



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

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TO: Ande Banks, Interim City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 8/9/22
RE: Harrisonburg International Festival

Summary: Consider the special event application request for the Harrisonburg International Festival on Saturday, September 24, 2022.

Background: The Harrisonburg International Festival is an annual event that takes place in downtown Harrisonburg. The organizers are requesting the street closure of the North, South, and West sides of Court Square as well as Liberty Street between Gay Street & Rock Street. Main Street will remain open.

This application was reviewed and approved by the Special Events Committee on August 4, 2022.

The total cost of this event is estimated to be around \$6000. The event organizer is responsible for payment of applicable charges.

Key Issues:

- PW Support (street closures, no parking signage, roll off container, flusher & sweeper truck)
- HPD Support (off-duty officers)
- HFD Support (Command Post, EMS Bike Team)
- Commissioner of Revenue (food tax, business licenses)
- COI and endorsement to be submitted prior to the event