



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: 9/7/23
RE: HDR's Winter Wonderfest & Harrisonburg's Holiday Parade

Summary: Consider the special event application request for HDR's Winter Wonderfest & Harrisonburg's Holiday Parade on Saturday, December 2, 2023.

Background: Winter Wonderfest will be a holiday celebration featuring the annual cookie tour, shopping, visits with Santa, carriage rides. The Sip & Stroll ABC permit will be in effect for participating restaurants. It will also include the Arc's Santa Run and Parks & Recreation's Holiday Parade at the conclusion of the evening.

This application was reviewed and approved by the Special Events Committee on August 24, 2023.

The total cost of this event is estimated to be \$15000. The event organizer is responsible for payments to HPD off-duty officers.

Key Issues:

- PW Support (street closures, message boards)
- HPD Support (off-duty officers)
- HFD Support (Command Post)
- P&R Support (Holiday Parade logistics)