



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

OFFICE (540) 438-1644 • FAX (540) 433-9169

TO: Ande Banks, Interim City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 9/12/22
RE: HDR's Skeleton Festival

Summary: Consider the special event application request for HDR's Skeleton Festival on October 15, 2022 from 2-5pm.

Background: Skeleton Festival is a pre-Halloween, free community festival that includes trick-or-treating at downtown businesses, costume contests, and activities held throughout downtown and on Court Square. The sip & stroll license will be in effect for adults 21+.

This application was reviewed and approved by the Special Events Committee on August 18, 2022.

The total cost of this event is estimated to be around \$3700. The event organizer is responsible for payment of applicable charges.

Key Issues:

- PW Support (street closures, message boards, roll off container)
- HPD Support (off-duty officers)
- COI, endorsement, and business licenses to be submitted prior to event
- Sip & Stroll license to be submitted prior to event