

TO: Eric Campbell, City Manager
FROM: Erin Smith, Events Manager, HDR
DATE: 6/19/19
RE: 2019 Shenandoah Valley Pride Festival

Summary: Consider the Special Event application request for the annual Shenandoah Valley Pride Festival on Saturday, September 21, 2019.

Background: The Shenandoah Valley Pride Alliance, the organizers of the festival, are requesting the closure of the streets on the north, south, and west sides of Court Square between the hours of noon-6pm for the 4th annual SVPF. Main Street will remain open.

The festival is expected to draw approximately 3,000 people.

This application was reviewed in the winter of 2019 and received final approval by the Special Events Committee on 6/19/19.

The total cost of the event is estimated to be \$3,700-\$4,100. Festival organizers will be responsible for compensating 3 off-duty officers through HPD.

Key Issues:

- HPD support (5 total officers)
- Public Works support (4 staff for: street closures, no parking signage, roll-off container, flush truck)
- HFD support (Command Post, enforcement of fire lane surrounding Court Square)
- Commissioner of the Revenue: Food vendor list will be submitted at least 2 weeks prior to event
- Purchasing: Insurance documents (including liquor liability) will be submitted at least 30 days prior to event
- ABC license will be submitted at least 30 days prior to event.
- Rockingham County has approved SVPA's use of Court Square, pending approval by City Council