

TO: Eric Campbell, City Manager  
FROM: Erin Smith, Events Manager, HDR  
DATE: 03/20/19  
RE: 2019 Hispanic Festival

**Summary:** Consider the Special Event application request for the Hispanic Festival on Sunday, August 11, 2019 from 9am-5pm.

**Background:** The Hispanic Festival is organized by the Salvadorian Committee (COSPU) and is planned for 8/11/19 from 9am-5pm at the Smithland Road Soccer Complex. This would be the 9<sup>th</sup> year of the event, a cultural and sports festival that includes soccer tournaments, children's activities, music and food vendors. An estimated 2,000 people will attend.

The event organizer has been approved for the use of the Smithland Soccer Complex and Smithland Elementary and Skyline Middle School parking lots. Some HPD support is needed for traffic management and pedestrian crossing.

This application was reviewed and approved by the Special Events Committee on 03/07/19.

The total cost of the event is estimated between \$1,270- 1,930. The event organizer is responsible for any applicable payments to off-duty HPD officers.

**Key Issues:**

- HPR support (site and logistics management, sandwich boards, Smithland Complex reservation)
- PW support (message boards)
- HPD support (4-6 off-duty officers)
- HFD support (tent inspections)
- Community Development (inflatable amusement device permit)
- Insurance documentation, food vendor lists to be submitted prior to event