



CITY OF HARRISONBURG  
**PARKS &  
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

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TO: Ande Banks, City Manager  
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation  
DATE: 5/30/23  
RE: African American Festival

**Summary:** Consider the special event application request for the African American Festival on Saturday, September 9, 2023.

**Background:** The African American Festival is an annual event that takes place in Harrisonburg. It will take place at Ralph Sampson Park. The Festival will have a full day of activities, food, live music, and a beer garden will be added this year.

This application was reviewed and approved by the Special Events Committee on May 18, 2023.

The total cost of this event is estimated to be around \$2000. The event organizer is responsible for payment of applicable charges.

**Key Issues:**

- PW Support (no parking signage, roll off container)
- HPD Support (off-duty officers)
- Commissioner of Revenue (food tax, business licenses)
- Community Development (stage permit)
- COI and endorsement to be submitted prior to the event