

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: The Arc of Harrisonburg & Rockingham

Event Name: Santa Run, Walk, 'n Roll

Date of Event: Friday December 6th, 2019

Daytime Phone: (540) 437-9214 Cell Phone: (540) 810-3000
(*Required for day-of-event)

E-mail Address: execdir@hrarc.org

Mailing Address: 620 Simms Avenue, 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: A fun run benefitting the Arc of HR. Registrants receive a santa costume and children receive elf ears to run, walk, or roll (wheelchair friendly event) to bring awareness to our programming while raising funds for teams and individuals.

Is this an annual event? Yes No If so, how many years has it been held? 1

Event Hours: START 6:15 (race begins) END
Set-up Start Time: 4:00 PM Event Start & End Times: 6:50 PM Clean-up End Time: 8:30

How many participants and spectators do you anticipate? 200-250

Community Notification: List the name of businesses, churches and residences that you have notified about this event*: The Friendly City Food Co-op, Registration and pre-race/post-race festivities will happen at the FCFC on their property.

**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? ^{Free} 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? 1
- Where do you plan on placing them? Friendly City Food Coop property
- When are they scheduled to be dropped off? 12/06/19 Picked up? 12/09/19

**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: _____

**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: street will already be closed in preparation for the holiday parade.

**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*:

We will bag and dispose of in FCFC's bins.

**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: _____

- *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.

Registration and all other activities taking place at FCFC property.

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

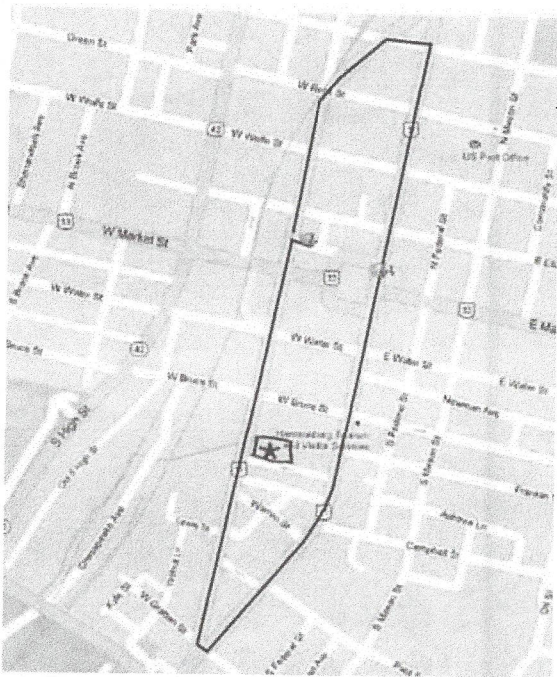
Section 5: Run/ Walk Courses

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.

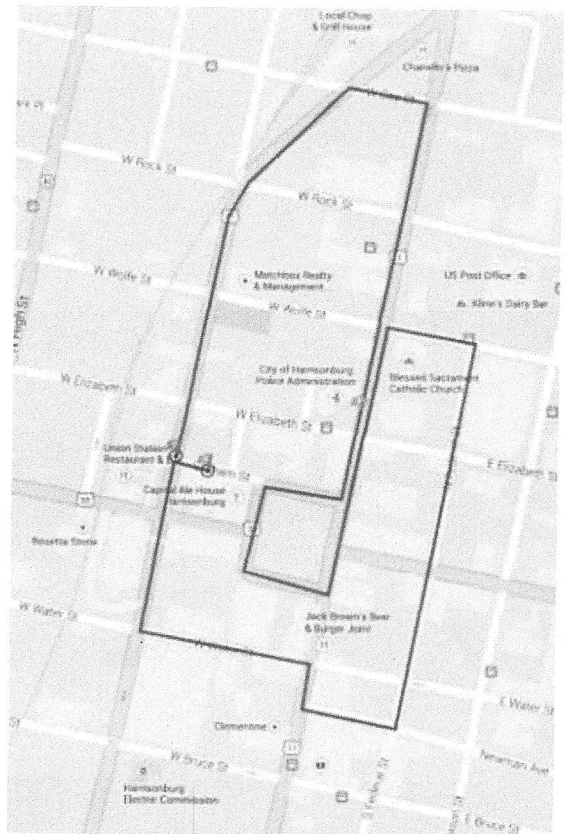
Indicate the course that you prefer to use:



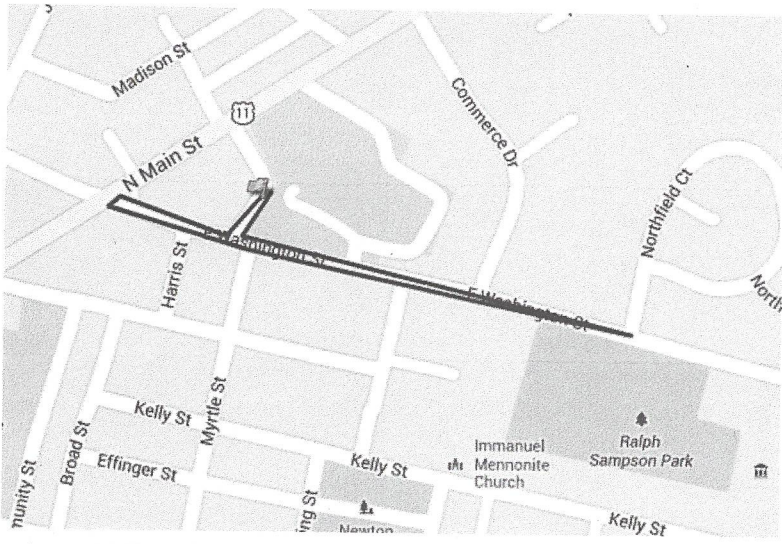
Downtown A

Downtown 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.

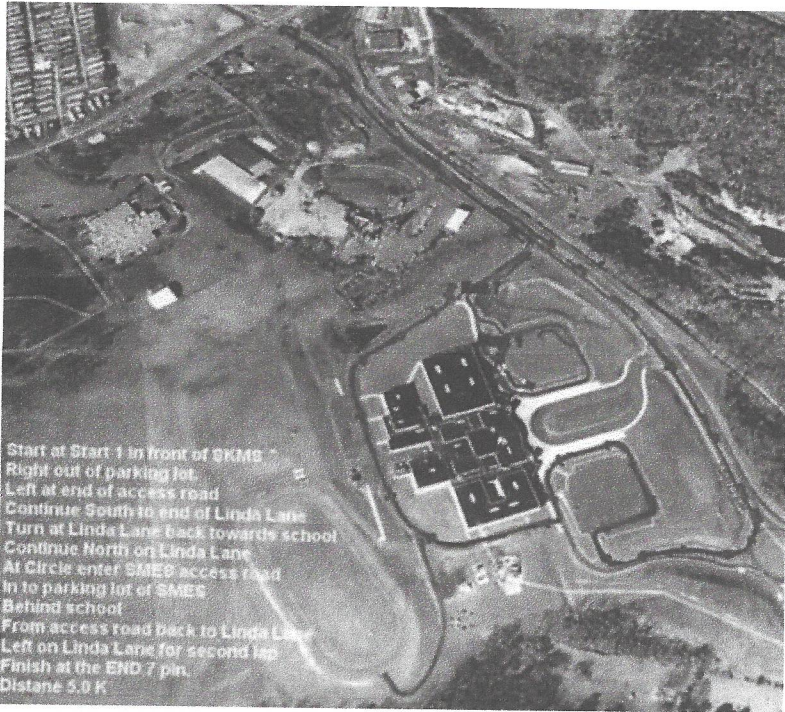
Downtown A: Only available for runs/walks that are planned in coordination with larger festivals on the same day utilizing the same street closures or for a holiday event.
**** Modified. See site map on pg 9**



Downtown B



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)

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.

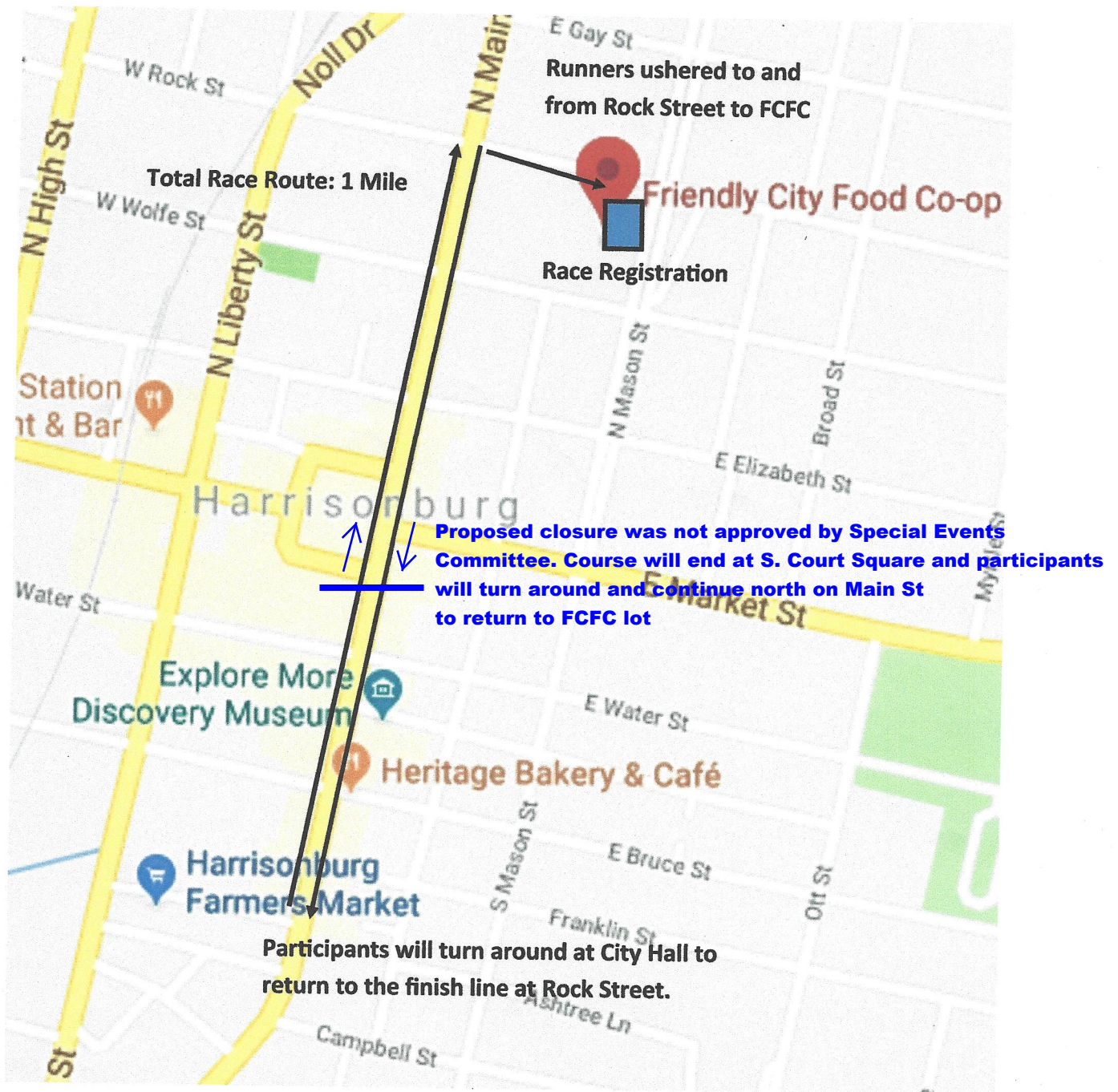
The undersigned acknowledges that use of city resources to host an event in the City of Harrisonburg is contingent upon approval of this application by the city staff and Harrisonburg City Council.

Signature of Applicant: *Jenna Bryant*

Date: 2/25/19

↓ ↑

Comments:



Runners, including children and those with intellectual and developmental disabilities, will gather under the Friendly City Food Co-op Pavilion for registration beginning at 5:00 PM. Runners will be ushered, with the help of our "Safety Santa" volunteers from the Co-op to the intersection of Rock Street and S. Main Street beginning around 6 PM. The race will officially begin at Rock Street, heading South on S. Main Street at 6:15 PM with runners going down the left side of the street only (cones and volunteers will stand down middle of lane to help corral and direct). Once runners reach City Hall, volunteers will direct them to turn around and run on the other side of Main street heading North. Race will end at intersection of Rock Street and S. Main Street and volunteers will direct runners back to the Friendly City Food Co-op. If runners have not completed the route by 6:50, our volunteers will direct all remaining parties to the sidewalks to prepare for parade. All participants, including staff will clear the intersection of Rock Street and S. Main street by 6:55 PM.

Checklist for City Resources

EVENT NAME: Santa Run, Walk 'n Roll _____ EVENT DATE: Friday, December 6,
2019 _____

EVENT START TIME/END TIME: 6:15-6:50pm **SETUP STARTS AT: 4pm (Friendly City Food Co-op lot) _____

CLEAN UP ENDS AT: 8:30 (FCFC lot) _____

ORGANIZER NAME: Arc of Harrisonburg and Rockingham County/Heather Denman _____ ORGANIZER

PHONE: execdir@hrarc.org; 540-810-3000 _____

✓ Public Works Support

- ✓ **Street closures** List streets to be closed (with start and end intersections) (**Utilizing Holiday Parade Main St. closure**)

_____ Begins on Rock St, ends at S Court Square, loops back on Main St to end at FCFC _____ from (time)
6:15pm _____ to 6:50pm _____

_____ from (time) _____ to _____
_____ from (time) _____ to _____
_____ from (time) _____ to _____
_____ 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: _____

Location/Date: _____

Other Signage

Location/Date: _____

Location/Date: _____

Barricades/Yodocks (see map for placement)**

Number of Barricades: _____

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:** _____

****Cost estimate for PW:** N/A _____

✓ **PW Other:** drop 3-4 cones at turn around point (Pendleton Bank) _____

✓ **Police Support**

✓ **Number of officers:** Officers already on-site for Holiday Parade. _____

Safety demo: _____

Traffic Marshall Training

Number Traffic Marshalls Anticipated: _____

Reflective vests requested

HPD Other: HPD to split lanes at S. Court Square with few cones, and monitor course. _____

****Cost estimate HPD:** N/A _____

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: _____

HDPT Other: _____

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

ADDITIONAL NOTES:

- **Must be same length as last years' course. HPD to split lanes with few cones and monitor course.**
- **No car/ van following if looping. Golf cart would be possible alternative. 2 golf carts is approved by HPD**
- **Westfall to research max capacity for Santa Run. Determine cap for future Santa Runs**
- **Stop at S. Court Square in 2019. If 2019 race ends well before 6:50pm (approx. 6:30-6:35), then extend course to Newman and Main (or Bruce + MRL?) in 2020.**

TOTAL COST ESTIMATE: ___ **N/A; resources shared with Holiday Parade** _____

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