You can request services for the date of by using the website portal:

<https://odm.officertrak.com/Harrisonburg-VA-PD>

Section 4: Required Documents

The following documents **MUST** be included with this application:

- ☒ Map with requested street closures and/or parking lots highlighted
- ☒ Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc.

WE ARE REQUESTING SQUARE ONLY. NO PART OF MAIN STREET.

AROUND COURT SQUARE - PRIMARILY ON THE SOUTHERN END.

The following documents must be provided no later than 30 days prior to your event:

- A Certificate of Insurance (COI) providing evidence of liability insurance of a minimum of \$1,000,000 and property damage of \$100,000. The addendum must include this exact wording: "The City of Harrisonburg, 409 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured."

☒ attached ☐ will be submitted before the event

- An Endorsement from the insurance company listing the City as an Additional Insured is also required. The insurance company must have a minimum financial rating from the A.M. Best Company of an "A" or better*

☐ attached ☒ will be submitted before the event

* A copy of the COI and Endorsement(s) must be submitted to the City Department of Finance at

larry.propst@harrisonburgva.gov no later than 30 days prior to your event. For information, contact Larry Propst, Director of Finance, 540-432-7750 or larry.propst@harrisonburgva.gov.

- If alcohol will be served, the City also requires a Liquor Liability endorsement be added to the insured's policy

☐ attached ☐ will be submitted before the event ☐ not needed

- ABC License - If alcohol will be served, event organizers must obtain a VA ABC license*

☐ attached ☐ will be submitted before the event ☐ not needed

*Contact VA ABC for information 804.213.4400

- Workers Compensation Insurance - If your organization has employees, you must provide evidence of Workers Compensation Insurance with statutory limits that meet state requirements

☐ attached ☐ will be submitted before the event ☐ not needed

Section 5: Run/ Walk Courses

Street closures for runs/walks on public roads are required to use certain courses within the City limits that have been designed to ensure the safety of the participants and the efficiency of the event for city crews. Small run/walks designed to release clusters of small groups of 25 or fewer people in waves can take place on city sidewalks and typically do not require street closures or police support. These run/walks may be approved at the discretion of City staff. Larger run/walks that intend to take place on city streets, or may flow into city streets, will require street closures and police support.

Applicants who wish to create a course on a college campus that flow into City streets or a local low-traffic neighborhood are allowed to submit a course for review.

The City has preapproved a grandfather clause for specific special event requests that use a different designated course in the city. Those events are: The Rocktown Turkey Trot & the Martin Luther King, Jr. Remembrance Walk. The Martin Luther King, Jr. Remembrance Walk has been approved by City Council to occur on the third Monday of January each year.

Section 6: Emergency Management / Weather Planning

As part of the special event approval process, applicants are required to complete and submit the attached Emergency Action Plan (EAP). The EAP ensures that proper procedures and resources are in place to protect public safety during your event. Please provide detailed responses in the EAP and include any additional documentation as necessary. Submission of a completed EAP (see appendix) is a mandatory component for consideration of your application.

Do you agree to implement the Special Events Tornado & Severe Thunderstorm Trigger Chart?

☒ Yes, I agree. The individual who will have the responsibility of implementing this plan will be:

Name: DOUGLAS INGOLD Cell Number: 443-934-5219

☐ No, I do not agree. I have submitted a severe weather plan that exceeds the minimum standards set forth in the Special Events Tornado & Severe Thunderstorm Trigger Chart, through the Emergency Action Plan. The individual who will have the responsibility of implementing this plan will be:

Name: _____ Cell Number: _____

For any assistance needed with the evacuation plan or inclement weather plan, please contact the Office of Emergency Management at (540) 432-7703.

Special Events Severe Weather Trigger Chart

WEATHER THREAT	ADVICE CONDITION	LOCATION From Venue	ACTION	RESPONSIBILITY
WEATHER ANTICIPATED 48 HOURS	ADVISORY	N/A	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. MONITOR FORECAST. REVIEW INCIDENT WEATHER AND EVACUATION PLANS WITH TOUR TEAM.	EVENT ORGANIZER
WEATHER ANTICIPATED 24 HOURS	ADVISORY	ANTICIPATED WITHIN 200 MILES	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. MONITOR FORECAST. COORDINATE WITH TEAM, EVENT EQUIPMENT / TENT / STAGE SUPPLIERS, ETC.	EVENT ORGANIZER
LIGHTNING OR THUNDERSTORM	ADVISORY	50 MILES ESTIMATED	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. POSSIBLE ON-SITE MEETING. ENSURE TEAMS ON STANDBY TO IMPLEMENT INCIDENT WEATHER / EVACUATION PLANS. PREPARE ANNOUNCEMENTS. MONITOR RADAR.	EVENT ORGANIZER
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNAO WATCH	CONDITIONS ARE PRESENT OR WATCH IS ISSUED	25 MILES ESTIMATED	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. SECURE EVENT VENUE - EQUIPMENT / TENTS / STAGES. NOTIFY EVENT ATTENDEES OF POSSIBLE THREAT. START ANNOUNCEMENTS. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNAO WATCH	CONDITIONS ARE PRESENT OR WATCH IS ISSUED	15 MILES ESTIMATED	CONTINUE TO SECURE EVENT VENUE. TEAM IN POSITION TO IMPLEMENT INCIDENT WEATHER / EVACUATION PLANS. 2ND NOTIFICATION TO EVENT ATTENDEES OF POSSIBLE THREAT. CONTINUE ANNOUNCEMENTS. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WARNING OR TORNAO WARNING	CONDITIONS ARE PRESENT OR WARNING IS ISSUED	10 MILES ESTIMATED	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. IMPLEMENT INCIDENT WEATHER / EVACUATION PLANS. BEGIN EVACUATION OF EVENT SITE. NOTIFY EVENT ATTENDEES OF EVACUATION. CONTINUE ANNOUNCEMENTS. MONITOR CROWD MOVEMENT. CONTINUE TO SECURE EVENT VENUE. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WARNING OR TORNAO WARNING	CONDITIONS ARE PRESENT OR WARNING IS ISSUED	8 MILES	FINISH EVACUATION AND ALL PERSONS TAKE COVER. MONITOR EVENT VENUE.	EVENT ORGANIZER EVENT TEAM
ALL CLEAR (30 MINUTES AFTER LAST LIGHTNING)	Storm Passed All clear	10 MILES	INSPECT EVENT VENUE FOR DAMAGE. IF NO DAMAGE OR SAFETY ISSUES ARE IDENTIFIED, ALLOW RE-ENTRY AND CONTINUE EVENT. COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER.	EVENT ORGANIZER EVENT TEAM

Note: The speed and direction of advancing storms and the size and nature of the event may alter the time needed to safely evacuate the site. Temporary structures shall not be used as sheltering locations for event participants. Failure to comply with the terms of the weather plan or any term or condition of the permit may result in the immediate revocation of the permit. Public safety agencies may order mandatory actions in the interest of public safety at any public place regardless of whether the permit has been revoked.

Emergency Action Plan

The City of Harrisonburg mandates that all special events applicants complete and submit an Emergency Action Plan (EAP). This template is designed to assist event organizers in planning safe and exciting events. The Emergency Action Plan (EAP) outlines predetermined measures to be executed prior to and during the event in case of an emergency or other hazardous circumstances. These measures will involve coordination among organizers, management, staff, and attendees. It is essential to exercise flexibility when executing this plan, considering the wide range of potential hazards associated with the event. If your event does not have a comprehensive emergency action plan, please answer the questions below. All event staff, volunteers, and vendors must have a thorough understanding of their roles and responsibilities during an emergency.

Name of person filling out form: GARY STITELER	Event Role: CHAIRMAN
Event Name: SALVATION ARMY 100TH ANNIVERSARY RE-ENACTMENT	
Event date(s) and time(s): JUNE 27, 2025	
Event Location: ROCKINGHAM COUNTY COURT HOUSE	Expected Peak Attendance: 200

Event Communications

List key onsite decision makers, along with their role and cell phone numbers. The individuals listed below are responsible for making decisions during an emergency and implementing the procedures detailed in this plan.

	Name	Phone:
Primary	GARY STITELER	(540) 820-0631
Secondary	LT. DOUGLAS INGOLD	(443) 934-3219
Tertiary	LT. SHARON INGOLD	(443) 681-0260

How will the Emergency Action Plan (EAP) be shared with staff, volunteers, and vendors?

<input checked="" type="checkbox"/> Share in person prior to event	<input type="checkbox"/> Email to staff, volunteers, and vendors prior to event
<input type="checkbox"/> Present to vendors/volunteers at check-in	<input type="checkbox"/> Other – Specify:

Special Event Rules & Regulations

FAILURE TO OBTAIN PROPER APPROVALS OR VIOLATIONS OF ANY RULES & REGULATIONS CAN RESULT IN THE CANCELLATION OF YOUR EVENT OR DENIAL OF FUTURE EVENT APPLICATIONS.

Cancellation Notice

The event organizer will notify the Special Events Team in the event they need to cancel the event. No cancellation fee will be assessed if done 72 hours prior to event day. If the event is cancelled within 72 hours of event day, fees may be assessed to the event organizer.

If the event needs to be cancelled due to reasons outside their control, no charges will be assessed.

The event organizer will also have to notify off-duty management of the cancellation 72 hours prior to the event, or they will be charged for the officer's time.

Revocation of Special Event Application Approval

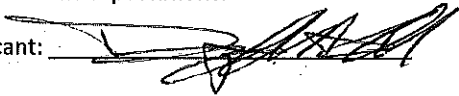
City Council's approval of a Special Event Application may be revoked upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that may have arisen.

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the guidelines, rules and regulations for planning an event in the City of Harrisonburg and the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information. Furthermore, the undersigned acknowledges that all necessary documents and permits are being submitted before the event.

The undersigned acknowledges that use of city resources to host an event in the City of Harrisonburg is contingent upon approval of this application by the city staff and Harrisonburg City Council.

If the event is approved by City Council, the event organizer will receive an event permit detailing city services provided, potential costs, and event expectations.

Signature of Applicant: 

Date: 2-14-25

Comments:

Event Weather

Who will monitor the weather before and during the event?

Name:	Title/Role:
GARY SYTELER	CHAIRMAN

How will weather be monitored before and during the event? (Check all that apply)

<input checked="" type="checkbox"/> National Weather Service website: https://www.weather.gov/lwx/	<input type="checkbox"/> Other weather website - Specify:
<input checked="" type="checkbox"/> Phone App- Specify: WHSV- WEATHER APP	<input type="checkbox"/> Other - Specify:

If adhering to standards other than the Special Events Severe Weather Trigger Chart, what weather conditions would lead to the delaying or canceling of the event? (Check all that apply)

<input type="checkbox"/> Sustained winds of ____ MPH	<input type="checkbox"/> Winds Gusts of ____ MPH
<input type="checkbox"/> Tornado Watch	<input type="checkbox"/> Tornado Warning
<input type="checkbox"/> Forecasted Heavy Rain	<input checked="" type="checkbox"/> Active Heavy Rain
<input type="checkbox"/> Forecasted hail	<input checked="" type="checkbox"/> Active hail
<input type="checkbox"/> Forecasted heavy snow	<input type="checkbox"/> Active heavy snow
<input checked="" type="checkbox"/> Forecasted thunder and lightning	<input checked="" type="checkbox"/> Active lightning within <u>2</u> miles
<input type="checkbox"/> Temperature under ____ degrees	<input checked="" type="checkbox"/> Temperature over <u>100</u> degrees
<input type="checkbox"/> Icy roadways	<input type="checkbox"/> Other - Specify

If severe weather occurs during the event, where can people seek shelter?

<input checked="" type="checkbox"/> Buildings/business within special event space - Specify COURT SQUARE THEATER HALL WAY	
<input checked="" type="checkbox"/> Buildings/business near special event space - Specify COURT HOUSE PORCHES	
<input type="checkbox"/> Other structures within or near special event space - Specify	
<input checked="" type="checkbox"/> Personal vehicles	<input checked="" type="checkbox"/> Event vehicles
<input checked="" type="checkbox"/> Other - Specify WITH PARKING DECK SO CLOSE BY MOST PEOPLE WILL RETURN TO THEIR VEHICLES.	
<input type="checkbox"/> Building and/or business owners listed are aware of your intention to utilize locations as an emergency shelter. **Required	
Name Gary Syteler	Phone: (540) 820-0631

In an emergency and/or for decision making purposes where will event staff and emergency personnel meet?

<p><i>AT THE EVENT</i></p>

How will you communicate with participants and/or attendees before the event? (Check all that apply)

<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text message
<input checked="" type="checkbox"/> Website updates	<input checked="" type="checkbox"/> Press Release
<input type="checkbox"/> Variable message signs	<input checked="" type="checkbox"/> Social Media – Specify: <i>FACE BOOK</i>
<input checked="" type="checkbox"/> Other - Specify <i>H.D.R. CALENDAR</i>	

How will you communicate with staff, volunteers, and vendors during the event? (Check all that apply)

<input checked="" type="checkbox"/> Phone Call	<input type="checkbox"/> Walkie Talkie
<input checked="" type="checkbox"/> Announcements through event sound system	<input type="checkbox"/> Messaging on screens
<input checked="" type="checkbox"/> In-person messengers	<input type="checkbox"/> Text message/Messaging app – Specify:
<input type="checkbox"/> Other - Specify	

How will you communicate with participants and/or attendees during the event? (Check all that apply)

<input checked="" type="checkbox"/> Text messages or Alerts	<input type="checkbox"/> Website updates
<input checked="" type="checkbox"/> Announcements through event sound system	<input type="checkbox"/> Messaging on screens
<input checked="" type="checkbox"/> In-person messengers	<input type="checkbox"/> Social media live updates – Specify:
<input type="checkbox"/> Other - Specify	

In case of high winds, how will special event elements be secured to prevent them from becoming airborne or hazardous? (Check all that apply) *THERE WILL BE NO SPECIAL ELEMENTS*

<input type="checkbox"/> Tents 10x10 weighted down 40 pounds/leg Larger tents 80 pounds/leg	<input type="checkbox"/> Tents secured to stationary objects
<input type="checkbox"/> Chairs and tables broken down	<input type="checkbox"/> Small items placed in bin or other storage
<input type="checkbox"/> Inflatables deflated	<input type="checkbox"/> Open flames extinguished
<input type="checkbox"/> Heating and electrical elements unplugged/turned off	<input type="checkbox"/> Other - Specify

What pre-event messaging will occur in case of forecasted/observed extreme temperatures? (Check all that apply)

<input checked="" type="checkbox"/> Website updates	<input type="checkbox"/> Email
<input checked="" type="checkbox"/> Text message/alerts	<input checked="" type="checkbox"/> Press outreach
<input checked="" type="checkbox"/> Social media - Specify <i>FACE BOOK</i>	<input type="checkbox"/> Other - Specify

During extreme heat, which of the following will be implemented? (check all that apply)

<input type="checkbox"/> Water refill stations	<input checked="" type="checkbox"/> Free bottled water
<input type="checkbox"/> Cooling tent/location	<input type="checkbox"/> Staged vehicles for cooling
<input type="checkbox"/> Signage with symptoms of heat exhaustion/stroke and first aid actions	<input type="checkbox"/> Extra medical personnel on site
<input type="checkbox"/> Adjusting event timeline	<input type="checkbox"/> Other - Specify

During extreme cold, which of the following will be implemented? (check all that apply)

<input type="checkbox"/> Hand warmers available	<input type="checkbox"/> Free hot beverages
<input type="checkbox"/> Warming tent/location	<input type="checkbox"/> Staged vehicles for warming
<input type="checkbox"/> Signage warning of low temperatures	<input type="checkbox"/> Extra medical personnel on site
<input type="checkbox"/> Adjusting event timeline	<input type="checkbox"/> Other - Specify

Medical

If an attendee at your event has a medical emergency, what measures will be taken to ensure care is promptly received? (Check all that apply)

<input checked="" type="checkbox"/> Entertainment will temporarily stop	<input checked="" type="checkbox"/> Staff/volunteers will clear immediate area
<input checked="" type="checkbox"/> Staff/volunteers will call 911	<input checked="" type="checkbox"/> On site medical personnel will be alerted via: <i>MICROPHONE</i>
<input type="checkbox"/> Other - Specify	

Safety & Security

If alcohol is served what steps will be taken to prevent underage drinking and/or overconsumption? (Check all that apply)

<input type="checkbox"/> 21+ wristbands	<input type="checkbox"/> Limited drink tickets
<input type="checkbox"/> Limit drinks per I.D. at point of sale	<input type="checkbox"/> Other - Specify _____

If a child or other vulnerable person is found separated from their parent/guardian event staff will escort them to the following location and will remain until the missing party is either located or emergency services arrives:

[illegible]

1. If a child or other vulnerable person is reported lost, contact the Harrisonburg Police Department (911) immediately.
2. If a parent or guardian of a lost child/vulnerable person cannot be located in a reasonable amount of time contact the Harrisonburg Police Department (911)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CHESTERFIELD INSURANCE AGENCY, INC. CHESTERFIELD INSURANCE AGENCY, INC. P.O. BOX 237 GREEN, OH 44232-0237	CONTACT NAME: ALEXIS SHEARER	
	PHONE (A/C, No, Ext): (330) 896-9777 X 8123 FAX (A/C, No): 330-896-6548 E-MAIL ADDRESS: ALEXIS.SHEARER@TPA4TSA.COM	
INSURED THE SALVATION ARMY, A GEORGIA CORP. 1424 NORTHEAST EXPRESSWAY ATLANTA, GA 30329-2088	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: ZURICH AMERICAN INS. CO.	16535
	INSURER B: THE SALVATION ARMY RISK TRUST	
	INSURER C: THE SALVATION ARMY, A GA CORP.	
	INSURER D: AMERICAN ZURICH INS. CO.	40142
	INSURER E: AMERICAN INTERNATIONAL GROUP UK	AA-1120187
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	SELF INSURED RETENTION	01/01/25	01/01/26	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 500,000 PRODUCTS - COMP/OP AGG \$ 500,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		BAP 9300525-23	01/01/25	01/01/26	COMBINED SINGLE LIMIT (Ea accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B E	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 500,000	X	X	TRUST #19578500 62785336	01/01/25	01/01/26	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	WC 9300799-23	01/01/25	01/01/26	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	AUTO LIABILITY EXCESS	X		SELF INSURED RETENTION	01/01/25	01/01/26	\$400,000 XS of \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

COVERAGE APPLIES TO THE SALVATION ARMY 185 ASHBY AVENUE HARRISONBURG VA 22801 AS RESPECTS TO THE REENACTMENT OF SALVATION ARMY COMING TO HARRISONBURG OPEN AIR LOCATED AT THE COURT HOUSE GROUNDS AREA 53 COURT SQUARE HARRISONBURG VA 22801

DATES 06/27/25 TO 06/27/25

CERTIFICATE HOLDER**CANCELLATION**

COUNTY OF ROCKINGHAM DEPTMENT
OF PUBLIC WORKS
20 EAST GAY STREET/ ENTRANCE C
HARRISONBURG VA 22803

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text suggests that organizations should implement robust systems to track income, expenses, and assets, ensuring that all data is up-to-date and easily accessible.

2. The second section focuses on the role of technology in modern record-keeping. It highlights how digital tools and software can streamline the process, reducing the risk of human error and improving efficiency. The author notes that while technology offers many benefits, it is crucial to ensure that the systems used are secure and compliant with relevant regulations. Regular updates and security audits are recommended to protect sensitive information.

3. The third part of the document addresses the challenges of data management and storage. It discusses the growing volume of data generated by organizations and the need for scalable storage solutions. The text advises on the importance of data backup and recovery procedures to prevent data loss in the event of a system failure or disaster. Additionally, it touches upon the issue of data privacy and the need to comply with laws such as the General Data Protection Regulation (GDPR).

4. The fourth section explores the importance of training and education for staff involved in record-keeping. It argues that even the most advanced technology is only as good as the people using it. Organizations should invest in training programs to ensure that employees are proficient in their roles and understand the importance of data accuracy. Regular workshops and seminars can help keep staff updated on the latest trends and best practices in the field.

5. The final part of the document provides a summary of the key points discussed and offers some concluding thoughts. It reiterates that effective record-keeping is a cornerstone of good governance and that organizations must take a proactive approach to managing their data. The author encourages readers to adopt a holistic view of record-keeping, integrating it with other organizational processes to achieve the best possible outcomes.

