



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.

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 **February 25, 2019**. Applications for events which require the rental of the Turner Pavilion & Park but which do not require City supports (e.g. police support for alcohol service) 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 Manager, 217 S. Liberty Street #204, Harrisonburg, VA 22801 or events@harrisonburgva.gov.

Electronic applications are preferred. Incomplete applications will not be processed. Call HDR's events manager at 540-432-8909 or email events@harrisonburgva.gov with questions about this application or the events approval process.

Section 1: Contact Information

Organization/Applicant Name: City of Harrisonburg Parks + Recreation / Kristin Lam

Event Name: Super hero Scholarship 4-miler

Date of Event: May 18 2018

Daytime Phone: 540-908-6608 Cell Phone: 540-908-6608 (*Required for day-of-event)

E-mail Address: Kristin.lam@harrisonburgva.gov

Mailing Address: 305 South Dogwood Drive
Harrisonburg VA 22801

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: Fundraiser for Harrisonburg Parks + Recreation Scholarship Fund. Race through neighborhood surrounding Westover Park to Hillandale Park and back

Is this an annual event? Yes No If so, how many years has it been held? This would be the 1st year.

Event Hours:
Set-up Start Time: 6:00am Event Start & End Times: 8:45 am Clean-up End Time: 12:00 pm

How many participants and spectators do you anticipate? _____

Community Notification: List the name of businesses, churches and residences that you have notified about this event*:
First Church of the Brethern
Residents of South Dogwood, Ohio Street, Elwood Street, and Sunrise Ave.

**For events taking place downtown (including the Turner Pavilion), event organizers must notify the businesses, churches, organizations 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 organizations 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. Food vendor lists should be submitted to Karen Rose (karen.rose@harrisonburgva.gov) at least two weeks prior to the event date.
***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. For more information, contact VA ABC, Staunton Regional Office 540.332.7800*
***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. See section 3 for more information.*

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

List planned activities, vendors, entertainment that require electricity: _____

Will your event involve the use of an off-site 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: all parking will be at Rec Center

**Public parking lots can only be requested if needed for event programming; they cannot be requested for exclusive event parking for public or private events*

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

If yes, describe: Closure along race route starting at 7:00 until runners are through the course

**If your event requires street closures, you will need to issue a press release at least two weeks prior to your event specifying the impact of street closures and parking changes. Contact HDR (events@harrisonburgva.gov) for a sample press release and press list.*

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

Sweep area post race throughout route. Trashcans along route will be cleaned by parks staff

**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.

Inflatable/Regulated Amusement Device Permit – Inflatable amusement devices require a permit to be allowed at events open to the public, and the device vendor must provide a certificate of insurance listing the City of Harrisonburg as additional insured. For more information, contact Ron Schuett 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 7% 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

Do you acknowledge that The Harrisonburg Police Department will review this application and may determine that police support is necessary for your event? Yes No

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

Will you provide additional traffic marshals? Yes No If yes, how many: 20-30 depending on HPD involvement.
• 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: _____
- Number of Security Personnel Hired: _____
- Security Company Contact Name: _____
Cell Phone: _____
- Describe plan for crowd management and safety:

*The Harrisonburg Police Department will work with event organizers to meet their specific security needs. Please note that event organizers will be charged a rate of \$35/hr - \$50/hr per officer for police services. A minimum of 3 hours will be charged.

- The number of required officers is based on the estimated number of attendees and/or the number of intersection to be monitored for runs, walks and parades. For events under 500 people = two officers, 500-1000 people = three officers, 1000-2000 people = four officers (one of which must be a supervisor) , 3000-4000

= five officers (one of which must be a supervisor); 4000+ people = six officers (one of which must be a supervisor) The Harrisonburg Police Department reserves the right to increase the numbers of officers needed.

- 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

***Public events serving alcohol require an ABC license and will require the hiring of off-duty uniformed Harrisonburg Police officers. *Officers hired to work the event will be paid individually by the event organizer.* Contact HPD, 540.434.4436, to receive Form 59: Employer Application for Off Duty Officers. Form 59 must be submitted to Cpl. Wayne Westfall (wayne.westfall@harrisonburgva.gov) before the Special Event Application will be approved by the Police Department.

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 30 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."**

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

** A copy of the COI and Endorsement(s) must be submitted to the City Purchasing Office at Purchasing@harrisonburgva.gov no later than 30 days prior to your event. For information, Contact Pat Hilliard, Procurement Manager, 540.432.7794 or pat.hilliard@harrisonburgva.gov.*

- 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

- **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

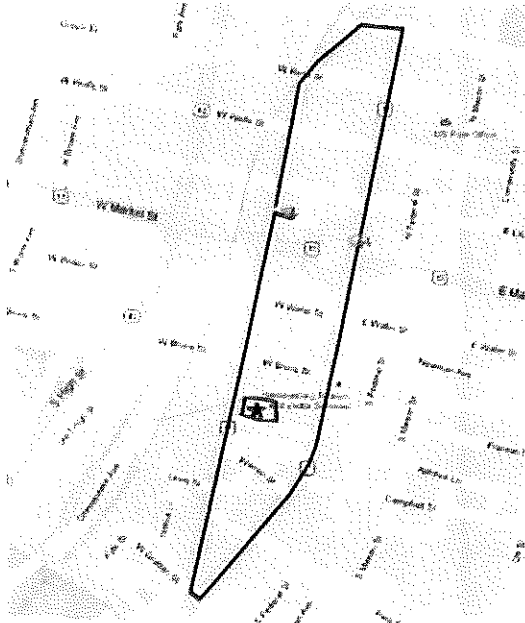
Section 5: Run/ Walk Courses

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.

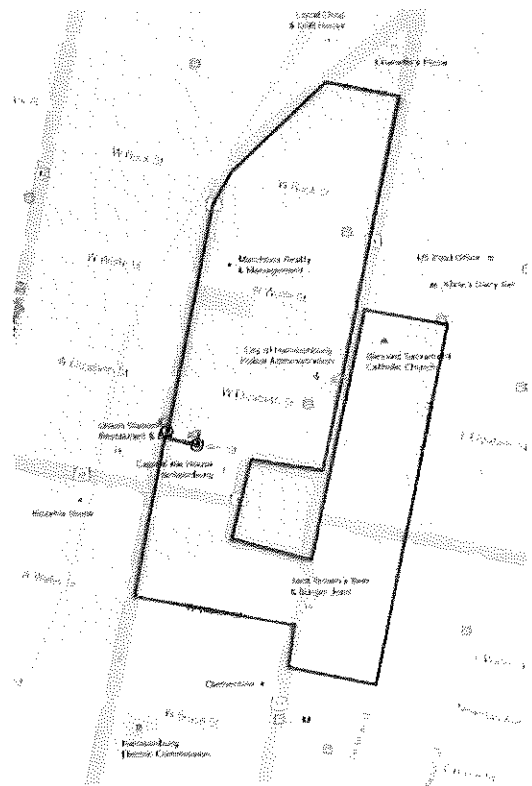
The City has preapproved a grandfather clause for specific special event requests that use a different designated course in the city. Those events are: The Rocktown Turkey Trot & the Martin Luther King, Jr. Remembrance Walk. The Martin Luther King, Jr. Remembrance Walk also has been approved by City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

Indicate the course that you prefer to use:



Downtown A

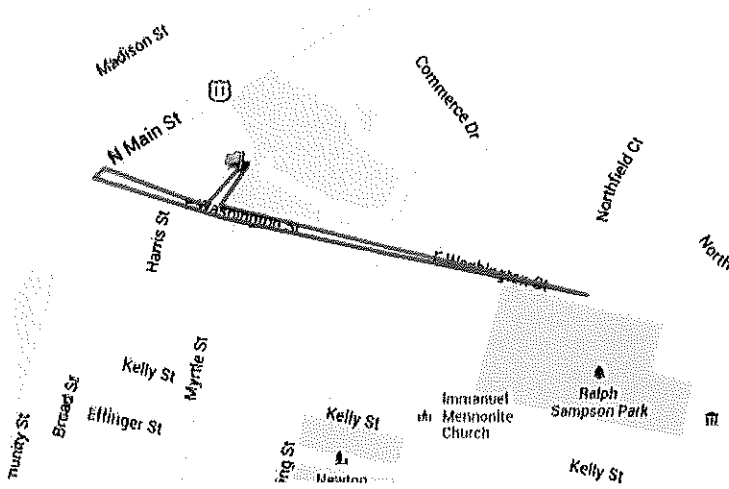
Downtown A: Only available for runs/walks that are planned in coordination with larger festivals on the same day utilizing the same street closures or for a holiday event.



Downtown B

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.

Washington Street course: 150+ runners/walkers



Linda Lane course: 150+ runners/walkers (Event organizers will need permission from Smithland Elementary/Skyline Middle to park in that lot)

EMU course*: Must be approved through Eastern Mennonite University before checking this box. Please include evidence of university approval in the form of an email exchange or MOU.

JMU course*: Must be approved through James Madison University before checking this box. Please include evidence of university approval in the form of an email exchange or MOU.

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

This section needs completed only if events are held downtown and the organizer wishes to rent the Turner Pavilion and/or Park.

Areas requested for event: Pavilion Adjacent Park Both

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 and fees for usage will be passed along to the event organizer.
- 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. Please contact Farmer’s Market staff (hbfarmersmarket@gmail.com) with your proposed event date.
- 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, and all required documents are received.

Reservation 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.

	<u>Park</u>	<u>Pavilion</u>
<input type="checkbox"/> City of Harrisonburg, HDR, 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	

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 a site plan or 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.
- 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: 12/10/18

Comments:

Checklist for City Resources

EVENT NAME: Superhero Scholarship 4-Miler EVENT DATE: Saturday, May 18, 2019

EVENT START TIME/END TIME: 8:45am-12pm **SETUP STARTS AT: 6am CLEAN UP ENDS

AT: 12pm

ORGANIZER NAME: HPR/Kristin Lam ORGANIZER PHONE: 540-908-6608

✓ Public Works Support

- ✓ **Street closures** List streets to be closed (with start and end intersections) ***Not a full closure--staff at intersections. See course map.

Dogwood (Westover to Ohio) & (Sunrise to Hillandale) from (time) 8am to last race participants through or 12pm

Ohio(between Dogwood + Elmwood) from (time) 8am to "

Elmwood from (time) 8am to "

Sunrise(between Elmwood + Dogwood) from (time) 8am to "

Closures in parks managed by HPR from

(time) _____ to _____

- "Parking is prohibited from (date/time) _____ to _____"

- Post "no parking" signs at (time) _____ on (date) _____

Parking lot closures (date/time)

City Hall Parking is prohibited between _____ and _____

Court Square Parking is prohibited between _____ and _____

Municipal Building Parking is prohibited between _____ and _____

Turner Pavilion Parking is prohibited between _____ and _____

Rockingham County Admin Parking is prohibited between _____ and _____

"Jimmy Madison" Parking is prohibited between _____ and _____

Newman Ave Parking is prohibited between _____ and _____

Magnolia's Parking is prohibited between _____ and _____

Grassy Lot Parking is prohibited between _____ and _____

Gravel Lot Parking is prohibited between _____ and _____

_____ Parking is prohibited between _____ and _____

_____ Parking is prohibited between _____ and _____

_____ Parking is prohibited between _____ and _____

- Post "no parking" signs at (time) _____ on (date) _____

✓ Digital Message Boards

Location/Date: 2 message boards (Water + Dogwood--on park side. Corner of westover) (Maryland Ave at Church) 8:30-12 pedestrian traffic

Location/Date: _____

Other Signage

Location/Date: _____

Location/Date: _____

✓ **Barricades/Yodocks (**see map for placement)**

Number of Barricades: Barricade: Dogwood at Maryland (S bound) (HPD to hold traffic at Market and Dogwood for start of race--then reopen section of S Dogwood)_HPD to pull barricades and PW to pick up Monday

Number of Yodocks: _____

Filled

Unfilled

Refuse & Garbage Removal

Roll off container

Location: _____

Recycle Trailer

Location: _____

Flusher Truck (i.e. event with alcohol require the flusher truck afterwards)

Sweeper (i.e. parades require street sweeper after event)

*Number of PW Staff: 2 x 3 hours

**Cost estimate for PW: \$198 (adjusted for overtime)

PW Other:

✓ **Police Support**

✓ Number of officers: 6 + supervisor

Safety demo: _____

Traffic Marshall Training

Number Traffic Marshalls Anticipated: _____

Reflective vests requested

HPD Other:

****Cost estimate HPD: \$840**

Fire/EMS Support

- Command Post**

Location: _____

- Safety demo:** _____

- Access to FDC**

Location: _____

Location: _____

- 20'ft fire lane access**

Location: _____

Location: _____

- Engine**

- Fire Marshall**

- Fireworks Permit**

Shooting Location: _____

- Building Permit (for tents >900 ft²) + Inspection**

- Tent Inspection (for tents >400 ft²)**

- Fire Other:** _____

****Cost estimate HFD: _____**

HDPT Support

- Routes affected:** _____ **Routes do not appear to be affected-- Erik to contact Avery about suspending loop to Westover until noon** _____

- HDPT Other:** _____

*****Cost estimate HDPT: _____**

ADDITIONAL NOTES:

TOTAL COST ESTIMATE: \$1,038 to city

For HDR Use Only:

- Water hook up** – Water hook-ups are only available in the Turner Pavilion & Park area

- Electrical hook up**

- Courthouse**

- Pavilion**

- Park**

- Turner Pavilion & Park Rental Fees submitted
- Turner Pavilion & Park Electrical Hook Up & Fees
- Certificate of Insurance and Endorsement(s) submitted
- ABC License submitted
- Workers Compensation document submitted
- Vendor List submitted
- City Hall Employee Notification