



CITY OF HARRISONBURG
**PARKS &
RECREATION**

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TO: Ande Banks, City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 2/6/24
RE: United Way's Day of Action Post Event Celebration

Summary: Consider the special event application request for the United Way's Day of Action Post Event Celebration on Friday, May 31 from 3-5pm.

Background: The Day of Action Post Event Celebration will be held at Turner Pavilion. It will allow teams to come together and celebrate all the hard work they achieved during the Day of Action.

This application was reviewed and approved by the Special Events Committee on February 1, 2024.

The total cost of this event is estimated to be around \$1600. The event organizer is responsible for payment of applicable charges.

Key Issues:

- PW Support (No parking signage, barricades, flusher & sweeper trucks)
- HPD Support (off-duty officers)
- COI and endorsement to be submitted prior to the event
- ABC permit will be submitted prior to the event