

TO: Eric Campbell, City Manager  
FROM: Erin Smith, Events Manager, HDR  
DATE: 1/14/20  
RE: 2020 Skeleton Festival

**Summary:** Consider the special event application request for Skeleton Festival on Saturday, October 24, 2020.

**Background:** HDR is requesting the closure of Main St. for trick-or-treating at downtown businesses from 1-5pm, and the closure of Court Square from noon-6pm on 10/24/20. Skeleton Festival is an annual pre-Halloween event that includes trick-or-treating and activities spread throughout downtown Harrisonburg. 3,000-4,000 people are expected to attend.

This application was reviewed and approved by the Special Events Committee on 1/9/20.

The total cost of the event is estimated to be \$3,600.

**Key Issues:**

- HPD Support (5 officers/CSAs)
- Public Works support (4-6 staff for street and parking lot closures, signage, roll off container)
- Food vendor list will be submitted prior to event
- Insurance documents will be submitted at least 30 days prior to event.
- HDPT support (re-routes of 1,4 and 5)