

TO: Eric Campbell, City Manager
FROM: Erin Smith, Events Manager, HDR
DATE: 2/10/20
RE: 2020 Rotary Strawberry Festival

Summary: To consider the special event application request for the Strawberry Festival on Saturday, May 16, 2020.

Background: The Harrisonburg Rotary Club is requesting the use of the City Hall Parking Lot, gravel lot and grassy lot (Turner Pavilion Park) from 8am-6pm on 05/16/20. Event also requires closure of Warren St.

The organizers are considering incorporating a beer garden in the grassy lot. Should they move forward with a beer garden, the organizer is aware that an ABC banquet license is needed, as is liquor liability insurance. The organizer is also aware that additional private security and/or HPD off-duty officers may be required.

This application was reviewed and approved by the Special Events Committee on 2/6/20.

The total cost for the event is estimated between \$500-1,060. The event organizer would be responsible for making payments to off-duty HPD officers monitoring the beer garden.

Key Issues:

- Organizer will submit COI, endorsement, ABC license (if applicable), and food vendor list prior to event.
- HPR: Organizer will seek permission to use grassy lot only.
- HPD: 1-2 off-duty officers may be needed, if beer garden is pursued
- Community Development: possible inspection of inflatable amusement devices (bounce castles), possible inspection of stage.
- Public Works support: signage, container, barricades, street closure. No need for flush truck, proposed location of beer garden is in grass.

Environmental Impact:

Fiscal Impact:

Prior Actions:

- Alternatives:** (a)
 (b); or
 (c) Do not adopt ordinance at this time

Community Engagement:

Recommendation:

Attachments:

Review:

The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

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