

Checklist for City Resources

EVENT NAME: First Night EVENT DATE: Monday 12-31-18

EVENT START TIME/END TIME: 6pm-12am **SETUP STARTS AT: 3pm CLEAN UP ENDS AT: 2am

ORGANIZER NAME: First Night Harrisonburg ORGANIZER PHONE: (540)810-1246

✓ Public Works Support

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

Main St. (MLK to Elizabeth) from (time) 3pm to 2am
Local traffic only on Main to Franklin from (time) 3pm to 2am
Warren St from (time) 3pm to 2am
Bruce (Liberty to Federal) from (time) 3pm to 2am
Newman (Main to Federal) from (time) 3pm to 2am

Water (Lib to Federal)

Court Square + section of Market + Graham St.

- "Parking is prohibited from (date/time) _____ to _____"
- ✓ Post "no parking" signs at (time) 1pm on (date) 12/28

Parking lot closures (date/time)

City Hall Parking is prohibited between _____ and _____
Court Square Parking is prohibited between 1pm and 2am
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 1pm and 2am
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 _____
Main St. Parking is prohibited between Campbell and Elizabeth
Main St. Parking is prohibited between Main and Federal
Bruce St. Parking is prohibited between HEC and Main
Newman Av. Parking is Prohibited between Federal and Main
✓ Post "no parking" signs at (time) 1pm on (date) 12/28

✓ Digital Message Boards

Location/Date: Main & Grattan 12/21/2018

Location/Date: _____

Other Signage

Location/Date: _____ See Attached Map _____

Location/Date: _____

Barricades/Yodocks (see map for placement)**

Number of Barricades: _____

Number of Yodocks: _____

Filled

Unfilled

Refuse & Garbage Removal

Roll off container

Location: _____

Flusher Truck (i.e. event with alcohol require the flusher truck afterwards)

Sweeper (i.e. parades require street sweeper after event)

****Number of PW Staff:** _____

PW Other:

Police Support

Number of officers: 16 _____

Safety demo: _____

Traffic Marshall Training

Number Traffic Marshalls Anticipated: _____

Reflective vests requested

HPD Other:

Fire/EMS Support

Command Post

Location: [Command Post Location to be determined by HPD](#)

Safety demo: _____

Access to FDC

Location: [Access to all FDCs in the Court Square area](#)

Location:

20'ft fire lane access

Location: [Be able to get fire apparatus around Court Square](#)

Location: _____

- Engine
- Fire Marshal: Yes
- Fireworks Permit

Shooting Location: _____

- Building Permit (for tents >900 ft²) + Inspection
- Tent Inspection (for tents >400 ft²)

Fire Other: _____

HDPT Support

Routes affected: _____

HDPT Other: _____

ADDITIONAL NOTES:

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

