



City of Harrisonburg Special Event Application

Use this application to submit events that you would like to plan in the City of Harrisonburg on public property. Events can include concerts, festivals, benefits, run/walks, and more in the downtown area, Turner Pavilion, and city neighborhoods. Event organizers, especially those planning events for the first time, may be required to meet with City staff to discuss logistics and to determine the necessary City supports and resources to help make the event safe and successful. Event planning meetings are held the first Thursday of each month at 11 a.m.

City supports may include waste management, traffic management, safety, and road closures. For the City to approve a road or parking lot closure, the following must be considered: resident/business impact, detour routes, signage and notification, use of barricades and directional signage, and traffic control and safety. **Please note that there may be a cost to your organization for these services.**

APPLICATION DEADLINE: Applications for events occurring between January 1 and May 31 will be accepted no later than 90 days prior to the event. Applications for events occurring between June 1 and December 31 will be accepted no later than March 1. However, applications for events which require the rental of the Turner Pavilion & Park *but which do not require City supports* will be accepted no later than 90 days prior to the event.

Submit completed applications, fees, and supporting documents to Harrisonburg Downtown Renaissance (HDR): HDR Events Coordinator, 212 South Main Street, Harrisonburg, VA 22801 or events@harrisonburgva.gov.

Electronic applications are preferred. Incomplete applications will not be processed. Call HDR's events coordinator at 540-432-2901 or email events@harrisonburgva.gov with questions about this application or the events approval process.

Section 1: Contact Information

Organization/Applicant Name:	Eastern Mennonite University	
Event Name:	Eastern Mennonite University Commencement Ceremony	
Date of Event:	April 30, 2017	
Daytime Phone:	540-432-4390	Cell Phone: (*Required for day-of-event) 540-478-2363
E-mail Address:	lehmanem@emu.edu	
Mailing Address:	1200 Park Rd., Harrisonburg, VA 22802	

Preferred event location (Check all that apply):

- Downtown - festivals, concerts, and other events that are not run/walk events
- Downtown - run/walk events – Complete & attach map. Must complete section 5
- Neighborhood run/walk events – Attach a map/diagram of your course
- Turner Pavilion & Park Rental – Fees may apply. Must complete section 6
- City Park Reservation

If the event involves the use of a city park, the applicant must obtain a permit from the Department of Parks & Recreation before submitting an application. For availability, call 540.433.9168.

Court Square – If the event involves the use of the Courthouse grounds, the applicant must obtain approval from Rockingham County before submitting an application. For availability, call 540.564.3008.

Section 2: Event Description

Please describe your event: Traditionally EMU Commencement ceremony is held on the front lawn

Is this an annual event? Yes No If so, how many years has it been held? _____

Event Hours:
Set-up Start Time: 12:45 p.m. Event Start & End Times: 1:00 p.m. Clean-up End Time: 3:00 p.m.

How many participants and spectators do you anticipate? Participants: 300 - 400 Spectators: 3,000

Community Notification: List the name of businesses, churches and residences that you have notified about this event*:

**For first-time events taking place downtown (excluding the Turner Pavilion), event organizers must notify the businesses, churches or residences that are located near or adjacent to the event site. Businesses near a parking lot or parking structure that you wish to use for your event or that will be inaccessible because of a street closure must be notified as well. Contact HDR for assistance with identifying all businesses that might be impacted by your event.*

Will food be sold or served? Yes No Will merchandise be sold? Yes No

**All vendors must have a current business license for the City of Harrisonburg, unless the event organizer procures a show license; see below in Required Permits.
**All food vendors, except those selling unprocessed food products, must file and pay the City of Harrisonburg food & beverage tax. Contact the Commissioner of Revenue 540.432.7704 for details. The collection and remittance of applicable taxes is the responsibility of the individual vendor. However, event organizers are responsible for providing the Commissioner of Revenue with a list of participating food vendors and contact information for each.
***All food vendors must possess a valid food service permit. Contact the VA Department of Health for details: 540-574-5200*

Will alcohol be served*? Yes No

- If yes, attach copy of ABC License
- If yes, describe the perimeter fencing that you plan to use*:
**Organizers must erect complete, stable fencing surrounding all areas where alcohol is to be served or consumed. Small events can use snow/plastic fencing. For large events, metal fencing may be required.*

Do you plan on providing portable restrooms? Yes No If yes, answer questions below:

- How many portable restrooms do you plan on having? _____
- Where do you plan on placing them? _____
- When are they scheduled to be dropped off? _____ Picked up? _____

**Portable restroom facilities are required at a ratio of at least one per 150 event participants, unless additional bathroom facilities are available to event attendees, or unless the duration of the event program does not exceed two hours. 10% of these should be ADA accessible. Events serving alcohol should provide portable restrooms at a ratio of one per 50 participants.*

Do you need access to water? Yes No

If yes, please describe: _____

Do you need access to electricity? Yes No

If yes, please describe: _____

Will your event involve the use of a parking and/or shuttle plan? Yes No

If yes, describe: _____

Are public parking lots needed to be reserved for use exclusively by this event? Yes No

If yes, list them: _____

Will your event require the closure of a portion of any city streets? Yes No

If yes, describe: For the EMU Commencement we would like the portion of Park Rd closed that runs from Mt. Clinton Pike to Parkwood Dr.

Please describe your plan for removal of waste and garbage during and after your event*:

Our staff will remove the waste/garbage

*It is the responsibility of the event organizer to provide trash cans and bags; and to remove all waste, debris and materials from the site, if prior arrangement has not been made with Harrisonburg City Public Works.

**For events with alcohol, food, or other products which may cause debris, residue or stains to remain on the property, the City may require the use of flusher trucks, sweeper trucks or blowers to clean the area. Event organizers may be charged for this service.

***There may be a penalty incurred if there is any damage to public property or structures, or if any trash or debris remains on-site.

Required Permits (Check all that apply):

Permit for Tents/Structures – Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit and inspection. Tents greater than 400 sq. ft. require an inspection by the Fire Department. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Ron Schuett or Mike Williams at 540.432.7700.

Fireworks Permit – Any fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact Fire Marshall’s office at 540.432.7703.

Show License or Business Licenses – A business license is required for all vendors selling any crafts, merchandise or food in the City of Harrisonburg. However, event organizers are able to purchase a show license to cover any craft and food vendors during an event. For information, contact the Commissioner of Revenue Office at 540.432.7704.

*All food vendors must pay the 6.5% food and beverage tax to the City of Harrisonburg Commissioner of Revenue.

**Some event organizers may also be responsible for paying an admissions tax, depending on the nature of the event.

ABC Banquet License – Sale and/or service of alcoholic beverages requires a banquet license.

Section 3: Safety

Are you requesting police support for event security? Yes No

Note: The Harrisonburg Police Department will review this application and may determine that police support is necessary.

Do you wish to request police support for traffic management? Yes No

Will you provide additional traffic marshals? Yes No If yes, how many: _____

- Persons under the age of 18 are not allowed to assist with traffic.
- All marshals must be properly equipped with identification, a reflective vest, and communication equipment.

Would you like to request the use of reflective vests? (A limited number is available) Yes No

If yes, how many: _____

Would you like to request training on traffic/pedestrian management from HPD? Yes No

Would you like to request a safety demonstration from the Harrisonburg Police Department? Yes No

Would you like to request a safety demonstration from the Harrisonburg Fire Department? Yes No

Would you like to request training on ABC management from HPD? Yes No

Are you hiring a security firm? Yes No

If yes, provide the following information:

• Have you hired a licensed, professional security company to help manage your event? Yes No

• Security Company Name: We will manage with EMU staff and contracted security

• Number of Security Personnel Hired: 8+

• Security Company Contact Name: _____

Cell Phone: _____

• Describe plan for crowd management and safety:

Traditionally we need only to monitor the perimeter of the seating area and assist as needed. Most security team members assist with parking and transport for disabled or elderly guests.

*The Harrisonburg Police Department will work with event organizers to meet their specific security needs. Please note that event organizers may be charged a rate of \$35/hr - \$55/hr per officer for police services.

- The number of required officers is based on the estimated number of attendees. For events under 500 people = one officer, 500-1000 people = two officers, 1000-2000 people = three officers, 3000-4000 = four officers (one of which must be a supervisor); 4000+ people = five officers (one of which must be a supervisor)
- Run/Walks will be required to provide staff or volunteers to cover at least half of the required officers needed to safely manage the event

Section 4: Required Documents

The following documents **MUST** be included with this application:

- Map with requested street closures and/or parking lots highlighted (not necessary if using existing run/walk course)
- Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc.

The following documents must be provided no later than 60 days prior to your event:

- A **Certificate of Insurance (COI)** providing evidence of liability insurance of a minimum of \$1,000,000 and property damage of \$100,000. The addendum must include this exact wording: **"The City of Harrisonburg, 409 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured."** If using the Turner Pavilion & Park, wording must also include **"Harrisonburg Downtown Renaissance, 212 S. Main St., Harrisonburg, VA 22801, is hereby named as additional insured."**

attached will be submitted before the event

- An **Endorsement** from the insurance company listing the City as an **Additional Insured** is also required. The insurance company must have a minimum financial rating from the A.M. Best Company of an "A" or better

attached will be submitted before the event

- If alcohol will be served, the City also requires a **Liquor Liability endorsement** be added to the insured's policy*

attached will be submitted before the event not needed

** A copy of the COI and Endorsement(s) must be submitted to the City Purchasing Office at Purchasing@harrisonburgva.gov in order for the special event request to be submitted to City Council. For information, Contact Pat Hilliard, Procurement Manager, 540.432.7794 or pat.hilliard@harrisonburgva.gov.*

- **ABC License** - If alcohol will be served, event organizers must obtain a VA ABC license*

attached will be submitted before the event not needed

**Contact VA ABC for information 804.213.4400*

- **Workers Compensation Insurance** - If your organization has employees, you must provide evidence of Workers Compensation insurance with statutory limits that meet state requirements

attached will be submitted before the event not needed

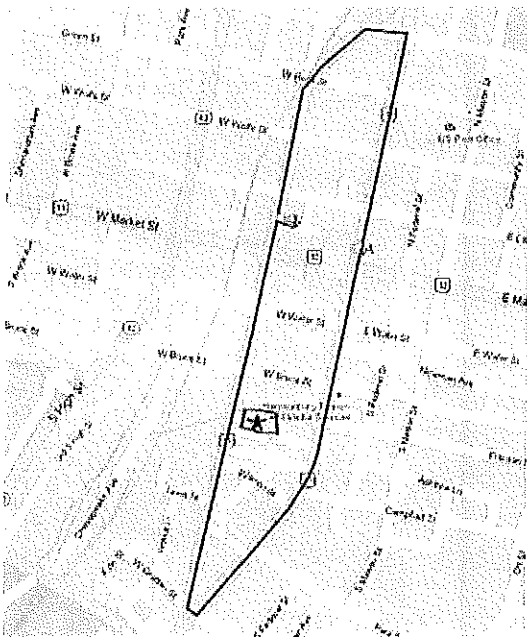
Section 5: Run/ Walk Courses

Street closures for runs/walks on public roads are required to use certain courses within the City limits that have been designed to ensure the safety of the participants and the efficiency of the event for city crews. Small run/walks that can organize clusters of staggered small groups of 25 or fewer people usually can take place on city sidewalks and typically don't require street closures or police support. Larger run/walks that intend to take place on city streets or may flow into city streets will require street closures and police support.

Applicants who wish to create a course on a college campus that flow into City streets or a local low-traffic neighborhood are allowed to submit a course for review.

The City has preapproved a grandfather clause for specific special event requests that use a different designated course in the city. Those events are: The Rocktown Turkey Trot & the Martin Luther King, Jr. Remembrance Walk. The Martin Luther King, Jr. Remembrance Walk also has been approved by City Council to occur on the third Monday of January each year.

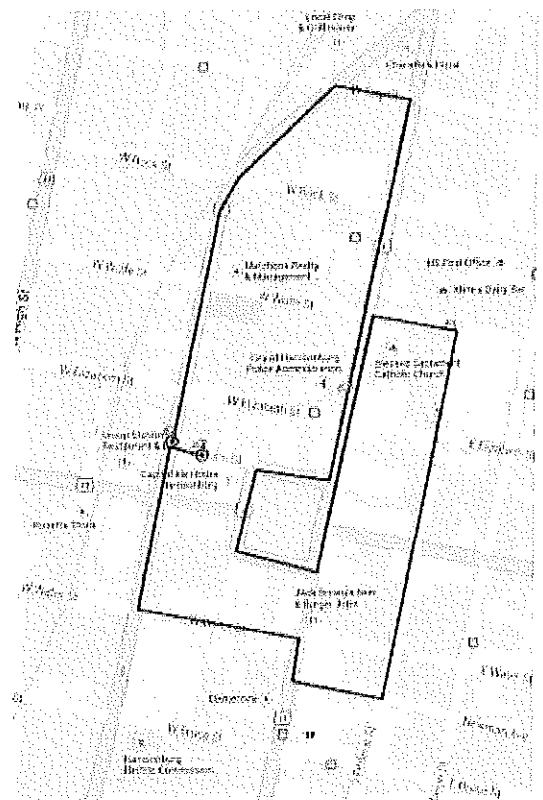
Indicate the course that you prefer to use:



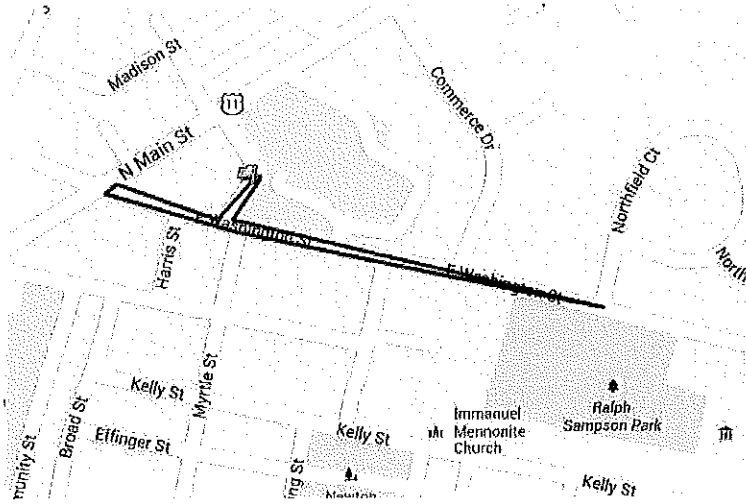
Downtown A

Downtown A: Only available for runs/walks that are planned in coordination with larger festivals on the same day utilizing the same street closures or for a holiday event.

Downtown B: Only available for runs/walks that are planned in coordination with larger festivals on the same day utilizing the same street closures or for a holiday event.

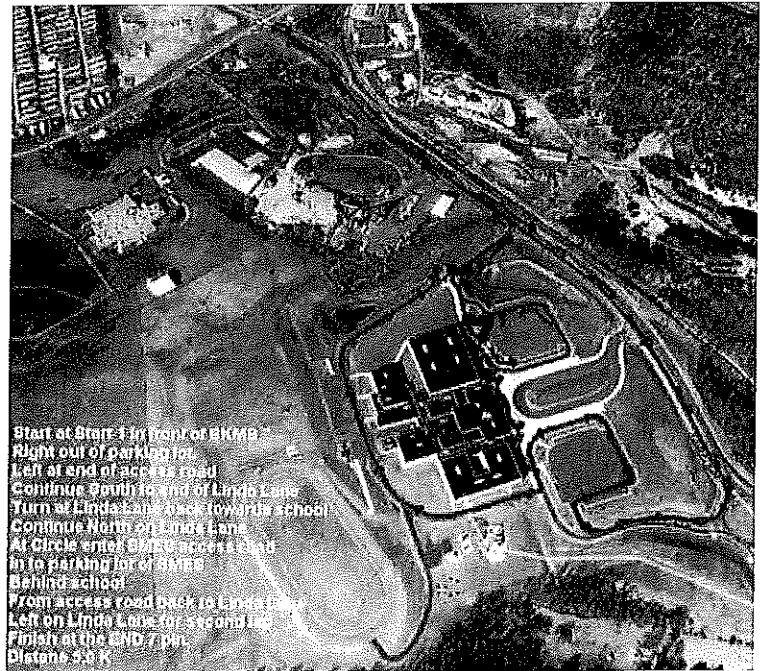


Downtown B



Washington Street course: 150+ runners/walkers

Linda Lane course: 150+ runners/walkers (Event organizers will need permission from the school to park in that lot)



EMU course*: Must be approved through Eastern Mennonite University before checking this box.

JMU course*: Must be approved through James Madison University before checking this box.

Neighborhood Run/Walk course*: Residents who will be impacted by the event must sign a "neighborhood release form," which can be obtained from HDR. Note that the application may be denied if the neighborhood release form is not completed.

*In addition to providing map, list in detail which streets you intend to use (Only needed for the EMU, JMU, & Neighborhood Run/Walk course)

Section 6: Turner Pavilion & Park Rental

Areas requested for event: Pavilion Adjacent Park Both Neither

Rental Policies & Fee Information: Please review the policies and sign below to accept the terms and agreement.

Policies:

- Illegal drugs of any kind are prohibited on Pavilion or Park property.
- Firearms or weapons prohibited by Virginia and Federal law are not allowed on Pavilion or Park property.
- Alcohol is permitted only with permission, and in compliance with ABC requirements.
- Bikes and skateboards are prohibited on the grass and concrete areas.
- Dogs must be on a leash at all times. Pet handlers are required to pick up dog waste.
- Burning wood or charcoal is not allowed in the Pavilion; however, gas grills are permitted.
- Open fires are not permitted in either facility.
- Smoking is not permitted in the Pavilion.
- Clean-up and trash storage arrangements must be made. Trash must be secured from blowing away and any loose debris removed from the site.
- Tables, chairs, and other amenities must be provided by the event organizer.
- Loud music, amplified speaking, or other potentially disturbing activities are permitted only with permission.
- Use of lights, electricity, and water facilities are permitted. Water hoses must be disconnected from spigots after event.
- Access to utility boxes must be arranged in advance with HDR or Harrisonburg Electric Commission.
- Event organizers must supply portable restrooms for events with at least 50 people in attendance. Restrooms must not be rinsed on site.
- Events held on Tuesdays or Saturdays must be coordinated with the Farmers Market staff.
- HDR reserves the right to decline any application if the event is viewed as inappropriate for the site or conflicts with other downtown events or revitalization goals.
- Typically only one event is scheduled at either facility. The organizer is restricted to only the facility reserved for the event.
- Organizer shall be responsible for any and all damages to the property arising from the use of the premises.
- Due to parking limitations, use of facilities is limited on weekdays to 5:00 p.m. to 11:00 p.m.
- Time of use is not to exceed 7:00 a.m. to 11:00 p.m. on weekends.
- A reservation is not confirmed until all conditions are met and agreed upon.

Fees:

- Pavilion and Park facilities are reserved on a first-come, first-served basis. An exception can be made for annual community or public events.
- Switching dates after the application is submitted is discouraged. No refunds will be granted.
- A check for the reservation must accompany the completed application.
- Make checks payable to Harrisonburg Downtown Renaissance.

Fee Scale for rental of Turner Pavilion & Park: Check one.

	Park	Pavilion
<input type="checkbox"/> City of Harrisonburg, HDR, FundFest, Farmers Market, Public Schools	N/A	N/A
<input type="checkbox"/> Non-profit Event	\$50	\$100
<input type="checkbox"/> Private Event (100 people or less)	\$150	\$300
<input type="checkbox"/> Private Event (101-500 people)	\$250	\$500
<input type="checkbox"/> Private Event (500+ people)	\$1,000 for both facilities	
<input type="checkbox"/> Profit-making Events	Fee negotiated on case-by-case basis	

*Public events serving alcohol require an ABC license and may require the hiring of off-duty uniformed Harrisonburg Police officers. *Officers hired to work the event will be paid individually by the event organizer.*

Special Event Rules & Regulations

Application Process At-a-Glance:

- Applications must be received for every event – both new and annual events.
- All applications must be submitted with an event diagram, and a map if applicable.
- Only complete applications with all necessary supporting documents will be submitted for approval to City Council.
- Organizers may be requested to meet with City representatives to review event plans, layout, and all other event logistics.
- If the application is reviewed and approved by the City Departments, the application will be presented to the Harrisonburg City Council for its approval by HDR.
- Attendance at this City Council meeting by the event applicant is required.

Rules & Regulations:


- Special Events requesting the following dates may not be approved or may incur additional charges from City departments: January 1st – March 15th; Memorial Day Weekend; James Madison University Commencement; July 4th; the weekend before and after July 4th; Labor Day weekend; JMU's Homecoming and at-home football games; Veterans Day (except in the event Veterans Day falls on a Sunday); Thanksgiving Day; the Friday, Saturday and Sunday following Thanksgiving; Christmas Eve; Christmas Day; New Year's Eve, and New Year's Day.
- Prior to submitting an application, first-time event organizers must notify all surrounding churches, businesses, and neighbors of the planned special event as they may be impacted by event activities or street closures. Failure to do so may result in the event application not being approved.
- Event planners will need to provide extra trash receptacles for their event. All trash and debris must be removed from the event site. Trash removal is the responsibility of the event organizer, if arrangements have not been made with Harrisonburg City Department of Public Works. For events with alcohol, food, or other products which may cause debris, residue or stains to remain on the property, the City may require the use of flusher trucks, sweeper trucks or blowers to clean the area. Event organizers may be charged for this service. There may be a penalty incurred if there is any damage to public property or structures, or if any trash, debris, waste or residue remains on-site.
- Events must take into consideration the placement of all vendors and activities:
 - Restrooms are not to be placed near restaurants or food vendors;
 - Vendors must not be placed near competing merchants/businesses;
 - A 20' fire lane must be maintained at all times. This must be continuous in nature and include sufficient turning radii for Fire Department apparatus to navigate.
 - Activities and vendors must not block any fire hydrant or any Fire Department connections (standpipe, sprinkler, etc.)
- Events anticipating a large number of attendees must supply an appropriate amount of portable restrooms. Portable restrooms shall not be rinsed on site.
- Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit. Any tent greater than 400 square feet requires a Fire Department inspection upon installation. More information can be found at www.harrisonburgva.gov/permits.
- Health and licensing requirements apply to all food and beverage sales. Food vendors must adhere to the regulations of the Virginia Department of Health (VDH). For information, call the Health Department directly at 540-574-5200.
- All vendors except those selling unprocessed food products must have a current business license, unless the event organizer procures a show license to cover all vendors. Contact the Commissioner of Revenue at 540-432-7704 for details. The collection of applicable sales taxes will be the responsibility of the individual vendor.
- Food vendors are not allowed to drain grease or grey water onto the property or leave grease or grey water at the site.
- Additional fees incurred to pay for City of Harrisonburg support (Fire Department, Department of Public Works, or the Harrisonburg Police Department) must be paid within 30 days of the event.
- Main Street is an alternate route for Interstate 81. In the event of an emergency situation on Interstate 81, VDOT or VA State Police may direct traffic onto Main Street and/or Liberty Street through Harrisonburg. This shall supersede the use of Main Street and/or Liberty Street by any event, despite the road having been closed for that purpose.
- Medical services and/or an emergency action plan may be required for some events.
- It is not recommended that an event be publicized or promoted until final approval is received by City Council.

FAILURE TO OBTAIN PROPER APPROVALS OR VIOLATIONS OF ANY RULES & REGULATIONS CAN RESULT IN THE CANCELLATION OF YOUR EVENT OR DENIAL OF FUTURE EVENT APPLICATIONS.

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the guidelines, rules and regulations for planning an event in the City of Harrisonburg and the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information. Furthermore the undersigned acknowledges that all necessary documents and permits are being submitted before the event.

The undersigned acknowledges that use of city resources to host an event in the City of Harrisonburg is contingent upon approval of this application by the city staff and Harrisonburg City Council.

Signature of Applicant: 

Date: 3/22/17

Comments:
