



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

OFFICE (540) 438-1644 • FAX (540) 433-9169

TO: Ande Banks, City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 5/7/24
RE: African American Festival

Summary: Consider the special event application request for the African American Festival on Saturday, September 14, 2024.

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,.

This application was reviewed and approved by the Special Events Committee on April 18, 2024.

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