



CITY OF HARRISONBURG  
**PARKS &  
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

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TO: Ande Banks, Interim City Manager  
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation  
DATE: 3/1/22  
RE: Strawberry Festival

**Summary:** Consider the special event application request for the Harrisonburg Rotary Club's Strawberry Festival on Saturday, May 21, 2022.

**Background:** The annual Strawberry Festival is a fundraising event to support city and county community projects. The event requires the closure of Warren St., and the use of the City Hall parking lot.

This application was reviewed and approved by the Special Events Committee on February 17, 2022.

The total cost of this event is estimated between \$1000-1500. The event organizer is responsible for payment of applicable charges.

**Key Issues:**

- PW Support (street closure, no parking signage, barricades, roll off container)
- HPD Support (off-duty officers)
- Community Development (stage permit)
- Commissioner of Revenue (business licenses)
- COI and endorsement to be submitted prior to the event