



City of Harrisonburg Special Event Application

Use this application to submit events that you would like to plan in the City of Harrisonburg on public property. Events can include concerts, festivals, benefits, run/walks, and more in the downtown area, Turner Pavilion, and city neighborhoods. Event organizers, especially those planning events for the first time, may be required to meet with City staff to discuss logistics and to determine the necessary City supports and resources to help make the event safe and successful. Event planning meetings are held the first Thursday of each month at 11 a.m.

City supports may include waste management, traffic management, safety, and road closures. For the City to approve a road or parking lot closure, the following must be considered: resident/business impact, detour routes, signage and notification, use of barricades and directional signage, and traffic control and safety. **Please note that there may be a cost to your organization for these services.**

APPLICATION DEADLINE: Applications for events occurring between January 1 and May 31 will be accepted no later than 90 days prior to the event. Applications for events occurring between June 1 and December 31 will be accepted no later than February 23, 2018. Applications for events which require the rental of the Turner Pavilion & Park *but which do not require City supports (e.g. police support for alcohol service)* will be accepted no later than 90 days prior to the event.

Submit completed applications, fees, and supporting documents to Harrisonburg Downtown Renaissance (HDR): HDR Events Coordinator, 212 South Main Street, Harrisonburg, VA 22801 or events@harrisonburgva.gov.

Electronic applications are preferred. Incomplete applications will not be processed. Call HDR's events coordinator at 540-432-8909 or email events@harrisonburgva.gov with questions about this application or the events approval process.

Section 1: Contact Information

Organization/Applicant Name: Girls On the Run of the Shenandoah Valley / Dia Russell

Event Name: Girls On the Run 5K

Date of Event: November 18, 2018

Daytime Phone: 540-383-8340 Cell Phone: same
(*Required for day-of-event)

E-mail Address: dia.russell@girlsontherun.org

Mailing Address: 4000 Running Bear Dr. Rockingham VA 22862 (local)
 OR 413 Fairmont Ave Winchester, VA (Business office)

Preferred event location (Check all that apply):

- Downtown - festivals, concerts, and other events that are not run/walk events
- Downtown - run/walk events – Complete & attach map. Must complete section 5
- Neighborhood run/walk events – Attach a map/diagram of your course
- Turner Pavilion & Park Rental – Fees may apply. Must complete section 6
- City Park Reservation
 If the event involves the use of a city park, the applicant must obtain a permit from the Department of Parks & Recreation before submitting an application. For availability, call 540.433.9168.
- Court Square – If the event involves the use of the Courthouse grounds, the applicant must obtain approval from Rockingham County before submitting an application. For availability, call 540.564.3008.

Section 2: Event Description

Please describe your event: The Girls on the Run 5K culminates the end of a 10 week season for girls in our program. We partner with schools + other after school organizations to form teams of 3rd-5th grade girls or 6th-8th grade girls. The girls physically prepare for the 5K while experiencing our life-skill building curriculum. We expect 9-11 teams this fall. Each girl will have an adult running buddy with her. We are also open to the public. This event is untimed + serves to build confidence, perseverance + goal setting.

Is this an annual event? Yes No If so, how many years has it been held? Will be every Nov + April

Event Hours:
Set-up Start Time: 10 am Event Start & End Times: 12³⁰- 3³⁰ Clean-up End Time: 5pm

How many participants and spectators do you anticipate? 200 - 300

Community Notification: List the name of businesses, churches and residences that you have notified about this event*:
We have a team @ skyline middle school + are communicating closely with the school.

**For first-time events taking place downtown (excluding the Turner Pavilion), event organizers must notify the businesses, churches or residences that are located near or adjacent to the event site. Businesses near a parking lot or parking structure that you wish to use for your event or that will be inaccessible because of a street closure must be notified as well. Contact HDR for assistance with identifying all businesses that might be impacted by your event.*

Will food be sold or served? Yes No unsure Will merchandise be sold? Yes No

**All vendors must have a current business license for the City of Harrisonburg, unless the event organizer procures a show license; see below in Required Permits.*

***All food vendors, except those selling unprocessed food products, must file and pay the City of Harrisonburg food & beverage tax. Contact the Commissioner of Revenue 540.432.7704 for details. The collection and remittance of applicable taxes is the responsibility of the individual vendor. However, event organizers are responsible for providing the Commissioner of Revenue with a list of participating food vendors and contact information for each.*

****All food vendors must possess a valid food service permit. Contact the VA Department of Health for details: 540-574-5200*

Will alcohol be served*? Yes No

- If yes, attach copy of ABC License
- If yes, describe the perimeter fencing that you plan to use*:

**Organizers must erect complete, stable fencing surrounding all areas where alcohol is to be served or consumed. Small events can use snow/plastic fencing. For large events, metal fencing may be required.*

Do you plan on providing portable restrooms? Yes No have been given access to school bathrooms If yes, answer questions below:

- How many portable restrooms do you plan on having? 4-6
- Where do you plan on placing them? @ agreed on location with school
- When are they scheduled to be dropped off? Friday 11/16 Picked up? Monday Nov 19

**Portable restroom facilities are required at a ratio of at least one per 150 event participants, unless additional bathroom facilities are available to event attendees, or unless the duration of the event program does not exceed two hours. 10% of these should be ADA accessible. Events serving alcohol should provide portable restrooms at a ratio of one per 50 participants.*

If yes, please describe: _____

Do you need access to electricity? Yes No

If yes, please describe: for audio / mcee - school has

Will your event involve the use of a parking and/or shuttle plan? Yes No

If yes, describe: We will simply use school lots

Are public parking lots needed to be reserved for use exclusively by this event? Yes No

If yes, list them: We will use the school lots + have volunteers available to assist if needed

Will your event require the closure of a portion of any city streets? Yes No

If yes, describe: for Linda Lane route
We will provide several volunteer course marshals

Please describe your plan for removal of waste and garbage during and after your event*:

Volunteers + staff will ensure the grounds are left clean.
We will use school receptacles / trash cans

*It is the responsibility of the event organizer to provide trash cans and bags; and to remove all waste, debris and materials from the site, if prior arrangement has not been made with Harrisonburg City Public Works.

**For events with alcohol, food, or other products which may cause debris, residue or stains to remain on the property, the City may require the use of flusher trucks, sweeper trucks or blowers to clean the area. Event organizers may be charged for this service.

***There may be a penalty incurred if there is any damage to public property or structures, or if any trash or debris remains on-site.

Required Permits (Check all that apply):

Permit for Tents/Structures – Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit and inspection. Tents greater than 400 sq. ft. require an inspection by the Fire Department. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Ron Schuett or Mike Williams at 540.432.7700.

Fireworks Permit – Any fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact Fire Marshall's office at 540.432.7703.

Show License or Business Licenses – A business license is required for all vendors selling any crafts, merchandise or food in the City of Harrisonburg. However, event organizers are able to purchase a show license to cover any craft and food vendors during an event. For information, contact the Commissioner of Revenue Office at 540.432.7704.

*All food vendors must pay the 7% food and beverage tax to the City of Harrisonburg Commissioner of Revenue.

**Some event organizers may also be responsible for paying an admissions tax, depending on the nature of the event.

ABC Banquet License – Sale and/or service of alcoholic beverages requires a banquet license.

Section 3: Safety

Are you requesting police support for event security? Yes No

Note: The Harrisonburg Police Department will review this application and may determine that police support is necessary.

Do you wish to request police support for traffic management? Yes No

Will you provide additional traffic marshals? Yes No If yes, how many: 15-20 or as guided by police department

- Persons under the age of 18 are not allowed to assist with traffic.
- All marshals must be properly equipped with identification, a reflective vest, and communication equipment.

Would you like to request the use of reflective vests? (A limited number is available) Yes No
If yes, how many: 20

Would you like to request training on traffic/pedestrian management from HPD? Yes No

Would you like to request a safety demonstration from the Harrisonburg Police Department? Yes No

Would you like to request a safety demonstration from the Harrisonburg Fire Department? Yes No

Would you like to request training on ABC management from HPD? Yes No

Are you hiring a security firm? Yes No

If yes, provide the following information:

- Have you hired a licensed, professional security company to help manage your event? Yes No
- Security Company Name: _____
- Number of Security Personnel Hired: _____
- Security Company Contact Name: _____
Cell Phone: _____
- Describe plan for crowd management and safety:

*The Harrisonburg Police Department will work with event organizers to meet their specific security needs. Please note that event organizers may be charged a rate of \$35/hr - \$55/hr per officer for police services.

- The number of required officers is based on the estimated number of attendees. For events under 500 people = one officer, 500-1000 people = two officers, 1000-2000 people = three officers, 3000-4000 = four officers (one of which must be a supervisor); 4000+ people = five officers (one of which must be a supervisor)
- Run/Walks will be required to provide staff or volunteers to cover at least half of the required officers needed to safely manage the event

Section 4: Required Documents

The following documents **MUST** be included with this application:

- Map with requested street closures and/or parking lots highlighted (not necessary if using existing run/walk course)
- Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc.

The following documents must be provided no later than 60 days prior to your event:

- A **Certificate of Insurance (COI)** providing evidence of liability insurance of a minimum of \$1,000,000 and property damage of \$100,000. The addendum must include this exact wording: **"The City of Harrisonburg, 409 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured."** If using the Turner Pavilion & Park, wording must also include **"Harrisonburg Downtown Renaissance, 212 S. Main St., Harrisonburg, VA 22801, is hereby named as additional insured."**

attached will be submitted before the event

- An **Endorsement** from the insurance company listing the City as an **Additional Insured is also required**. The insurance company must have a minimum financial rating from the A.M. Best Company of an "A" or better

attached will be submitted before the event

- If alcohol will be served, the City also requires a **Liquor Liability endorsement** be added to the insured's policy*

attached will be submitted before the event not needed

** A copy of the COI and Endorsement(s) must be submitted to the City Purchasing Office at Purchasing@harrisonburgva.gov in order for the special event request to be submitted to City Council. For information, Contact Pat Hilliard, Procurement Manager, 540.432.7794 or pat.hilliard@harrisonburgva.gov.*

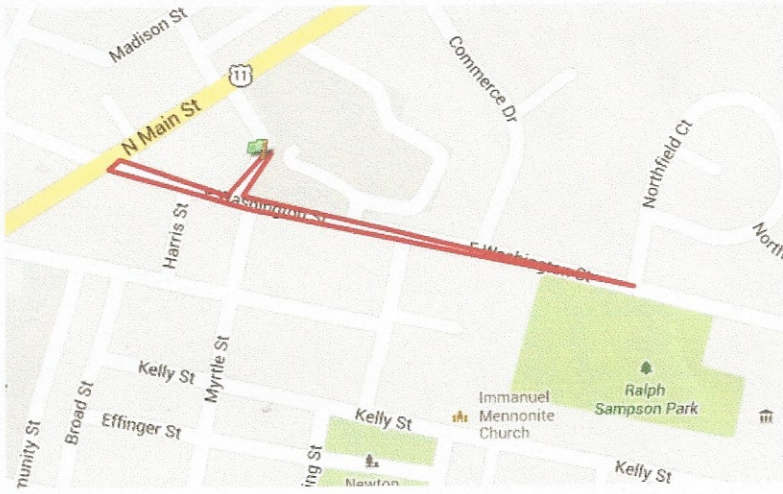
- **ABC License** - If alcohol will be served, event organizers must obtain a VA ABC license*

attached will be submitted before the event not needed

**Contact VA ABC for information 804.213.4400*

- **Workers Compensation Insurance** - If your organization has employees, you must provide evidence of Workers Compensation insurance with statutory limits that meet state requirements

attached will be submitted before the event not needed



Washington Street course: 150+ runners/walkers

Linda Lane course: 150+ runners/walkers (Event organizers will need permission from the school to park in that lot)



EMU course*: Must be approved through Eastern Mennonite University before checking this box.

JMU course*: Must be approved through James Madison University before checking this box.

Neighborhood Run/Walk course*: Residents who will be impacted by the event must sign a "neighborhood release form," which can be obtained from HDR. Note that the application may be denied if the neighborhood release form is not completed.

*In addition to providing map, list in detail which streets you intend to use (Only needed for the EMU, JMU, & Neighborhood Run/Walk course)

Areas requested for event: Pavilion Adjacent Park Both Neither

Rental Policies & Fee Information: Please review the policies and sign below to accept the terms and agreement.

Policies:

- Illegal drugs of any kind are prohibited on Pavilion or Park property.
- Firearms or weapons prohibited by Virginia and Federal law are not allowed on Pavilion or Park property.
- Alcohol is permitted only with permission, and in compliance with ABC requirements.
- Bikes and skateboards are prohibited on the grass and concrete areas.
- Dogs must be on a leash at all times. Pet handlers are required to pick up dog waste.
- Burning wood or charcoal is not allowed in the Pavilion; however, gas grills are permitted.
- Open fires are not permitted in either facility.
- Smoking is not permitted in the Pavilion.
- Clean-up and trash storage arrangements must be made. Trash must be secured from blowing away and any loose debris removed from the site.
- Tables, chairs, and other amenities must be provided by the event organizer.
- Loud music, amplified speaking, or other potentially disturbing activities are permitted only with permission.
- Use of lights, electricity, and water facilities are permitted. Water hoses must be disconnected from spigots after event.
- Access to utility boxes must be arranged in advance with HDR and fees for usage will be passed along to the event organizer.
- Event organizers must supply portable restrooms for events with at least 50 people in attendance. Restrooms must not be rinsed on site.
- Events held on Tuesdays or Saturdays must be coordinated with the Farmers Market staff.
- HDR reserves the right to decline any application if the event is viewed as inappropriate for the site or conflicts with other downtown events or revitalization goals.
- Typically only one event is scheduled at either facility. The organizer is restricted to only the facility reserved for the event.
- Organizer shall be responsible for any and all damages to the property arising from the use of the premises.
- Due to parking limitations, use of facilities is limited on weekdays to 5:00 p.m. to 11:00 p.m.
- Time of use is not to exceed 7:00 a.m. to 11:00 p.m. on weekends.
- A reservation is not confirmed until all conditions are met and agreed upon.

Reservation Fees:

- Pavilion and Park facilities are reserved on a first-come, first-served basis. An exception can be made for annual community or public events.
- Switching dates after the application is submitted is discouraged. No refunds will be granted.
- A check for the reservation must accompany the completed application.
- Make checks payable to Harrisonburg Downtown Renaissance.

Fee Scale for rental of Turner Pavilion & Park: Check one.

	Park	Pavilion
<input type="checkbox"/> City of Harrisonburg, HDR, FundFest, Farmers Market, Public Schools	N/A	N/A
<input type="checkbox"/> Non-profit Event	\$50	\$100
<input type="checkbox"/> Private Event (100 people or less)	\$150	\$300
<input type="checkbox"/> Private Event (101-500 people)	\$250	\$500
<input type="checkbox"/> Private Event (500+ people)	\$1,000 for both facilities	
<input type="checkbox"/> Profit-making Events	Fee negotiated on case-by-case basis	

*Public events serving alcohol require an ABC license and may require the hiring of off-duty uniformed Harrisonburg Police officers. *Officers hired to work the event will be paid individually by the event organizer.*

FAILURE TO OBTAIN PROPER APPROVALS OR VIOLATIONS OF ANY RULES & REGULATIONS CAN RESULT IN THE CANCELLATION OF YOUR EVENT OR DENIAL OF FUTURE EVENT APPLICATIONS.

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the guidelines, rules and regulations for planning an event in the City of Harrisonburg and the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information. Furthermore the undersigned acknowledges that all necessary documents and permits are being submitted before the event.

The undersigned acknowledges that use of city resources to host an event in the City of Harrisonburg is contingent upon approval of this application by the city staff and Harrisonburg City Council.

Signature of Applicant: Dm m. Russell

Date: July 2, 2018

Comments: We are working with the principal + staff @ Skyline Middle to make this a successful event!

Checklist for City Resources (Internal Use Only)

Public Works Support

Street and/or parking lot closures

Time streets will be closed by: _____ Time streets will reopen: _____

Post "no parking" signs

Parking is prohibited between _____ and _____

Signs will be posted at _____ (time) on _____ (day)

Yodocks

Filled _____ Unfilled _____

Refuse & Garbage Removal

Flusher Truck (i.e. event with alcohol require the flusher truck afterwards)

Sweeper (i.e. parades require street sweeper after event)

Police Support

Number of officers: _____

Safety demonstration: _____

Traffic Marshall Training: _____

Fire/EMS Support

Safety demonstration: _____

Water hook up – Water hook-ups are only available in the Turner Pavilion & Park area

Electrical hook up

For HDR Use Only:

Turner Pavilion & Park Rental Fees submitted

Turner Pavilion & Park Electrical Needed

Certificate of Insurance and Endorsement(s) submitted

ABC License submitted

Workers Compensation document submitted

Vendor List submitted

Checklist for City Resources

EVENT NAME: Girls on the Run of the Shenandoah Valley EVENT DATE: Sunday, November 18, 2018

EVENT START TIME/END TIME: 12:30-3:30 **SETUP STARTS AT: 10am CLEAN UP ENDS AT: 5pm

ORGANIZER NAME: Dia Russell ORGANIZER PHONE: 540-383-8340

✓ Public Works Support

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

Linda Lane course as referenced in application from (time) 1:30pm to 3:30pm
**run registration begins at 12:30 in the Skyline Middle lot, so traffic needs to be able to access and park until maybe a half hour before race starts. Run starts at 2pm and ends at 3:30pm

_____ from (time) _____ to _____
_____ 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 _____

Skyline Middle and Smithland Elementary--but signs do not need to be posted _____ 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: Linda Ln and 33

Location/Date: _____

Other Signage

Location/Date: _____

Location/Date: _____

Barricades/Yodocks (see map for placement)**

Number of Barricades: _____

Number of Yodocks: Linda Lane + 33 and at Roundabout _____

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:** _____

PW Other:

Police Support

Number of officers: 2-3 _____

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 ft²) + Inspection**
- Tent Inspection (for tents >400 ft²)**
- Fire Other:** _____

HDPT Support

- Routes affected:** _____
- HDPT Other:** _____

ADDITIONAL NOTES:

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

