Special Event Application

City of Harrisonburg: Special Event Application

Please review the entire application to ensure the information is completed correctly. Once all documentation has been received, the application will be reviewed and the applicant will be contacted about the status of the event. Event organizers may be requested to meet with City representatives and others to review event plans, layout and logistics.



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Special events must be approved by Harrisonburg City Council (except for private events using the Turner Pavilion and Park). Therefore, this application must be submitted at least 60 calendar days prior to the scheduled event. Special events may be denied if required time lines are not strictly adhered to or if there are inadequate safety measures, street closing conflicts or other logistical concerns.

Submit completed application and supporting documents to:
Kim Kirk, Director of Events, 212 South Main Street, Harrisonburg, VA 22801 or kim.kirk@harrisonburgva.gov.

EVENT TITLE:	VA. STATE H.O.G. RALLY (HARRY OWNERS GOUP)		
Contact Information			
Organization/Applicant Name:	VA STATE RALLY INC.		
	JOANN EUMONS - RALLY COORDINATOR		
Daytime Phone:	Cell Phone: 757-471-3669 (*Required for day-of event) 757-647-5844		
E-mail Address:	EMMONST @ NatiONWIDE . COM		
Mailing Address:	4260 EAGLE ROCK Ct, VA. Beach, Va Z3456		
Event Summary			
Date of Event:	6/26/14 - 6/28/14		
Location:	1400 E. Market St. HARRISONBURG, VA 22801		
Event Hours:	Set-up Time: 6 Am 40 Event Time: Clean-up Time: 6/29/14		
Type of Event (fundraiser, run/walk,	etc): Notorcycle Event		
Is this an annual event?	Yes No # of years event has been held: 24		
Description of Event (activities, benefitting cause, etc):	Orthering of MotoRoycle EnthusiAsts DR FUN. POKER Run, Bike Show, TRAINING COURSE, Verdors, FOOD, Music		
Size of Event:	Participants: /500 [→] Spectators:		
Will the event affect the flow of traf	ffic on a public street within the City of Harrisonburg? X Yes No Lucy / E. Market		
Will food or merchandise be sold?	Yes No All vendors except those selling unprocessed food products must have a current business license. Contact the Commissioner of Revenue at 540-432-7704 for details. The collection of applicable taxes will be the responsibility of the individual vendor.		
Will alcohol be served:	Yes No If yes, attach copy of ABC License (unless private event).		
Will a security firm be present?	Yes No If yes, complete and attach section 2. Holiday INN TAKING PERE OF SECURITY		

Section 1. Street Closings / Parking Lots	
Attach a map with requested street closures and/or parking lots highlighted.	
Time streets will be closed by:	
Time streets will reopen:	
In addition to the map, list in detail what street closures are needed for the event:	
Are parking lots needed for the event? Yes No If yes, list them below and include the times that parking lots should be cleared:	
Will your event involve the use of a parking and/or shuttle plan Yes No If yes, please describe below:	
For Office Use Only: Requested equipment, personnel and type of support needed from 13:9 \$ SMALL MESSAGE 600rd5 \$ 2 public works personnel	m Public Works. B BANNE 15
*For the City to approve a road closure, the following must be considered: resident/bu notification, set up of barricades and directional signage, and traffic control and safety your organization for these services.	siness impact, detour routes, signage and . Please note that there may be a cost to

Section 2. Police Support at Event
Describe request for police support:
Traffic Marshals:
 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
Will you provide additional traffic marshals?
Yes No If so, how many:
Would you like to request the use of the Police Department's reflective vests? A limited number is available.
Yes No If so, how many: Would you like to request an instructional presentation on traffic/pedestrian management from HPD? Yes No
Would you like to request an instructional presentation on traffic/pedestrian management from HPD? Would you like to request an instructional presentation on ABC management from HPD? Yes No
, and the second process and the second seco
Additional Security:
Have you hired a licensed professional security company to help manage your event? Yes No
Security Organization:
of Security Team Members
Main Contact:
Cell Phone #:
Please describe plan for crowd management and safety:
Holiday IND HARRISONBURG taking CARE of Security
The say see the serving sand of securing
Are there any requests for police demonstrations? If so, what type?
Police Demonstrations Reguestes at Event.
Time +BD based on their Schedule and
availability

^{*}The Harrisonburg Police Department will work with event organizers to find what meets their specific security needs. Please note that event organizers may be charged a rate of \$35.00/hr per officer for police services.

^{*} The Harrisonburg Police Department has the authority to decline approval for issues that directly affect public safety.

Section 3. Turner Pavilion & Park Rental Areas requested for event: Pavilion Adjacent Park Both Rental Policies & Fee Information: Please review the policies and sign below to accept the terms and agreement. Policies: Illegal drugs, firearms or weapons of any kind are prohibited on Pavilion or Park property. Alcohol is permitted only with permission, and in compliance with ABC requirements. Bikes and skateboards are prohibited on the grass and concrete areas. Dogs must be on a leash at all times. Pet handlers are required to pick up dog waste. Burning wood or charcoal is not allowed in the pavilion; however, gas grills are permitted. Open fires are not permitted in either facility. Smoking is not permitted in the Pavilion. Cleanup and trash storage arrangements must be made. Trash must be secured from blowing away and any loose debris removed from the site. Tables, chairs and other amenities must be provided by the event organizer. Loud music, amplified speaking or other potentially disturbing activities are permitted only with permission. Use of lights, electricity and water facilities are permitted. Water hoses must be disconnected from spigots after event. Access to utility boxes must be arranged in advance with Harrisonburg Downtown Renaissance and Harrisonburg Electric Commission, as appropriate. Event organizers must supply portable restrooms for events with at least 50 people in attendance. Restrooms must not be rinsed on site. Events held on Tuesdays or Saturdays must be coordinated with the Farmers Market Manager. HDR reserves the right to decline any application if the event is viewed as inappropriate for the site or conflicts with other downtown events or revitalization goals. Fee Information: · Pavilion and Park facilities are reserved on a first come first served basis. An exception can be made for annual community or public events. Typically only one event is scheduled at either facility in order to avoid conflicts. Switching dates after the application is submitted is discouraged. No refunds will be granted. Applications for use of facilities can be submitted up to one year in advance. Organizer shall be responsible for any and all damages to the property arising from the use of the premises. Organizer is restricted to only the facility reserved for the event. Due to parking limitations, use of facilities is limited on weekdays to 5:00 PM to 11:00 PM. Time of use is not to exceed 7:00 AM to 11:00 PM on weekends. A refundable damage deposit equal to the rental fee must be paid 30 days prior to the event. Checks should be made payable to Harrisonburg Downtown Renaissance. A check for the reservation must accompany the completed application. A reservation is not confirmed until all conditions are met and agreed upon. Fee Scale: Check one. Park Pavilion City of Harrisonburg, HDR, FundFest & N/A N/A Farmers Market Events Non-profit Community Event \$50 \$100 Private Event (100 people or less) \$150 \$300 \$250 \$500 Private Event (101-500 people) \$1,000 for both facilities Private Event (more than 500 people)

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the guidelines 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.

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.

Signature of Applicant:			Date:	
For Office Use Only:			Date received 4 18 14	
Department Review				
Commissioner of Revenue	Approved	☐ Denied		
Community Development	Approved	☐ Denied		
Dept. of Public Transportation	Approved	☐ Denied	of hodgens June H. E.	
Downtown Parking Services	Approved	Denied		
Fire Department	Approved	Denied	& Burno	
Harrisonburg Downtown Renaissance	Approved	Denied	Kalu Jan	
Police Department	Approved	Denied	LT POUS	
Public Works	Approved	Denied	THA	
Purchasing Agent	Approved	Denied		
omments:				
Must maintain the lane	s and access	around the bi	utlding. Must also ensure	
2 dequite egress from al	il exts.		0	

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City of Harrisonburg: Special Event Application

Special Event Guidelines

The City of Harrisonburg supports special events that provide enjoyable opportunities for residents and visitors, and help to create a vibrant, livable and sustainable city.

A number of City departments are involved in the logistics necessary to produce a safe and successful community event. In an effort to simplify the application process for community organizations and event planners, the City of Harrisonburg has provided the guidelines below. These guidelines must be met in order to ensure a positive experience for the community.

Application Process At-a-Glance:

Every event must submit an application, whether a new or annual event.

- Complete and return the application at least 60 days prior to the event.
- Application will be reviewed only if it is completed and all supporting documents are included.
- 3. Organizers may be requested to meet with City representatives to review event plans, layout and all other event logistics.
- 4. If the application is reviewed and approved by the City Departments, the application will be presented to the Harrisonburg City Council for their approval, if required.
- After the City Council meeting, the applicant will be informed of Council's decision.

Guidelines:

- The applicant shall be responsible for notifying, as soon as possible, all businesses and residences which
 may be affected as a result of street closings or event activities.
- Event planners will need to provide extra trash receptacles for their event. All trash must be removed from the
 event site; trash removal is the responsibility of the event organizer, if arrangements have not been made with
 Harrisonburg City Department of Public Works.
- Events must take into consideration the placement of all vendors and activities:
 - Restrooms are not to be placed near restaurants or food vendors
 - Vendors must not be placed near competing merchants/businesses
 - A 20' Fire Lane must be maintained at all times. This must be continuous in nature and include sufficient turning radii for Fire Department apparatus to navigate.
 - Activities and vendors must not block any Fire Hydrant or any Fire Department connections (standpipe, sprinkler, etc.)
- Events anticipating a large amount of attendees must supply an appropriate amount of portable restrooms.
 Portable restrooms are not be rinsed on site.
- Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit. Any tent
 greater than 400 square feet requires a Fire Department inspection upon installation. More information can be
 found at www.harrisonburgva.gov/community-development
- Health and licensing requirements apply to all food/beverage sales. Food vendors must adhere to the regulations of the Virginia Department of Health (VDH). For information, call the Health Department directly at 540-574-5200.
- All vendors except those selling unprocessed food products must have a current business license. Contact the Commissioner of Revenue at 540-432-7704 for details. The collection of applicable taxes will be the responsibility of the individual vendor.
- Food vendors are not allowed to drain grease onto the property or leave grease at the site.

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VIRGINIA



HARRISONBURG HARLEY OWNERS GROUP STATE RALLY

2014 VIRGINIA STATE HOG RALLY

Thursday June 26, 2014

Holiday Inn	/ Co	omfort Inr	1 - H	larris	onbu	rg
		Event				

Time	Holiday Inn / Comfort Inn - Harriso Event	
6:00 am - 8:00 pm	Bike Wash	Location
7:00 am - 6:00 pm	Tiost Hotel - Holid	
7:30 pm - 6:00 pm	Registration	Host Hotel - Holiday Inn
7:30 am - 6:00 pm	Events Check In & Information	Host Hotel - Holiday Inn
7:30 am - 6:00 pm	Rides	Host Hotel - Holiday Inn
9:00 am - 5:30 pm	Vendor Alley	Host Hotel - Holiday Inn
9:00 am - 6:00 pm	Shenandoah Caverns	Comfort Inn - Parking Lot
9:00 am - 6:00 pm	Scavenger Hunt (Dealership)	Host Hotel - Events area
9:00 am - 12:00 pm	Motorcycle Riding Concepts	Shenandoah HD
1:00 pm - 4:00 pm	Motorcycle Riding Concepts	Holiday Inn - Front Pkg Lot
6:00 pm - 9:00 pm	Opening Coremonics Code of	Holiday Inn - Front Pkg Lot
7:30 pm - 8:15 pm	Opening Ceremonies Gathering	Shenandoah HD
9:00 pm - 10:00 pm	Official Opening Ceremonies	Shenandoah HD
0.00 pm = 10.00 pm	Lighted Bike Show	Comfort Inn - Parking Lot
· V		
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2014 VIRGINIA STATE HOG RALLY

Friday June 27, 2014

Holiday Inn / Comfort Inn - Harrisonburg

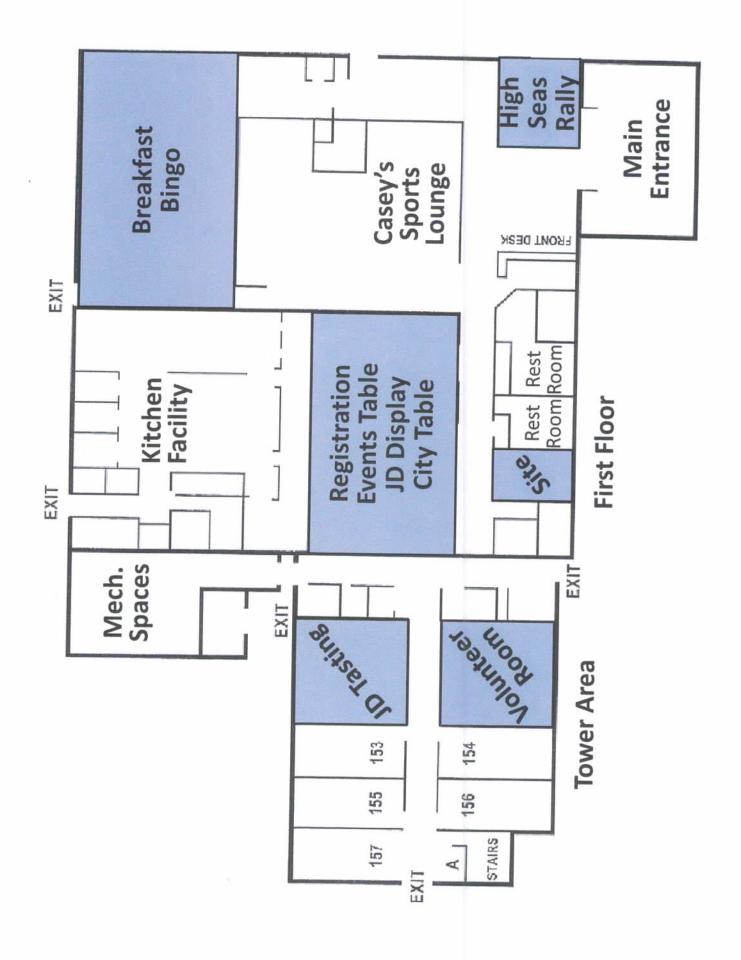
Time	Event	Location
6:00 am - 8:00 pm	Bike Wash	Host Hotel - Holiday Inn
7:00 am - 7:00 pm	Volunteer Room Open	Host Hotel - Holiday Inn
7:30 am - 7:00 pm	Registration	Host Hotel - Holiday Inn
7:30 am - 7:00 pm	Events Check In & Information	Host Hotel - Holiday Inn
7:30 am - 7:00 pm	Rides	Host Hotel - Holiday Inn
9:00 am - 7:00 pm	Vendor Alley	Comfort Inn - Parking Lot
9:00 am - 6:00 pm	Shenandoah Caverns	Host Hotel - Events area
9:00 am - 6:00 pm	Scavenger Hunt (Dealership)	Shenandoah HD
9:00 am - 12:00 pm	Motorcycle Riding Concepts	Holiday Inn - Front Pkg Lot
11:00 am - 3:00 pm	Dealer Luncheon	Groves HD
12:00 pm - 2:00 pm	Corn Hole Competition	Holiday Inn - Indoor Pool Area
1:00 pm - 3:00 pm	Motorcycle Riding Concepts	Holiday Inn - Front Pkg Lot
2:00 pm - 4:00 pm	Biker Bingo	Holiday Inn - Host Hotel
7:00 pm - 12:00 pm	Havanna Nights Harley Style	Holiday Inn / Comfort Inn
		,

2014 VIRGINIA STATE HOG RALLY

Saturday June 28, 2014

Holiday Inn / Comfort Inn - Harrisonburg

Time	Holiday Inn / Comfort Inn - Harrison Event	
6:00 am - 6:00 PM	Bike Wash	Location
7:00 am - 6:00 pm	Volunteer Room Open	Host Hotel - Holiday Inn
7:30 am - 12:00 pm	Rides	Host Hotel - Holiday Inn
7:30 pm - 5:00 pm	Events Check In & Information	Host Hotel - Holiday Inn
7:30 am - 4:00 pm	Event Completions Forms - Turn In	Host Hotel - Holiday Inn
9:00 am - 1:00 pm	Biker Games	Host Hotel - Holiday Inn
9:00 am - 3:00 pm	Scavenger Hunt (Dealership)	Holiday Inn - Front Pkg Lot
9:00 am - 5:00 pm	Vendor Alley	Shenandoah HD
9:00 am - 6:00 pm	Shenandoah Caverns	Comfort Inn - Pkg Lot
3:00 pm - 4:00 pm	Bike Show Registration	Holiday Inn - Events area
5:30 - 6:00 pm	Bike Show Finals	Holiday Inn - Front Pkg Lot
7:30 pm - 9:00 pm	Closing Ceremonies	Holiday Inn - Front Pkg Lot
	Closing Ceremonies	James Madison university
		Veterans Memorial Park



Door

Qty (2) at 6' = 12' X 1'

Qty (2) at 6' = 12' X 1'

• • • • • •

Qty (2) at 6' = 12' X 1'

Qty (2) at 6' = 12' X 1'

Door

Kitchen Area (sink & counter)



Food Harley Dealers Vendors Harrisonburg, VA 22801 1400 East Market Street Safety Rende - Drop off Ph: 540.433.2521 Bike Show & Bike Games Spectators Sysco Food Trailer Bike Wash Safety Fence - Drop off

Holiday Inn Harrisonburg

Footprint for Bike Games is 64' X 124' – Will be barricaded off with the remaining space for spectators



Please Park Responsibly!

