



City of Harrisonburg Special Event Application

Use this application to submit events that you would like to plan in the City of Harrisonburg on public property. Events can include concerts, festivals, benefits, run/walks, and more in the downtown area, Turner Pavilion, and city neighborhoods. 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.

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 that there may be a cost to your organization for these services.**

APPLICATION DEADLINE: Applications for events occurring between January 1 and May 31 will be accepted no later than 90 days prior to the event. Applications for events occurring between June 1 and December 31 will be accepted no later than **February 25, 2019**. Applications for events which require the rental of the Turner Pavilion & Park but which do not require City supports (e.g. police support for alcohol service) will be accepted no later than 90 days prior to the event.

Submit completed applications, fees, and supporting documents to Harrisonburg Downtown Renaissance (HDR): HDR Events Manager, 217 S. Liberty Street #204, Harrisonburg, VA 22801 or events@harrisonburgva.gov.

Electronic applications are preferred. Incomplete applications will not be processed. Call HDR's events manager at 540-432-8909 or email events@harrisonburgva.gov with questions about this application or the events approval process.

Section 1: Contact Information

Organization/Applicant Name: SHENANDOAH VALLEY TRAPEZOID ALLIANCE

Event Name: TRAPEZOID FESTIVAL

Date of Event: 21-SEP-2019

Daytime Phone: 540-878-0472 Cell Phone: 540-878-0472
(*Required for day-of-event)

E-mail Address: MICHELLE.SULLIVAN@SHENVA.COM

Mailing Address: PO BOX 3118 STAUNTON VA 24402

Preferred event location (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 – Fees may apply. Must complete section 6

City Park Reservation

If the event involves the use of a city park, the applicant must obtain a permit from the Department of Parks & Recreation before submitting an application. For availability, call 540.433.9168.

- Court Square – If the event involves the use of the Courthouse grounds, the applicant must obtain approval from Rockingham County before submitting an application. For availability, call 540.564.3008.

Section 2: Event Description

Please describe your event:

PUBLIC CELEBRATION OF LGBTQ+ CULTURE FEATURING
VENDORS & ENTERTAINERS. ALSO INCLUDED ARE CHURCHES &
NON PROFIT AGENCIES. STAGE AT WEST CH STERS, VENDORS AROUND
THE COURTHOUSE GROUNDS & STREET WEST & SOUTH OF CH

Is this an annual event? Yes No If so, how many years has it been held? 3

Event Hours:

Set-up Start Time: 0900 Event Start & End Times: 12:00 - 18:00 Clean-up End Time: 2100 1900

How many participants and spectators do you anticipate? 3,000

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

WILL NOTIFY FIRST PRESBYTERIAN LOCAL MERCHANTS ON
COURT SQUARE

*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 18.06.2019

- If yes, attach copy of ABC License PENDING w/ ABC AGENT AMANDA KOBLES
- If yes, describe the perimeter fencing that you plan to use*: ORANGE OR GREEN TEMP FENCING

*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 may require the hiring of 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? 4 5 REG, 1 DISABILITY, 2 WASH
- Where do you plan on placing them? NORTH SIDE COURT SQUARE
- When are they scheduled to be dropped off? 9/20/2019 Picked up? 9/23/2019

*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, please describe: _____

Do you need access to electricity? Yes No

List planned activities, vendors, entertainment that require electricity:

STAGE WILL NEED ELEC, LOCATED ON S SIDE OF COURTHOUSE SOUTH

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

If yes, describe: _____

Are public parking lots needed to be reserved for use exclusively by this event?* Yes No

If yes, 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: STREETS AROUND COURT SQUARE 20' EMERGENCY ACCESS
ALL AROUND SQUARE WILL BE MAINTAINED
12/18/2019

*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 HDR (events@harrisonburgva.gov) for a sample press release and press list.

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

COLLECT FROM COURT SQUARE, BAG IT & LEAVE IT ON THE
S.E. CORNER FOR PICKUP
HDR Note: Erin talked to organizer about location of roll-off container. Event volunteers will bag and deposit trash in dumpster.

*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.

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. Tents greater than 400 sq. ft. require an inspection by the Fire Department. 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 Ron Schuett or Mike Williams at 540.432.7700.

Inflatable/Regulated Amusement Device Permit – Inflatable amusement devices 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. For more information, contact Ron Schuett at 540.432.7700.

Fireworks Permit – Any fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact 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 are able to 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.

Section 3: Safety

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: 13

- 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 is 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

Would you like to request training on ABC management from HPD? 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 Police Department will work with event organizers to meet their specific security needs. Please note that event organizers will be charged a rate of \$35/hr - \$50/hr per officer for police services. A minimum of 3 hours will be charged.

- The number of required officers is based on the estimated number of attendees and/or the number of intersection to be monitored for runs, walks and parades. For events under 500 people = two officers, 500-1000 people = three officers, 1000-2000 people = four officers (one of which must be a supervisor), 3000-4000

= five officers (one of which must be a supervisor); 4000+ people = six officers (one of which must be a supervisor) The Harrisonburg Police Department reserves the right to increase the numbers of officers needed.

- Run/Walks will be required to provide staff or volunteers to cover at least half of the required officers needed to safely manage the event

***Public events serving alcohol require an ABC license and will require the hiring of off-duty uniformed Harrisonburg Police officers. *Officers hired to work the event will be paid individually by the event organizer.* Contact HPD, 540.434.4436, to receive Form 59: Employer Application for Off Duty Officers. Form 59 must be submitted to Cpl. Wayne Westfall (wayne.westfall@harrisonburgva.gov) before the Special Event Application will be approved by the Police Department.

Section 4: Required Documents

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

- Map with requested street closures and/or parking lots highlighted (not necessary if using existing run/walk course)
- Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc.

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 Purchasing Office at Purchasing@harrisonburgva.gov no later than 30 days prior to your event. For information, Contact Pat Hilliard, Procurement Manager, 540.432.7794 or pat.hilliard@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 *WFO 18.06.2019*

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

attached will be submitted before the event not needed *WFO 18.06.2019*

**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

Special Event Rules & Regulations

Application Process At-a-Glance:

- Applications must be received for every event – both new and annual events.
- All applications must be submitted with a site plan or event diagram, and a map, if applicable.
- Only complete applications with all necessary supporting documents will be submitted for approval to City Council.
- Organizers may be requested to meet with City representatives to review event plans, layout, and all other event logistics.
- If the application is reviewed and approved by the City Departments, the application will be presented to the Harrisonburg City Council for its approval.
- Attendance at this City Council meeting by the event applicant is required.

Rules & Regulations:

- Special Events requesting the following dates may not be approved or may incur additional charges from City departments: January 1st – March 15th; Memorial Day Weekend; James Madison University Commencement; July 4th; the weekend before and after July 4th; Labor Day weekend; JMU's Homecoming and at-home football games; Veterans Day (except in the event Veterans Day falls on a Sunday); Thanksgiving Day; the Friday, Saturday and Sunday following Thanksgiving; Christmas Eve; Christmas Day; New Year's Eve, and New Year's Day.
- Prior to submitting an application, first-time event organizers must notify all surrounding churches, businesses, and neighbors of the planned special event as they may be impacted by event activities or street closures. Failure to do so may result in the event application not being approved.
- Event planners will need to provide extra trash receptacles for their event. All trash and debris 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. 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, debris, waste or residue remains on-site.
- 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 number of attendees must supply an appropriate amount of portable restrooms. Portable restrooms shall 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/permits.
- Health and licensing requirements apply to all food and 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, unless the event organizer procures a show license to cover all vendors. Contact the Commissioner of Revenue at 540-432-7704 for details. The collection of applicable sales taxes will be the responsibility of the individual vendor.
- Food vendors are not allowed to drain grease or grey water onto the property or leave grease or grey water at the site.
- Additional fees incurred to pay for City of Harrisonburg support (Fire Department, Department of Public Works, or the Harrisonburg Police Department) must be paid within 30 days of the event.
- Main Street is an alternate route for Interstate 81. In the event of an emergency situation on Interstate 81, VDOT or VA State Police may direct traffic onto Main Street and/or Liberty Street through Harrisonburg. This shall supersede the use of Main Street and/or Liberty Street by any event, despite the road having been closed for that purpose.
- Medical services and/or an emergency action plan may be required for some events.
- It is not recommended that an event be publicized or promoted until final approval is received by City Council.

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.

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.

Signature of Applicant: *[Handwritten Signature]*

Date: 11-NOV-2014

MODIFIED 18.06.2017 *[Signature]*

Comments:

~~WILL BE IN THE GARDEN~~ NEW STAGE LOCATION & ADDITION OF BEER
GARDEN. *[Signature]* 18.06.2017

Checklist for City Resources

EVENT NAME: Pride Festival EVENT DATE: Saturday, Sept. 21, 2019

EVENT START TIME/END TIME: 1pm-7pm noon-6pm **SETUP STARTS AT: 9am CLEAN UP ENDS

AT: 9pm 8-9pm

ORGANIZER NAME: Shenandoah Valley Pride Alliance/ Michelle Sullivan

ORGANIZER PHONE: 540-878-0472

✓ Public Works Support

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

Court Square (Goal Post closure) from (time) 8am to 8-9pm
_____ from (time) _____ to _____
_____ from (time) _____ to _____
_____ from (time) _____ to _____
_____ from (time) _____ to _____

- ✓ "Parking is prohibited from (date/time) 2am to 9pm"
 - Post "no parking" signs at (time) 1pm on (date) 9/18

✓ Parking lot closures (date/time)

City Hall Parking is prohibited between _____ and _____

Court Square Parking is prohibited between 2am and 9pm

Municipal Building Parking is prohibited between _____ and _____

Turner Pavilion Parking is prohibited between _____ and _____

Rockingham County Admin Parking is prohibited between _____ and _____

"Jimmy Madison" Parking is prohibited between _____ and _____

Newman Ave Parking is prohibited between _____ and _____

Magnolia's Parking is prohibited between _____ and _____

Grassy Lot Parking is prohibited between _____ and _____

Gravel Lot Parking is prohibited between _____ and _____

_____ Parking is prohibited between _____ and _____

_____ Parking is prohibited between _____ and _____

_____ Parking is prohibited between _____ and _____

- ✓ Post "no parking" signs at (time) 1pm on (date) 9/18

☐ Digital Message Boards

Location/Date: _____

Location/Date: _____

Other Signage

Location/Date: _____

Location/Date: _____

Barricades/Yodocks (see map for placement)**

Number of Barricades: 4-6

Number/location of Yodocks: north, south, liberty and market, entrance of market to RISE church lot. Two cruiser or yodock in Pendleton Bank drive thru/bank parking lot

Filled (half). Filled at noon. North Court Sq filled last.

Unfilled

Refuse & Garbage Removal

Roll off container dropped after 8am

Location: W Market; behind Command Post in west-bound lane

Recycle Trailer

Location: _____

Flusher Truck (i.e. event with alcohol require the flusher truck afterwards) See notes at bottom of document

Sweeper (i.e. parades require street sweeper after event) See notes at bottom of document

***Number of PW Staff:** 4 (3 staff originally discussed + 1 for sweeper)

****Cost estimate for PW:** \$2200-2,600 (adjusted estimate for sweeper)

PW Other:

Police Support

Number of officers: 5 total (Pride agreed to pay for 3 officers)

Safety demo: _____

Traffic Marshall Training

Number Traffic Marshalls Anticipated: _____

Reflective vests requested

HPD Other:

****Cost estimate HPD:** \$1500 (split between city and organizer)

Fire/EMS Support

- ✓ **Command Post**
Location: (W Market, west bound lane)
- ☐ **Safety demo:** _____
- ✓ **Access to FDC**
Location: First Presbyterian Church 17 Court Sq., 61 Graham St., Bank of America building
Location: _____
- ✓ **20'ft fire lane access**
Location: Court Square as we will need access to the different FDCs around Court Square
Location: _____
- ☐ **Engine**
- ☐ **Fire Marshall**
- ☐ **Fireworks Permit**
Shooting Location: _____
- ☐ **Building Permit (for tents >900 ft²) + Inspection**
- ☐ **Tent Inspection (for tents >400 ft²)**
- ☐ **Fire Other:** _____
- **Cost estimate HFD: N/A

☐ **HDPT Support**

- ☐ **Routes affected:** _____
- ☐ **HDPT Other:** _____
- ***Cost estimate HDPT: _____

ADDITIONAL NOTES:

- Organizer to contact surrounding churches about weddings.
- Need updated app, and clarification on beer garden and stage--on sidewalk? Maintain 20' fire lane (Update: application and site map modified and completed on 6/18/19, approved by SEC on 6/19/19)
- Notes from conversation with Rick Hottinger on 6/19: Flush truck will be brought in for 2019 event, even though beer garden footprint is small. Will plan to send PW staff out, if they think flush truck is not needed, they will not use. Follow up with PW staff and adjust plan for next year if needed. If beer garden remains small, organizer may be able to spray area with a garden hose (ask James McHone if can connect to his source on the side of his bldg).
- Notes from conversation with Rick Hottinger on 6/19: Sweeper will not be brought in for 2019 event. If on Saturday evening city staff determine the site needed a sweeper, we will plan to bring in a sweeper in 2020. Erin note: Westfall--can we ask one of the officers on-site to assess the area on Saturday evening after clean up is completed?
- SVPA will not be using the Denton lot
- Stage will be placed on Saturday morning after streets are closed.
- Portable toilets will be delivered to north side of Court Square after 5pm.

TOTAL COST ESTIMATE: \$3,700-4,100. Organizers responsible for payments to 3 off-duty officers.

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