

TO: Eric Campbell, City Manager
FROM: Erin Smith, Events Manager, HDR
DATE: 04/08/19
RE: 2019 Harrisonburg Holiday Parade

Summary: Consider the Special Event application request for the Harrisonburg Holiday Parade on Friday, December 6, 2019.

Background: the annual Holiday Parade is organized by Harrisonburg Parks and Recreation and is planned for 12/6/19 from 7pm-9pm in downtown Harrisonburg. 6,000 participants and spectators are expected. The following street closures and parking lot closures are required:

- Main St (from MLK-Gay) + side roads: Bruce from Liberty to Federal (with access to Water St. parking deck); Newman from Main to Federal; Water Street from Liberty to Federal (with access to Water St. parking deck); Wolfe St. (Main to Liberty); Rock Street (Main to Liberty); Gay St. (Main to Noll)
- Court Square, Graham St, adjoining section of W Market St.
- Closure of City Hall lot; portion of Municipal Lot/Turner Pavilion parking; Newman Ave lots; Rockingham County Admin lot

This application was reviewed and approved by the Special Events Committee on 03/21/19.

The total cost of the event is estimated at \$8,800.

Key Issues:

- HPR support (planning + logistics)
- PW support (9 staff for: street closures, no parking signage, message boards, refuse collection, sweeper)
- HPD support (28 officers)
- HFD support (Lighting at staging location, engine & tower for parade, access to FCDs, 20'ft fire line along closed streets)
- Covered under City insurance