



## 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 defined as an organized activity, event, celebration, or other gathering, whether for profit or not for profit, which:

- 1) Involves the temporary use of any city street, sidewalk, or other public park or place open to the general public;
- 2) Requires the provision and coordination of municipal services to a degree significantly over and above that which the city routinely provides under ordinary everyday circumstances; and
- 3) Either:
  - a. Seeks the exclusive use or closure of a city street, sidewalk, or other public park or place;
  - b. Involves the erection of stages, utility poles, booths, tents, stands, or other temporary structures in a public place; or
  - c. Substantially and necessarily affects or interferes with the use of a city street, sidewalk, or other public place by persons not participating in the special event.

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 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 24, 2020**. 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.

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](mailto: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](mailto:events@harrisonburgva.gov) with questions about this application or the events approval process.

### Section 1: Applicant Contact Information and Event Location

Organization/Applicant Name:	Bishop Racing LLC & Shenandoah Valley Bicycle Coalition - Erin Bishop	
Event Name:	Alpine Loop Gran Fondo (Cycling Event Start and Finish Line Festival)	
Date of Event:	Sunday, September 27, 2020	
Daytime Phone:	540-246-7673	Cell Phone: (*Required for day-of event) 540-246-7673
E-mail Address:	Erin@AlpineLoopGranFondo.com	
Mailing Address:	331 New York Avenue Harrisonburg, VA 22801	

#### 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 540.564.3008 or email [lshepard@rockinghamcountyva.org](mailto:lshepard@rockinghamcountyva.org)

## Section 2: Event Information and Required Permits

### Please describe the purpose of the event:

The Alpine Loop Gran Fondo is a cycling event that starts and finishes in downtown Harrisonburg. Now in its 10th year, the event draws 650 cyclists and their families to Harrisonburg for a weekend of special events. The cycling event asks to start and finish at the Turner Pavilion area of downtown. The Finish Line Festival celebrates the cyclists achievements, they enjoy a meal, live music and beer garden to benefit the Shenandoah Valley Bicycle Coalition. Event is also a fundraiser for Prostate Cancer Awareness Project and Build Our Park.

Is this an annual event? ☐ Yes ☐ No If so, how many years has it been held? 9 years previously

### Event Hours:

Set-up Start Time: 5:30 AM\* Event Start & End Times: 7PM Clean-up End Time: 9PM

\* Additionally, the event requests the ability to stage some equipment nearby beginning Friday (portables) and fencing (Saturday evening)

How many participants and spectators do you anticipate? 650 participants and 150 spectators throughout the day

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

Because the street closure for this event takes place on a Sunday at 8AM and last for only 15 minutes, we have not encountered any conflicts with nearby businesses or organizations over the 9-year history of the event. Organizers if happy to communicate with any organizations as needed. We closely communicate with Farmers Market and International Festival, as needed.

*\*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](mailto: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 may 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? 8-12, including at least one accessible unit.
- Where do you plan on placing them? Along the curb of grassy area south of Turner Pavilion (see map)
- When are they scheduled to be dropped off? Friday, Sept. 25, time TBD Picked up? Monday, Sept. 28, time TBD

*\*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:

Historically, the spigot at the Turner Pavilion is sufficient for event needs. (This spigot leaks badly when ON. Can this be addressed?)

**Do you need access to electricity?** ☐ Yes ☐ No

List planned activities, vendors, entertainment that require electricity:

Electricity at the Pavilion has been adequate for our needs: music, small appliances (not cooking), computers, printers, fans.

**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:

Historically, the parking available at the municipal lot, nearby streets and parking decks have been adequate.

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

If yes, please list them:

No parking adjacent Turner Pavilion. Public lot adjacent City Hall is requested to be clear of vehicles overnight on Saturday, Sept. 26 through 9AM, Sunday, September 27, when the lot will be reopened. Complete parking requests see attached Parking Requests.

*\*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: Event requests the rolling/temporary closure of S Main Street, Court Square, and W Market Street. Closure would begin on S Main at the entrance to City Hall at 8AM, heading north on S Main Street to Court Square, turning onto W Market Street and crossing S Liberty, S High and continuing west toward Rockingham County at a right turn onto Switchboard Road. Volunteers assist.

*\*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](mailto: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\*:**

The event bags all trash. In the past, we have been advised of an agreeable location for collection by Public Works. Please advise.

*\*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. Building permit applications are available at [www.harrisonburgva.gov/permits](http://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.

☐ **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](http://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 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 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 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 [events@harrisonburgva.gov](mailto:events@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 of \$30/hr - \$45/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: 8-12, as needed. We have safety vests.

- *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

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 intersections 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](mailto: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](mailto: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

- **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.



Indicate the course that you prefer to use:



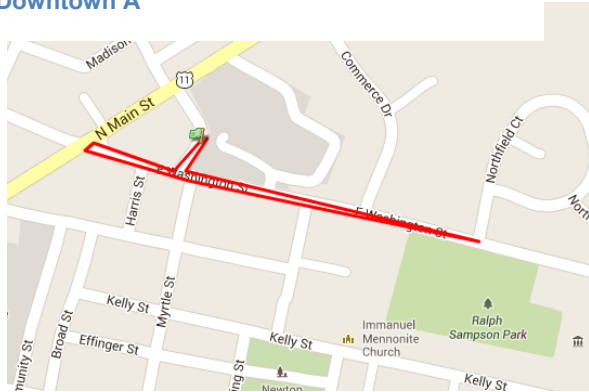
**Downtown A**

☐ **Downtown A:** Only available for runs/walks that are planned in coordination with larger festivals on the same day utilizing the same street closures or for a holiday event.

☐ **Downtown B:** Only available for runs/walks that are planned in coordination with larger festivals on the same day utilizing the same street closures or for a holiday event.



**Downtown B**



☐ **Washington Street course:** 150+ runners/walkers



☐ **Linda Lane course:** 150+ runners/walkers (Event organizers will need permission from Smithland Elementary/Skyline Middle if school parking lots and facilities are needed.)

☐ **EMU course\*:** Must be approved through Eastern Mennonite University before checking this box. Please include evidence of university approval in the form of an email exchange or MOU.

☐ **JMU course\*:** Must be approved through James Madison University before checking this box. Please include evidence of university approval in the form of an email exchange or MOU.

\*In addition to providing a course map, list in detail which streets you intend to use (Only needed for the EMU, JMU, & Neighborhood Run/Walk course)


## 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.**

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

Date: February 1, 2019

Comments: Thanks to the City of Harrisonburg, HDR, Public Works, the HPD and all departments for the opportunity to work with  
the City to host this event. 2020 marks the 10th year of the Alpine Loop Gran Fondo and we hope to make a very special celebration  
in honor of the occasion.

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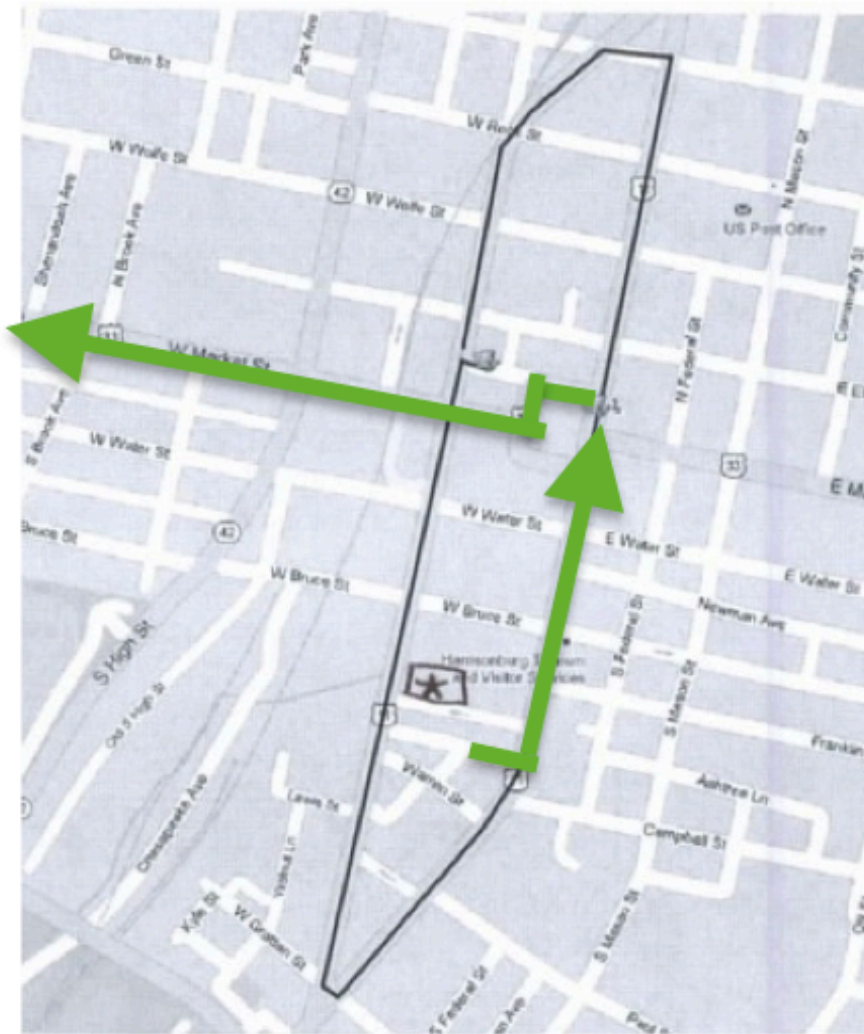
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☒ **Downtown A:** Only available for runs/walks that are planned in coordination with larger festivals on the same day utilizing the same street closures or for a holiday event.





Modified version of Downtown A: see green arrows. Course continues on RT 33 to Switchboard. This route has been used by our cycling event for the past five years.

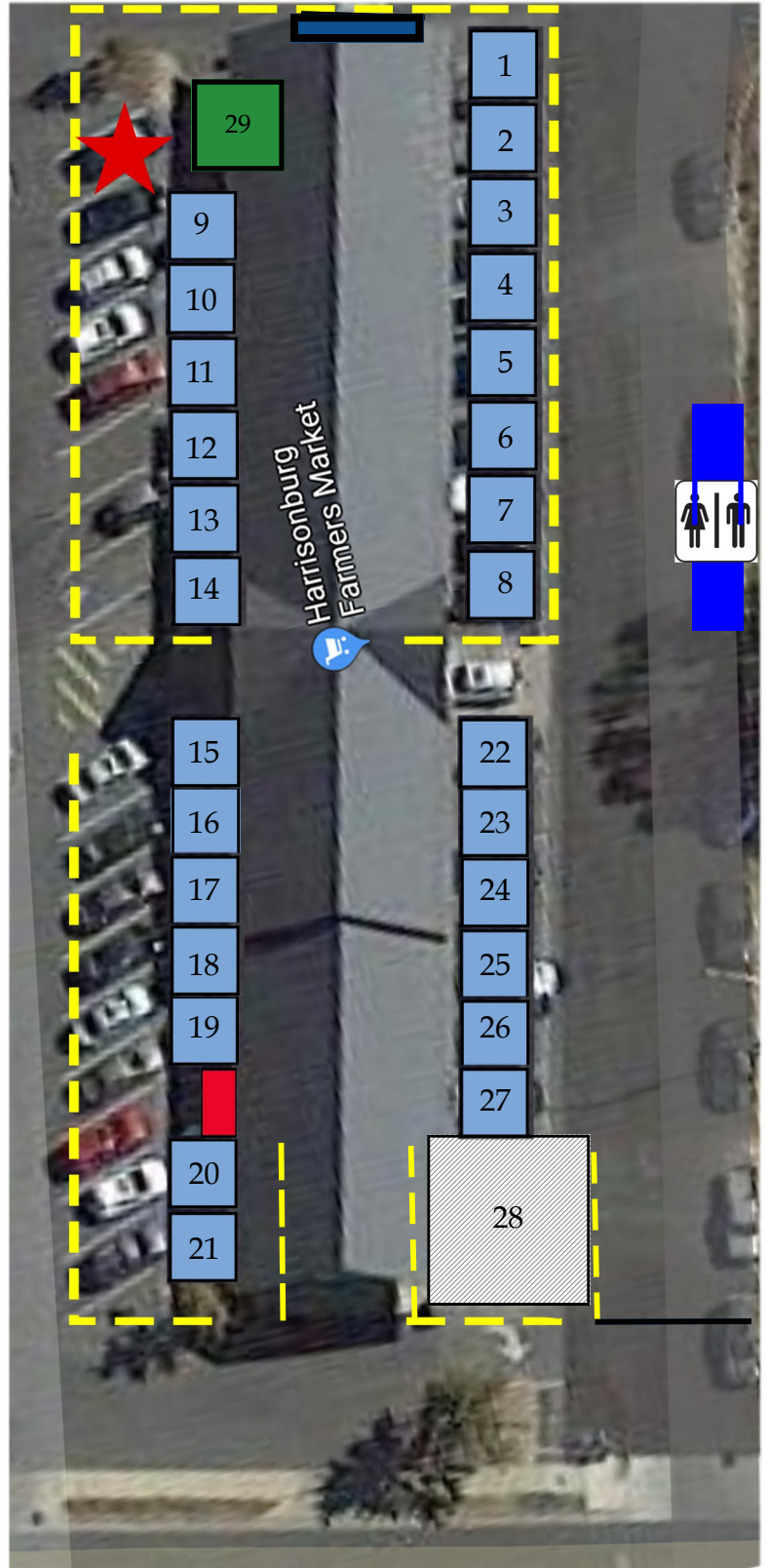
**\*Stage and podium on concrete/are less than 7" off surface**



Turner Pavilion // 228 S. Liberty Street  
Harrisonburg, VA

- 1 Brothers Craft Brewing / SVBC
- 2 Cancer Journeys Foundation
- 3-4 Ridge Supply
- 5-6 Cutaway USA
- 7-8 Canyon
- 9 Myrias Group / Bands Merch
- 10 Float
- 11-14 Hank's Smokehouse Catering
- 15 Black Sheep Coffee
- 16 Heritage Bakery
- 17 The Plant House
- 18 Bishop Training
- 19 Event Ops
- 20 Audio Announcer Joseph Jefferson
- 21 SVE Timing Officials
- 22 Fly'n Pig
- 23 Fly'n Pig
- 24 Monster Energy
- 25 PT
- 26 PT
- 27 PT
- 28 Bicycle Parking
- 29 Stage

-  Band Loading Area
-  Awards Podium
-  Red Carpet Photo Booth
-  Perimeter Fencing



This map is not to scale. Look for signage onsite (on Pavilion posts) to indicate exact placement which will correspond to numbered areas within pavilion. Vendors in numbered tent locations: your tent corners should be placed outside the bounds of pavilion posts, not within or under the pavilion. Setup will be more spacious than appears map.

Registration activities 6-7:30 AM  
8AM Cycling Event Start  
Finish Line Festivities 10-7PM

**Parking Lot Needs/Requests to Accompany Special Event Application**  
***Alpine Loop Gran Fondo – Sunday September 27, 2020***

1. Request for use of **City Hall parking lot** to stage cyclists for the start of the event.

Needs:

- a. No parking signs in City Hall parking lot to ensure no vehicles will be in the lot after 11:59PM on Saturday, September 26 through Sunday, September 27.  
(Signs will be removed by event volunteers Sun. Sept. 27 at 9AM)
- b. Barricades provided to close City Hall parking lot at 3 entrances: Warren Street/Alley, Turner Pavilion Alley, and S Main Street. These barricades can be moved into place at 5:30AM by volunteers and removed at 9 AM. (See photos following)
- c. Notification to all City Staff and Departments to **please do not leave City vehicles in lot over the weekend of Sept. 26-27**. Parking Enforcement Vehicle is often found in this lot.

**Barricade for Entrance onto S Main Street from City Hall Parking Lot**

Requesting barricades left onsite for this entrance. Event volunteers can slide them in place at 5:30AM and remove at 9AM. Barricade will temporarily close lot to through traffic and parking.



**Continued**



**Barricade for Entrance into Rear of City Hall Parking Lot from Warren**  
Requesting barricades left onsite for this entrance. Event volunteers can slide them in place at 5:30AM. and remove at 9AM. Barricade will temporarily prevent through traffic and event parking use.



**Barricade for Rear of City Hall Parking Lot from Turner Pavilion**  
Requesting barricade be left onsite for this entrance. Event volunteers can slide them in place at 5:30AM and remove at 9AM. Barricade will temporarily prevent through traffic and event parking use.



**Continued**

## 2. Concerning City Gravel Parking Lot Adjacent to Warren (No photo)

No restrictions requested. Event would like option to stage small number of vehicles and a trailer on this site beginning on Friday, if needed and dependent upon any nearby International Festival activities. This will remove the (historic) need to stage along the curb between Pavilion and grassy area. Central Virginia Rental event supplies truck, portable restroom/trailer, etc.

## 3. No Parking Signage at the Turner Pavilion

- a. Event is requesting "No Parking" signage on both sides of pavilion in "vendor parking" blocks **and in the row of parking spaces adjacent to the North side vendor blocks**. There should be no vehicles in any of the areas marked with red blocks and dashes in the photo below. See event map for more details, including fencing plan. This entire area needs to be clear of vehicles by 7PM on Saturday, Sept. 27, 2020 so fencing can be put in place.
- b. Barricade placed at S. Liberty and Turner Pavilion alley to prevent through traffic. This will be slid into place at 5:30AM and removed by event volunteers at completion of event.
- c. Barricade placed at S Liberty and Warren to prevent through traffic. This will be slid into place at 5:30 AM and removed by event volunteers at 9AM.

