



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: 5/7/24  
RE: Harrisonburg International Festival

**Summary:** Consider the special event application request for the Harrisonburg International Festival on Saturday, September 28, 2024.

**Background:** The Harrisonburg International Festival is an annual event that takes place in downtown Harrisonburg. The festival is a celebration of the many cultures living in and around Harrisonburg. Food, entertainment, and vendors will fill downtown for the full day Festival.

This application was reviewed and approved by the Special Events Committee on April 18, 2024.

The total cost of this event is estimated to be around \$10000. The event organizer is responsible for payment of applicable charges.

**Key Issues:**

- PW Support (street closures, no parking signage, roll off container, sweeper truck)
- HPD Support (off-duty officers)
- HFD Support (Command Post)
- Commissioner of Revenue (food tax, business licenses)
- COI and endorsement to be submitted prior to the event