

**Checklist for City Resources**

EVENT NAME: Sunday Funday 1K EVENT DATE: Sunday, February 17, 2019

EVENT START TIME/END TIME: 10am-11am \*\*SETUP STARTS AT: 9am CLEAN UP ENDS

AT: 11am

ORGANIZER NAME: VA Momentum/ Kevin Gibson ORGANIZER PHONE: 757-478-0495

**Public Works Support**

**Street closures** List streets to be closed (with start and end intersections)

Washington St. From Main to Northfield Crt. (closure on Western side) from (time) 9am to 11am  
Simms, Palmer, Harris, Commerce, Myrtle, from (time) 9am to 11am  
\_\_\_\_\_ 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: Road closed ahead on Washington and Vine

Location/Date: \_\_\_\_\_

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

Number of Barricades: X

Number of Yodocks: X

Filled

Unfilled

**Refuse & Garbage Removal**

Roll off container

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

✓ **PW Other:** Weather: PW can make call to cancel at Thursday prior to event

✓ **Police Support**

Number of officers: 6

Safety demo: \_\_\_\_\_

Traffic Marshall Training

Number Traffic Marshalls Anticipated: \_\_\_\_\_

Reflective vests requested

HPD Other:

\_\_\_\_\_

✓ **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 ft<sup>2</sup>) + Inspection**

**Tent Inspection (for tents >400 ft<sup>2</sup>)**

**Fire Other: Nothing at this time. \*\*Mike Brady to confirm min safe wind chill/temp.**

**HDPT Support**

**Routes affected:** \_\_\_\_\_

**HDPT Other:** \_\_\_\_\_

**ADDITIONAL NOTES:**

\_\_ **Contact Avery about Washington St. closure. \*\*From Avery: "Only thing it would impact for us would be paratransit since it is on a Sunday. We only have 2 Transit routes operating on Sunday and none service Washington St."**

**Kevin to contact church affected.** \_\_\_\_\_

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**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



