



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

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TO: Eric Campbell, City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 5/24/21
RE: HDR's Skeleton Festival

Summary: Consider the special event application request for HDR's Skeleton Festival on October 23, 2021 from 2-5pm.

Background: This is the 18th Annual Skeleton Festival, in downtown Harrisonburg. Skeleton Festival is a pre-Halloween, free community festival that includes trick-or-treating at downtown businesses, costume contests, and activities held throughout downtown and on Court Square.

This application was reviewed and approved by the Special Events Committee on May 14, 2021.

The total cost of this event is estimated to be around \$3500. The event organizer is responsible for payments to HPD off-duty officers.

Key Issues:

- PW Support (street closures, message boards, roll off container)
- HPD Support (off-duty officers)
- COI, endorsement, and business licenses to be submitted prior to event
- ABC License will be obtained as necessary