



TO: Eric Campbell, City Manager
FROM: Erin Smith, Events Manager, HDR
DATE: 2/11/19
RE: 2019 Downtown Dinner Party

Summary: Consider the event application request for the Downtown Dinner Party on Saturday, May 18, 2019 from 7pm-11pm.

Background: The Downtown Dinner Party is an annual spring fundraising event for HDR (formerly "Renaissance Night"). HDR is requesting the use of Tuner Pavilion and Park.

Application was reviewed and approved by the Special Events Committee on 02/07/19.

Total cost of the event is estimated between \$630-730. HDR is responsible for payment of off-duty officers (estimated at \$280 of the total).

Key Issues:

- PW Support (sweeper, flush truck, container)
- HPD Support (1 HPD)
- HFD (possible tent inspections)
- Vendor list to be sent to Commissioner of Revenue
- Insurance documentation to be provided before event
- ABC Banquet license to be provided before event