



CITY OF HARRISONBURG  
**PARKS &  
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

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TO: Ande Banks, City Manager  
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation  
DATE: 3/27/23  
RE: HEC- Touch a Truck

**Summary:** Consider the special event application request for Explore More Discovery Museum's Touch a Truck event in partnership with HEC on Saturday, August 12, 2023, from 10am-noon.

**Background:** The Discovery Museum will be opening a new exhibit in partnership with HEC. This will have several trucks on Newman Avenue for children to explore up close.

This application was reviewed and approved by the Special Events Committee on May 4, 2023.

The total cost of this event is estimated to be around \$1,000. The event organizer is responsible for payment of applicable charges.

**Key Issues:**

- PW Support (street closures, barricades, parking signage)
- PD Support (to assist with street closure)
- FD Support (fill yodocks)
- COI and endorsement, ABC license to be submitted prior to event