

# 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.



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:  
Katie Yount, Director of Events, 212 South Main Street, Harrisonburg, VA 22801 or [katie.yount@harrisonburgva.gov](mailto:katie.yount@harrisonburgva.gov).

Halloween on the Square

EVENT TITLE: \_\_\_\_\_

## Contact Information

Organization/Applicant Name: Harrisonburg Downtown Renaissance  
Contact Name: Katie Yount  
Daytime Phone: 540.432.8909 Cell Phone: 540.312.9546  
(\*Required for day-of event)  
E-mail Address: Katie.yount@harrisonburgva.gov  
Mailing Address: 212 South Main Street, Harrisonburg Virginia 22801

## Event Summary

Date of Event: Saturday, October 25, 2014  
Location: Downtown Harrisonburg / Court Square  
Event Hours: Set-up Time: 8:00am      Event Time: 10am-2pm      Clean-up Time: 2pm

Type of Event (fundraiser, run/walk, etc): Children's Halloween Festival

Is this an annual event?  Yes  No      # of years event has been held: 11 years

Description of Event (activities, benefitting cause, etc): Children's Activities, Costume Parade, Pet Costume Parade, some Food Vendors, Face Painting, and more.

Size of Event: Participants: 1,500      Spectators: 500

Will the event affect the flow of traffic on a public street within the City of Harrisonburg?  Yes  No

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.

## Request for Resources (check all that apply)

- City Street Closings** – Complete & Attach Sect. 1
- Public Works Support at Event** – Please check this box if you are requesting city street closings.
- Police Support at Event** – Complete & Attach Sect. 2
- Turner Pavilion & Park Rental** – Complete & Attach Sect. 3
- City Park Reservation** – If the event involves the use of a city park, the applicant must obtain advance approval from the Department of Parks & Recreation before submitting an application. For availability, call 540-433-9168.
- Host an Event in Court Square** – If the event involves the use of the Courthouse Grounds, the applicant must obtain advance approval from Rockingham County before submitting an application. For availability, call 540-564-3008.
- Refuse & Garbage Removal** – Questions can be directed to Harsit Patel at 540-434-5928.
- Flusher/Sweeper** (i.e. parades require street sweeper after event)
- Permit for Tents/Structures** – Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit and inspection. Tents greater than 400 sq. ft. require an inspection by the Fire Department. Building permit applications are available at [www.harrisonburgva.gov/community-development](http://www.harrisonburgva.gov/community-development). 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 Wayne Lilly, Ron Schuett or Mike Williams at 540-432-7700.
- Fire/EMS Support** – For additional information or questions, contact Deputy Chief Ian Bennett at 540-432-7703.
- Fireworks Permit** – Any type of fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact Deputy Fire Chief Ian Bennett at 540-432-7703.
- Water and/or Electricity** – \*Water hook-ups are only available in the Turner Pavilion & Park area

## Required Documents (The following documents must be attached to application)

- 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, 345 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured.”** If using the Turner Pavilion & Park, addition wording must include **“Harrisonburg Downtown Renaissance, 212 S. Main St., Harrisonburg, VA 22801, is hereby named as additional insured.”**
- The **Endorsement** from the Insurance Company showing the City is 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. This should not be an extra charge from the insurance company.
  - If your organization has employees, you must also provide evidence of Workers Compensation insurance with statutory limits that meet state requirements.
  - If alcohol will be served, the City requires a Liquor Liability endorsement be added to the insured’s policy. This endorsement can be added to the Certificate of Insurance along with the other insurance requirements.
  - The COI and Endorsement must be obtained and sent to the the City Purchasing Office at [Purchasing@harrisonburgva.gov](mailto:Purchasing@harrisonburgva.gov) at least 5 days before the event.An option for quote and coverage can be obtained through the Tenant User Liability Insurance Program. Call Pat Hilliard, Purchasing Agent, at 540-432-7794 for more information.
- Map with requested street closures and/or parking lots highlighted
- Diagram of event, including location of activities
- ABC License - If alcohol will be served, events must obtain a VA ABC license (unless it is a private event). Contact VA Department of Alcoholic Beverage Control for more information: (p) 804-213-4400

## Section 1. Street Closings / Parking Lots

Attach a map with requested street closures and/or parking lots highlighted.

Time streets will be closed by: \_\_\_\_\_ see notes \_\_\_\_\_

Time streets will reopen: \_\_\_\_\_

In addition to the map, list in detail what street closures are needed for the event:

\*Court Square closed by 8:00am

\*Main Street closed by noon for trick-or-treating

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 the City to approve a road closure, the following must be considered: resident/business impact, detour routes, signage and notification, set up of barricades and directional signage, and traffic control and safety. Please note that there may be a cost to your organization for these services.

## Section 2. Police Support at Event

Describe request for police support:

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### 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 ABC management from HPD?

Yes  No

### Additional Security:

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

Security Organization:

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# of Security Team Members

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Main Contact:

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Cell Phone #:

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Please describe plan for crowd management and safety:

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Are there any requests for police demonstrations? If so, what type?

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\*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
<input type="checkbox"/> City of Harrisonburg, HDR, FundFest & Farmers Market Events	N/A	N/A
<input type="checkbox"/> Non-profit Community Event	\$50	\$100
<input type="checkbox"/> Private Event (100 people or less)	\$150	\$300
<input type="checkbox"/> Private Event (101-500 people)	\$250	\$500
<input type="checkbox"/> Private Event (more than 500 people)	\$1,000 for both facilities	
<input type="checkbox"/> Profit-making Events	Fee negotiated on case-by-case basis	

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only: Deposit submitted  Fee Submitted  Insurance Verified

## 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: \_\_\_\_\_

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**For Office Use Only:**

Date received \_\_\_\_\_

Comments:

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## 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.

1. Complete and return the application at least 60 days prior to the event.
2. 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.
5. 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](http://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.