

# Special Event Application

Please review the entire application to ensure the information is completed correctly. Once all documentation has been received, the application will be reviewed and the applicant will be contacted about the status of the event. Event organizers may be requested to meet with City representatives and others to review event plans, layout and logistics.



Special events must be approved by Harrisonburg City Council (except for private events using the Turner Pavilion and Park). Therefore, this application must be submitted at least 60 calendar days prior to the scheduled event. Special events may be denied if required time lines are not strictly adhered to or if there are inadequate safety measures, street closing conflicts or other logistical concerns.

Submit completed application and supporting documents to:  
Kim Kirk, Director of Events, 212 South Main Street, Harrisonburg, VA 22801 or kim.kirk@harrisonburgva.gov.

EVENT TITLE: ALL AMERICAN SOAP BOX DERBY

## Contact Information

Organization/Applicant Name: ROCKINGHAM ROTARY CLUB  
Contact Name: BEN PRICHARD  
Daytime Phone: 540-249-3020 Cell Phone: 540-908-7849  
(\*Required for day-of event)  
E-mail Address: BEN.H.PRICHARD@GMAIL.COM  
Mailing Address: P.O. BOX 49, PORT REPUBLIC, VA. 24471

## Event Summary

Date of Event: JUNE 14, 2014 (RAIN DATE: 6/15/14)  
Location: EAST WASHINGTON ST.  
Event Hours: Set-up Time: 5:00 A.M. Event Time: 8:00 A.M. Clean-up Time: 6:00 P.M.

Type of Event (fundraiser, run/walk, etc): SOAP BOX DERBY RACE

Is this an annual event?  Yes  No # of years event has been held: 7

Description of Event (activities, benefitting cause, etc): SOAP BOX DERBY RACE

Size of Event: Participants: APPROX. 35 Spectators: APPROX 100

Will the event affect the flow of traffic on a public street within the City of Harrisonburg?  Yes  No

Will food or merchandise be sold?  Yes  No All vendors except those selling unprocessed food products must have a current business license. Contact the Commissioner of Revenue at 540-432-7704 for details. The collection of applicable taxes will be the responsibility of the individual vendor. SALVATION ARMY MAY SELL ON THEIR PROPERTY

Will alcohol be served:  Yes  No If yes, attach copy of ABC License (unless private event).

Will a security firm be present?  Yes  No If yes, complete and attach section 2.

## Request for Resources (check all that apply)

- City Street Closings** – Complete & Attach Sect. 1
- Public Works Support at Event** – Please check this box if you are requesting city street closings.
- Police Support at Event** – Complete & Attach Sect. 2
- Turner Pavilion & Park Rental** – Complete & Attach Sect. 3
- City Park Reservation** – If the event involves the use of a city park, the applicant must obtain advance approval from the Department of Parks & Recreation before submitting an application. For availability, call 540-433-9168.
- Host an Event in Court Square** – If the event involves the use of the Courthouse Grounds, the applicant must obtain advance approval from Rockingham County before submitting an application. For availability, call 540-564-3008.
- Refuse & Garbage Removal** – Questions can be directed to Harsit Patel at 540-434-5928.
- Flusher/Sweeper** (i.e. parades require street sweeper after event)
- 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/community-development](http://www.harrisonburgva.gov/community-development). 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 Wayne Lilly, Ron Schuett or Mike Williams at 540-432-7700.
- Fire/EMS Support** – For additional information or questions, contact Deputy Chief Ian Bennett at 540-432-7703.
- Fireworks Permit** – Any type of fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact Deputy Fire Chief Ian Bennett at 540-432-7703.
- Water and/or Electricity** – \*Water hook-ups are only available in the Turner Pavilion & Park area

## Required Documents (The following documents must be attached to application)

- 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, 345 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured.”** If using the Turner Pavilion & Park, addition wording must include **“Harrisonburg Downtown Renaissance, 212 S. Main St., Harrisonburg, VA 22801, is hereby named as additional insured.”**
  - The Endorsement from the Insurance Company showing the City is 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.
  - If your organization has employees, you must also provide evidence of Workers Compensation insurance with statutory limits that meet state requirements.
  - If alcohol will be served, the City requires a Liquor Liability endorsement be added to the insured’s policy. This endorsement can be added to the Certificate of Insurance along with the other insurance requirements.
  - The COI and Endorsement must be obtained and sent to the the City Purchasing Office at [Purchasing@harrisonburgva.gov](mailto:Purchasing@harrisonburgva.gov) at least 5 days before the event.An option for quote and coverage can be obtained through the Tenant User Liability Insurance Program. Call Pat Hilliard, Purchasing Agent, at 540-432-7794 for more information.
- Map with requested street closures and/or parking lots highlighted
- Diagram of event, including location of activities
- ABC License - If alcohol will be served, events must obtain a VA ABC license (unless it is a private event). Contact VA Department of Alcoholic Beverage Control for more information: (p) 804-213-4400

**Section 1. Street Closings / Parking Lots**

Attach a map with requested street closures and/or parking lots highlighted.

Time streets will be closed by: 5:00 A.M.

Time streets will reopen: 6:00 P.M.

In addition to the map, list in detail what street closures are needed for the event:

WASHINGTON ST. FROM NORTHFIELD CT. TO SIXTH MAIN ST. THIS WOULD  
CREATE THE NEED TO CLOSE THE WASHINGTON ST. ENDS OF ADJOINING  
STREETS AS MARKED ON MAP. (NORTHFIELD CT., COMMERCE DR.,  
SIMMS AVE., MYRTLE ST AND HARRIS ST.)

REMOVAL OF DISPOSABLE CARDBOARD TRASH BINS AT END OF EVENT (6pm) IS REQUESTED

Are parking lots needed for the event?  Yes  No

If yes, list them below and include the times that parking lots should be cleared:

SOME SPECTATORS HAVE USED THE SIMMS PARKING LOT AT PAST  
EVENTS. HOWEVER, I SEE NO NEED TO CLEAR THEM IN ADVANCE

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

If yes, please describe below:

**For Office Use Only:** Requested equipment, personnel and type of support needed from Public Works.

\*For the City to approve a road closure, the following must be considered: resident/business impact, detour routes, signage and notification, set up of barricades and directional signage, and traffic control and safety. Please note that there may be a cost to your organization for these services.

## Section 2. Police Support at Event

Describe request for police support:

IN THE PAST, WE HAVE USED VOLUNTEERS AND AUXILIARY OFFICERS

### Traffic Marshals:

- 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

Will you provide additional traffic marshals?

Yes  No If so, how many: \_\_\_\_\_

Would you like to request the use of the Police Department's reflective vests? A limited number is available.

Yes  No If so, how many: \_\_\_\_\_

Would you like to request an instructional presentation on traffic/pedestrian management from HPD?

Yes  No

Would you like to request an instructional presentation on ABC management from HPD?

Yes  No

### Additional Security:

Have you hired a licensed professional security company to help manage your event?  Yes  No

Security Organization: \_\_\_\_\_

# of Security Team Members \_\_\_\_\_

Main Contact: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Please describe plan for crowd management and safety:

APPROX. 20 RACE OFFICIALS (ROTARY CLUB MEMBERS) WITH BRIGHT  
COLORED, IDENTIFYING SHIRTS WILL BE AVAILABLE

Are there any requests for police demonstrations? If so, what type?

\*The Harrisonburg Police Department will work with event organizers to find what meets their specific security needs. Please note that event organizers may be charged a rate of \$35.00/hr per officer for police services.

\*The Harrisonburg Police Department has the authority to decline approval for issues that directly affect public safety.

## Special Event Guidelines

The City of Harrisonburg supports special events that provide enjoyable opportunities for residents and visitors, and help to create a vibrant, livable and sustainable city.

A number of City departments are involved in the logistics necessary to produce a safe and successful community event. In an effort to simplify the application process for community organizations and event planners, the City of Harrisonburg has provided the guidelines below. These guidelines must be met in order to ensure a positive experience for the community.

### Application Process At-a-Glance:

Every event must submit an application, whether a new or annual event.

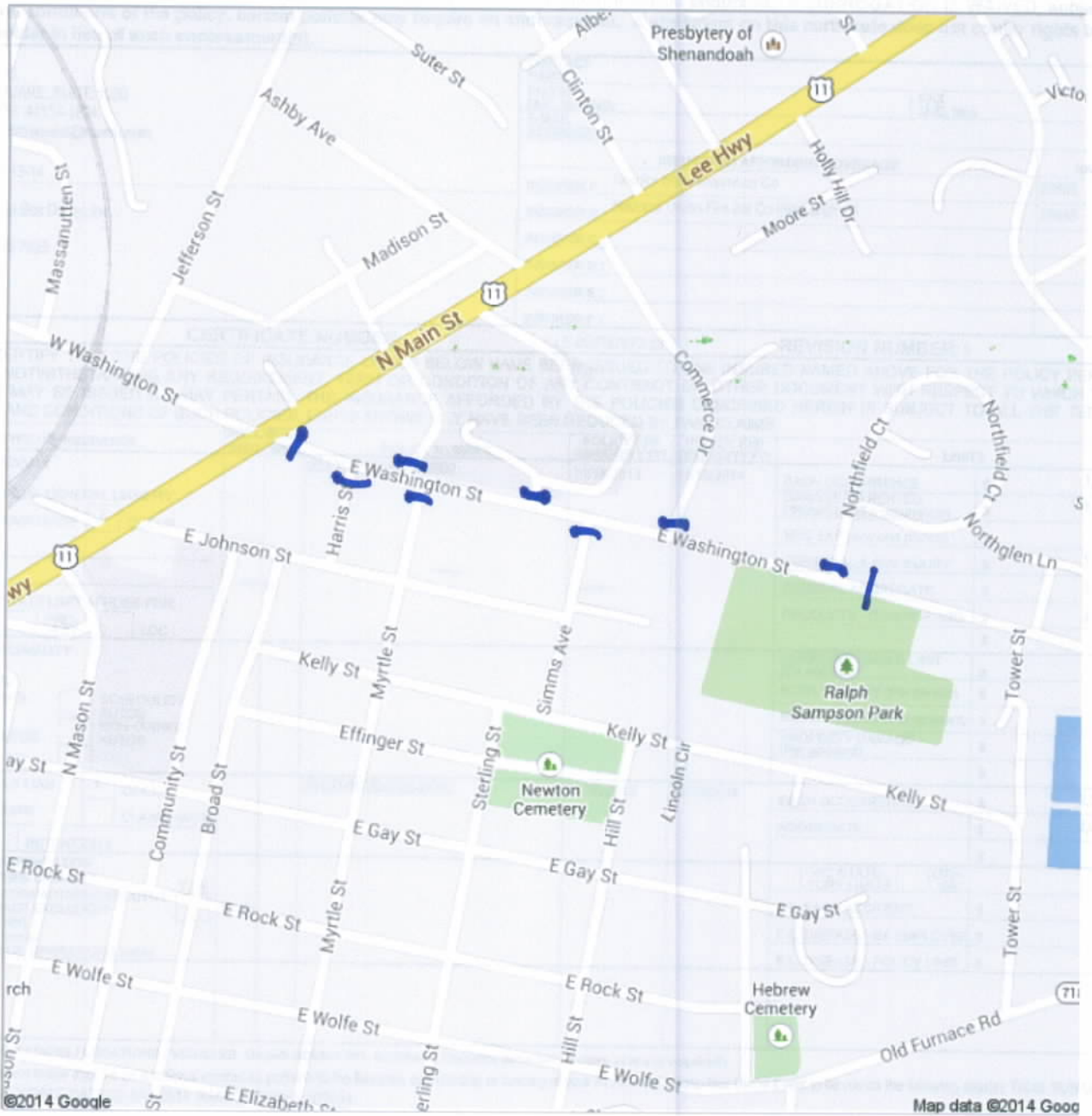
1. Complete and return the application at least 60 days prior to the event.
2. Application will be reviewed only if it is completed and all supporting documents are included.
3. Organizers may be requested to meet with City representatives to review event plans, layout and all other event logistics.
4. If the application is reviewed and approved by the City Departments, the application will be presented to the Harrisonburg City Council for their approval, if required.
5. After the City Council meeting, the applicant will be informed of Council's decision.

### Guidelines:

- The applicant shall be responsible for notifying, as soon as possible, all businesses and residences which may be affected as a result of street closings or event activities.
- Event planners will need to provide extra trash receptacles for their event. All trash must be removed from the event site; trash removal is the responsibility of the event organizer, if arrangements have not been made with Harrisonburg City Department of Public Works.
- Events must take into consideration the placement of all vendors and activities:
  - Restrooms are not to be placed near restaurants or food vendors
  - Vendors must not be placed near competing merchants/businesses
  - A 20' Fire Lane must be maintained at all times. This must be continuous in nature and include sufficient turning radii for Fire Department apparatus to navigate.
  - Activities and vendors must not block any Fire Hydrant or any Fire Department connections (standpipe, sprinkler, etc.)
- Events anticipating a large amount of attendees must supply an appropriate amount of portable restrooms. Portable restrooms are not be rinsed on site.
- Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit. Any tent greater than 400 square feet requires a Fire Department inspection upon installation. More information can be found at [www.harrisonburgva.gov/community-development](http://www.harrisonburgva.gov/community-development)
- Health and licensing requirements apply to all food/beverage sales. Food vendors must adhere to the regulations of the Virginia Department of Health (VDH). For information, call the Health Department directly at 540-574-5200.
- All vendors except those selling unprocessed food products must have a current business license. Contact the Commissioner of Revenue at 540-432-7704 for details. The collection of applicable taxes will be the responsibility of the individual vendor.
- Food vendors are not allowed to drain grease onto the property or leave grease at the site.



Address **Harrisonburg, VA**



 = Requested Road Closure Sites