



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: 8/28/23
RE: Big Birthday Party

Summary: Consider the special event application request for Explore More Discovery Museum's Big Birthday Bash event on Saturday, October 14, 2023, from 10am-4pm.

Background: The Discovery Museum is celebrating twenty years of operation and would like to celebrate with a birthday party! They will have several activities and games on Newman Avenue for children to play with and enjoy the day.

This application was reviewed and approved by the Special Events Committee on August 10, 2023.

The total cost of this event is estimated to be around \$1,500. 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 to be submitted prior to event