



TO: Kurt Hodgen, City Manager
FROM: Katie Yount, HDR Director of Events
DATE: 1/13/16
RE:

Summary: To consider the request for the revised Special Event Application.

Background: The special event application for the City has been reviewed and additional regulations have been added, along with designated courses for runs within Harrisonburg and guidelines.

Key Issues:

- *Defining run/walk courses that follow safety requirements
- *Restrictions on event dates to help with department staffing during special events
- *Updating contacts within the different departments.
- *Updating information regarding police staffing during special events.

RE:

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Environmental Impact: n/a

Fiscal Impact: n/a

Prior Actions: n/a

Alternatives: (a)
(b); or
(c) Do not adopt ordinance at this time

Community Engagement: n/a

Recommendation: Approve for 2016 use.

Attachments: Special Event Application & Neighborhood Release Form.

Review:

The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

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