



CITY OF HARRISONBURG  
**PARKS &  
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

OFFICE (540) 438-1644 • FAX (540) 433-9169

TO: Ande Banks, City Manager  
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation  
DATE: 5/30/23  
RE: Hispanic Festival

**Summary:** Consider the special event application request for the Hispanic Festival on Saturday, August 5, 2023.

**Background:** The Hispanic Festival is an annual event that takes place in Harrisonburg. This year, it will take place at Ralph Sampson Park. The Festival will have a full day of activities, food, and live music. A futsal tournament will take place at the futsal courts.

This application was reviewed and approved by the Special Events Committee on May 4, 2023.

The total cost of this event is estimated to be around \$1500. The event organizer is responsible for payment of applicable charges.

**Key Issues:**

- PW Support (no parking signage, roll off container, digital message board)
- HPD Support (off-duty officers)
- HFD Support (EMS)
- Commissioner of Revenue (food tax, business licenses)
- Community Development (stage permit)
- COI and endorsement to be submitted prior to the event