

Checklist for City Resources

EVENT NAME: Harrisonburg International Festival EVENT DATE: Sat. September 29, 2018

EVENT START TIME/END TIME: 12p-6p **SETUP STARTS AT: 6a CLEAN UP ENDS AT: 8pm

ORGANIZER NAME: Fairfield Center ORGANIZER PHONE: 540-746-6004

☐ Public Works Support

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

Main (Franklin-Elizabeth) from (time) by 11am to 8pm
Main (MLK-Franklin) **to accomodate Farmer's Market parking from (time) 1:30pm to 8pm
**Court Square (+ Graham and section of W Market) (close first) from (time) by 6am to 8pm
Warren**to accomodate Farmer's Market parking in City Hall lot from (time) 1:30pm to 8pm
partial W/E Bruce, Water, Market from (time) by 11am to 8pm
Side streets leading onto main st---grattan st,paul st,campbell st,franklin st,east market st
from federal st to main st from (time) start at 10am to 8pm

- ☐ "Parking is prohibited from (date/time) _____ to _____"

- ✓ Post "no parking" signs at (time) by 1pm on (date) 9/27

- ✓ **Parking lot closures (date/time)**

City Hall Parking is prohibited between 1pm and 9pm

Court Square Parking is prohibited between 5am and 9pm

Municipal Building Parking is prohibited between 5am and 9pm

Turner Pavilion Parking is prohibited between 1pm and 9pm

Rockingham County Admin Parking is prohibited between _____ and _____

"Jimmy Madison" Parking is prohibited between 5am (employee/menu windshield) and 9pm

Newman Ave Parking is prohibited between _____ and _____

Magnolia's Parking is prohibited between _____ and _____

Grassy Lot Parking is prohibited between 5am and 9pm

Gravel Lot Parking is prohibited between 5am and 9pm

first row of lower Water St. Deck (next to sidewalk) (FOR VENDORS) Parking is prohibited between

5am and 9pm (signs on cones/barrels)

_____ Parking is prohibited between _____ and _____

_____ Parking is prohibited between _____ and _____

- ✓ Post "no parking" signs at (time) 1pm on (date) 9/27

- ✓ **Digital Message Boards**

Location/Date: Main and Grattan

Location/Date: _____

☐ **Other Signage**

Location/Date: _____

Location/Date: _____

✓ **Barricades/Yodocks (**see map for placement)**

☐ Number of Barricades: _____

☐ Number of Yodocks: _____

☐ Filled

✓ **Unfilled (HPD)**

✓ **Refuse & Garbage Removal**

✓ Roll off container

Location: _____ **Behind City Hall (30) + Ct. Sq. on E. Market between federal and Main (in parking spots)_30yd_**

○ **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:** _____ **4** _____

☐ **PW Other:**

✓ **Police Support**

✓ **Number of officers:** _____ **Officers and CSAs 8** _____

✓ **Safety demo:** _____

○ **Traffic Marshall Training**

○ **Number Traffic Marshalls Anticipated:** _____

☐ Reflective vests requested

○ **HPD Other:**

✓ **Fire/EMS Support**

✓ **Command Post**

Location: **Will provide the command post as necessary. Location to be determined by HPD if necessary**

☐ **Safety demo: No safety demo requested**

✓ **Access to FDC**

Location: **City Hall, all FDCs around Court Square**

Location: _____

- ☐ 20'ft fire lane access

Location: City Hall

Location: All of Court Square

- ☐ Engine

- ☒ Fire Marshall (7am-)

- ☐ Fireworks Permit

Shooting Location: _____

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

- ☒ Tent Inspection (for tents >400 ft²)

- ☐ Fire Other: 2 ambulances northside of Old City Hall. and one behind Denton Lot/Jess'

☐ HDPT Support

- ☐ Routes affected: 1,4 rerouted

- ☐ HDPT Other: _____

ADDITIONAL NOTES:

Shuttle drop off and pick up: DNR lot and TV3 lot off

Federal

Advertise HDPT Rt. 1,4 (norhtbound),6 (southbound) for festival access

Main Street will be closed from Franklin to Elizabeth from 11am-8pm; Main St. from MLK to Franklin will be closed at 1:30pm to accomodate Farmer's Market parking and traffic from City Hall Lot. Warren St. will also reamain open until 1:30pm to accomodate Farmer's Market customers.

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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

