City of Harrisonburg Special Event Application

Use this application to submit special events planned in the City of Harrisonburg on public property. Special events can include concerts, festivals, benefits, run/walks, and more in the downtown area, public parks, and city neighborhoods.

A "Special Event" is a short-term organized activity, celebration, or other gathering on public property that, whether for profit or not for profit, due to the anticipated number of attendees or the nature of the event characterized by any of the following:

- Requires City services to ensure compliance with Federal, state, or local laws;
- Involves use of City owned or managed property such as public streets, sidewalks, parking lots, alleys, parks or any other City owned/managed open space (excluding standard parks shelter rentals)
- Involves closure or partial closure of any public right-of way, or requires traffic control procedures necessitating the involvement of the City's Police Department & Public Works Department
- Involves the erection of stages, utility poles, booths, tents, stands, or other temporary structures in a public place;
- Impair emergency vehicles access or requires the attendance of EMS/Fire personnel.

City supports may include waste management, traffic management, safety, and road closures. For the City to approve a road or parking lot closure, the following must be considered: resident/business impact, detour routes, signage and notification, use of barricades and directional signage, and traffic control and safety. **Please note: there may be a cost to your organization for these services.**

APPLICATION DEADLINE: Applications for events occurring between January 1 and June 30 will be accepted no later than 90 days prior to the event. Applications for events occurring between July 1 and December 31 will be accepted no later than March 31, 2026. Event organizers, especially those planning events for the first time, may be required to meet with City staff to discuss logistics and to determine the necessary City supports and resources to help make the event safe and successful. *The City of Harrisonburg reserves the right to decline approval of any event deemed not in the City's best interest. This includes, but is not limited to, events that have received unfavorable reviews from other cities or events that, in the City's discretion, do not align with the City's values or objectives.*

Submit completed applications, fees, and supporting documents to Harrisonburg Parks & Recreation (HPR):
HPR Events Manager, 305 South Dogwood Drive, Harrisonburg, VA 22801 or matthew.little@harrisonburgva.gov.

Electronic applications are preferred. Incomplete applications will not be processed. Call HPR's events manager at 540-433-2474 or email matthew.little@harrisonburgva.gov with questions about this application or the events approval process.

Section 1: Applicant Contact Information and Event Location

Organization/Applicant Name:	Harrisonburg Downtown Renaissance		
Event Name:	Winter Wonderfest		
Date of Event:	December 5, 2026		
Daytime Phone:	540-432-8921	Cell Phone: (*Required for day-of event)	540-424-8011
E-mail Address:	jennifer.bayes@harrisonburgva.gov		
Mailing Address:	217 S Liberty St, #204, Harrisonburg, VA 22801		

Preferred event location(s) (Check all that apply):

☒ **Downtown - festivals, concerts, and other events that are not run/walk events**

☐ **Downtown - run/walk events** – Complete & attach map. Must complete section 5

☐ **Neighborhood run/walk events** – Attach a map/diagram of your course

☐ **Turner Pavilion & Park Rental** – Submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at https://www.harrisonburgva.gov/shelters. Fees apply.

■ **City Park Reservation** *Liberty Park (for Pride Market) and Denton Park

If the event involves the use of a city park, the applicant must submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at https://www.harrisonburgva.gov/shelters. Fees apply.

■ **Court Square** – If the event involves the use of the Courthouse grounds, the applicant must obtain approval from Rockingham County before submitting a special event application. For availability, call 540.574.3517 or email lshepard@rockinghamcountyva.gov

Section 2: Event Information and Required Permits

Please describe the purpose of the event:

Downtown-wide, holiday-themed festival with Sip & Stroll, horse & carriage rides, Cookie Tour, Liberty St. Grinch Activities, Friendly City Pride Market (Liberty Park lot), vendors, visits with Santa, Gingerbread House competition at Nest Realty, and the promotion of shopping local for the holidays.

Is this an annual event? ■ Yes ☐ No If so, how many years has it been held? 9th year

Event Hours:

Set-up Start Time: 9:30 AM Event Start & End Times: 1:00 - 5:30 PM Clean-up End Time: 7:00 PM

How many participants and spectators do you anticipate? 8,000

Community Notification: List the name of businesses, churches and residences that you have notified about this event*:

HDR's all-business directory and press release list

**For events taking place downtown (including the Turner Pavilion), event organizers must notify the businesses, churches, organizations, or residences that are located near or adjacent to the event site. Businesses near a parking lot or parking structure that you wish to use for your event or that will be inaccessible because of a street closure must be notified as well.*

Will food be sold or served? ■ Yes ☐ No **Will merchandise be sold?** ☒ Yes ☐ No

**All vendors must have a current business license for the City of Harrisonburg, unless the event organizer procures a show license; see below in Required Permits.*

***All food vendors, except those selling unprocessed food products, must file and pay the City of Harrisonburg food & beverage tax. Contact the Commissioner of Revenue 540-432-7704 for details. The collection and remittance of applicable taxes is the responsibility of the individual vendor. However, event organizers are responsible for providing the Commissioner of Revenue with a list of participating food vendors and contact information for each. Food vendor lists should be submitted to Karen Rose (karen.rose@harrisonburgva.gov) at least two weeks prior to the event date.*

****All food vendors must possess a valid food service permit. Contact the VA Department of Health for details: 540-574-5200*

Will alcohol be served*? ☒ Yes ☐ No *Sip & Stroll license

- If yes, attach copy of ABC License
- If yes, describe the perimeter fencing that you plan to use*:

**Organizers must erect complete, stable fencing surrounding all areas where alcohol is to be served or consumed. Small events can use snow/plastic fencing. For large events, metal fencing may be required. For more information, contact VA ABC, Staunton Regional Office, 540.332.7800*

***Public events serving alcohol require an ABC license and require the organizer to hire off-duty uniformed Harrisonburg Police officers. Officers hired to work the event will be paid individually by the event organizer. See section 3 for more information.*

Do you plan on providing portable restrooms? ☒ Yes ☐ No If yes, answer questions below:

- How many portable restrooms do you plan on having? 3 standard and 2 ADA
- Where do you plan on placing them? 30 minute spots across from Broad Porch
- When are they scheduled to be dropped off? Fri., 12/4 Picked up? Mon., 12/7

**Portable restroom facilities are required at a ratio of at least one per 150 event participants, unless additional bathroom facilities are available to event attendees, or unless the duration of the event program does not exceed two hours. 10% of these should be ADA accessible. Events serving alcohol should provide portable restrooms at a ratio of one per 50 participants.*

Do you need access to water? ☐ Yes ☒ No

If yes, planned activities, vendors, entertainment that require water:

Do you need access to electricity? ☒ Yes ☐ No

List planned activities, vendors, entertainment that require electricity:

Court square, Liberty Park, and Denton Park

Will your event involve the use of an offsite parking and/or shuttle plan? ☐ Yes ☒ No

If yes, please list shuttle sites to be used and detail plans for transportation:

Are any public parking lots needed for exclusive use by this event?* ☒ Yes ☐ No

If yes, please list them:

Liberty Park lot, Ruby's Arcade city permitted spots, Jimmy Madison's lot, 30 minute spots (2) across from Broad Porch (on Friday, 12/4), and parking within Downtown Event Closure

**Public parking lots can only be requested if needed for event programming; they cannot be requested for exclusive event parking for public or private events.*

Will your event require the closure of a portion of any city streets?* ☒ Yes ☐ No

If yes, describe: Downtown/parade closure

*If your event requires street closures, you will need to issue a press release at least two weeks prior to your event specifying the impact of street closures and parking changes. Contact HPR (matthew.little@harrisonburgva.gov) for a sample press release and press list.

Please describe your plan for removal of waste and garbage during and after your event*:

Container in HEC lot. HDR will rent UTV for contracted Parks & Rec. staff to use

**It is the responsibility of the event organizer to provide trash cans and bags; and to remove all waste, debris, and materials from the site, if prior arrangement has not been made with Harrisonburg City Public Works.*
***For events with alcohol, food, or other products which may cause debris, residue, or stains to remain on the property, the City may require the use of flusher trucks, sweeper trucks or blowers to clean the area. Event organizers may be charged for this service.*
****There may be a penalty incurred if there is any damage to public property or structures, or if any trash or debris remains on-site.*
***** Harrisonburg City Public Works will provide a trash dumpster at Harrisonburg Electric Commission parking lot (89 W Bruce Street). It is the responsibility of the event organizer to transport trash bags from cans (including city receptacles) into the dumpster as appropriate and agreed upon with Special Events Team/Public Works.*

Required Permits (Check all that apply):

☐ **Permit for Tents/Structures** – Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit and inspection. Building permit applications are available at www.harrisonburgva.gov/permits. 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 Community Development at 540-432-7700.

☐ **Permit for Platforms/Stages** – Any stage or platform, and the associated stair, erected more than 7 inches above the ground surface requires a building permit and inspection. Any field constructed stage or platform must be engineered by a VA Registered Design Professional. Building permit applications are available at www.harrisonburgva.gov/permits. 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 Community Development at 540-432-7700.

☐ **Inflatable/Regulated Amusement Device Permit** – Inflatable amusement devices and other regulated amusements require a permit to be allowed at events open to the public, and the device vendor must provide a certificate of insurance listing the City of Harrisonburg as additional insured. The permit application should be filed with the Community Development office at least 10 days in advance of the event. For more information, contact Mike Williams at 540-432-7700.

☐ **Fireworks Permit** – Any fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact the Fire Marshall's office at 540-432-7703. City Code Section 16-6-57

☐ **Show License or Business Licenses** – A business license is required for all vendors selling any crafts, merchandise, or food in the City of Harrisonburg. However, event organizers can purchase a show license to cover any craft and food vendors during an event. For information, contact the Commissioner of Revenue Office at 540-432-7704.
*All food vendors must pay the 7% food and beverage tax to the City of Harrisonburg Commissioner of Revenue.
**Some event organizers may also be responsible for paying an admissions tax, depending on the nature of the event.

☐ **ABC Banquet License** – Sale and/or service of alcoholic beverages requires a banquet license. To apply for the proper ABC license, visit https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses. ABC Licenses must be submitted to matthew.little@harrisonburgva.gov *no later than 30 days prior to your event date*. Your license must be posted in a visible location for the duration of your event.

If you answer yes to any of the following questions, you'll need to contact the Fire Marshals Office at 540-432-7703.

- Will there be food trucks at the event?
- Will temporary fencing be used?
- Will fire be used in any way for the event?
- Will there be tents that cover a total area of at least 900sqft (9 – 10'x10' pop-ups = 900 sqft)?

Section 3: Public Safety

Do you wish to request Emergency Medical Services support from the Harrisonburg Fire Department? ☐ Yes ☐ No

- *The Harrisonburg Fire Department will work with event organizers to meet their emergency medical safety needs. Please note that the event organizers will be charged a rate as high as $66/hr per EMS provider. A minimum of 2 providers will be required for all requests, and a minimum of 2 hours will be charged.*

Do you acknowledge that the Harrisonburg Police Department will review this application and may determine that police support is necessary for your event? ☐ Yes ☐ No

Do you wish to request police support for traffic management*? ☐ Yes ☐ No

Will you provide additional traffic marshals? ☐ Yes ☐ No If yes, how many: _____

- *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.*

Would you like to request the use of reflective vests? (A limited number are available) ☐ Yes ☐ No

If yes, how many: _____

Would you like to request training on traffic/pedestrian management from HPD? ☐ Yes ☐ No

Would you like to request a safety demonstration from the Harrisonburg Police Department? ☐ Yes ☐ No

Would you like to request a safety demonstration from the Harrisonburg Fire Department? ☐ Yes ☐ No

Are you hiring a security firm**? ☐ Yes ☐ No

If yes, provide the following information:

- Have you hired a licensed, professional security company to help manage your event? ☐ Yes ☐ No
- Security Company Name: _____
- Number of Security Personnel Hired: _____
- Security Company Contact Name: _____

  Cell Phone: _____
- Describe plan for crowd management and safety:

_____

_____

_____

_____

The Harrisonburg VA Police Department has partnered with Off Duty Management to manage our off-duty employment program. **3 Hours Minimum per Request. Once your application has been submitted, and reviewed by the Special Event Team, a Police Department representative will reach out to you and provide an estimate of the number of officers needed for your event.**

RATES:

Title	Total Hourly Rate
Regular	$67.20
Traffic	$67.20
Supervisor*	$72.80 5-10 Officers - 1 Supervisor required 11-15 Officers - 2 Supervisors required

	16 or more Officers - 3 supervisors required
Holiday**	$72.80
Outside Agency	$67.20
Emergency***	$78.40

SUPERVISOR RATE*: A supervisor is required when 5 or more officers are requested and/or when HPD Command Staff determines a supervisor is needed.

HOLIDAY RATE: The holiday rate will apply to the following days: New Year's Day, MLK Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.**

EMERGENCY RATE*: If request is received less than 72 hours prior to assignment the emergency pay rate goes into effect.**

Off-Duty Employment Requests: You can request services for the date of by using the website portal:

https://odm.officertrak.com/Harrisonburg-VA-PD

Section 4: Required Documents

The following documents MUST be included with this application:

☐ Map with requested street closures and/or parking lots highlighted

☐ Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc.
A sample vendor communication plan will be shared for those events having vendors. This will include a sample parking pass and instructions regarding arrival time/location and departure time/location based on road closure setups.

The following documents must be provided no later than 30 days prior to your event:

- 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, 409 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured."**

☐ attached ☐ will be submitted before the event

- An **Endorsement** from the insurance company listing the City as 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*

☐ attached ☐ will be submitted before the event

** A copy of the COI and Endorsement(s) must be submitted to the City Department of Finance at larry.propst@harrisonburgva.gov no later than 30 days prior to your event. For information, contact Larry Propst, Director of Finance, 540-432-7750 or larry.propst@harrisonburgva.gov.*

- If alcohol will be served, the City also requires a **Liquor Liability endorsement** be added to the insured's policy

☐ attached ☐ will be submitted before the event ☐ not needed

- **ABC License** - If alcohol will be served, event organizers must obtain a VA ABC license*

☐ attached ☐ will be submitted before the event ☐ not needed

**Contact VA ABC for information 804.213.4400*

- **Workers Compensation Insurance** - If your organization has employees, you must provide evidence of Workers Compensation insurance with statutory limits that meet state requirements

☐ attached ☑ will be submitted before the event ☐ not needed

Section 5: Run/ Walk Courses

Street closures for runs/walks on public roads are required to use certain courses within the City limits that have been designed to ensure the safety of the participants and the efficiency of the event for city crews. Small run/walks designed to release clusters of small groups of 25 or fewer people in waves can take place on city sidewalks and typically do not require street closures or police support. These run/walks may be approved at the discretion of City staff. Larger run/walks that intend to take place on city streets, or may flow into city streets, will require street closures and police support.

Applicants who wish to create a course on a college campus that flow into City streets or a local low-traffic neighborhood are allowed to submit a course for review.

The City has preapproved a grandfather clause for specific special event requests that use a different designated course in the city. Those events are: The Rocktown Turkey Trot & the Martin Luther King, Jr. Remembrance Walk. The Martin Luther King, Jr. Remembrance Walk has been approved by City Council to occur on the third Monday of January each year.

Section 6: Emergency Management / Weather Planning

As part of the special event approval process, applicants are required to complete and submit the attached Emergency Action Plan (EAP). The EAP ensures that proper procedures and resources are in place to protect public safety during your event. Please provide detailed responses in the EAP and include any additional documentation as necessary. Submission of a completed EAP (see appendix) is a mandatory component for consideration of your application.

Do you agree to implement the Special Events Tornado & Severe Thunderstorm Trigger Chart?

☑ Yes, I agree. The individual who will have the responsibility of implementing this plan will be:

Name: Jennifer Bayes Cell Number: 540-424-8011

☐ No, I do not agree. I have submitted a severe weather plan that exceeds the minimum standards set forth in the Special Events Tornado & Severe Thunderstorm Trigger Chart, through the Emergency Action Plan. The individual who will have the responsibility of implementing this plan will be:

Name: _____ Cell Number: _____

For any assistance needed with the evacuation plan or inclement weather plan, please contact the Office of Emergency Management at (540) 432-7703.

Special Events Severe Weather Trigger Chart

WEATHER THREAT	ADVICE CONDITION	LOCATION From Venue	ACTION	RESPONSIBILITY
WEATHER ANTICIPATED 48 HOURS	ADVISORY	N/A	COMMUNICATION WITH HPR EVENTS MANAGER AND EVENT ORGANIZER. MONITOR FORECAST. REVIEW INCLEMENT WEATHER AND EVACUATION PLANS WITH YOUR TEAM.	EVENT ORGANIZER
WEATHER ANTICIPATED 24 HOURS	ADVISORY	ANTICIPATED WITHIN 200 MILES	COMMUNICATION WITH HPR EVENTS MANAGER AND EVENT ORGANIZER. MONITOR FORECAST. COORDINATE WITH TEAM, EVENT EQUIPMENT / TENT / STAGE SUPPLIERS, ETC.	EVENT ORGANIZER
LIGHTNING OR THUNDERSTORM	ADVISORY	50 MILES ESTIMATED	COMMUNICATION WITH HPR EVENTS MANAGER AND EVENT ORGANIZER. POSSIBLE ON-SITE MEETING. ENSURE TEAM IS ON STANDBY TO IMPLEMENT INCLEMENT WEATHER / EVACUATION PLANS. PREPARE ANNOUNCEMENTS. MONITOR RADAR.	EVENT ORGANIZER
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNADO WATCH	CONDITIONS ARE PRESENT OR WATCH IS ISSUED	25 MILES ESTIMATED	COMMUNICATION WITH HPR EVENTS MANAGER AND EVENT ORGANIZER. SECURE EVENT VENUE - EQUIPMENT / TENTS / STAGES. NOTIFY EVENT ATTENDEES OF POSSIBLE THREAT. START ANNOUNCEMENTS. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNADO WATCH	CONDITIONS ARE PRESENT OR WATCH IS ISSUED	15 MILES ESTIMATED	CONTINUE TO SECURE EVENT VENUE. TEAM IN POSITION TO IMPLEMENT INCLEMENT WEATHER / EVACUATION PLANS. 2ND NOTIFICATION TO EVENT ATTENDEES OF POSSIBLE THREAT. CONTINUE ANNOUNCEMENTS. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WARNING OR TORNADO WARNING	CONDITIONS ARE PRESENT OR WARNING IS ISSUED	10 MILES ESTIMATED	COMMUNICATION WITH HPR EVENTS MANAGER AND EVENT ORGANIZER. IMPLEMENT INCLEMENT WEATHER / EVACUATION PLANS. BEGIN EVACUATION OF EVENT SITE. NOTIFY EVENT ATTENDEES OF EVACUATION. CONTINUE ANNOUNCEMENTS. MONITOR CROWD MOVEMENT. CONTINUE TO SECURE EVENT VENUE. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WARNING OR TORNADO WARNING	CONDITIONS ARE PRESENT OR WARNING IS ISSUED	8 MILES	FINISH EVACUATION AND ALL PERSONS TAKE COVER. MONITOR EVENT VENUE.	EVENT ORGANIZER EVENT TEAM
ALL CLEAR (30 MINUTES AFTER LAST LIGHTNING)	Storm Passed All clear	10 MILES	INSPECT EVENT VENUE FOR DAMAGE. IF NO DAMAGE OR SAFETY ISSUES ARE IDENTIFIED, ALLOW RE-ENTRY AND CONTINUE EVENT. COMMUNICATION WITH HPR EVENTS MANAGER AND EVENT ORGANIZER.	EVENT ORGANIZER EVENT TEAM

Note: The speed and direction of advancing storms and the size and nature of the event may alter the time needed to safely evacuate the site.
Temporary structures shall not be used as sheltering locations for event participants.
Failure to comply with the terms of the weather plan or any term or condition of the permit may result in the immediate revocation of the permit.
Public safety agencies may order mandatory actions in the interest of public safety at any public place regardless of whether the permit has been revoked.

Special Event Rules & Regulations

FAILURE TO OBTAIN PROPER APPROVALS OR VIOLATIONS OF ANY RULES & REGULATIONS CAN RESULT IN THE CANCELLATION OF YOUR EVENT OR DENIAL OF FUTURE EVENT APPLICATIONS.

Cancellation Notice

- **The event organizer will notify the Special Events Team if they need to cancel their event. No cancellation fee will be assessed if done 72 hours prior to event day. If the event is cancelled within 72 hours of event day, fees may be assessed to the event organizer.**
- **If the event needs to be cancelled due to reasons outside their control, no charges will be assessed.**
- **I understand that the City of Harrisonburg has the authority to cancel the event if the City deems the event unsafe due to severe weather and/or not able to provide staffing based on weather related response.**

The event organizer will also have to notify off-duty management of the cancellation 72 hours prior to the event, or they will be charged for the officer's time.

Revocation of Special Event Application Approval
City Council's approval of a Special Event Application may be revoked upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that may have arisen.

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the guidelines, rules and regulations for planning an event in the City of Harrisonburg and the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information. Furthermore, the undersigned acknowledges that all necessary documents and permits are being submitted before the event.

The undersigned acknowledges that use of city resources to host an event in the City of Harrisonburg is contingent upon approval of this application by the city staff and Harrisonburg City Council.

If the event is approved by City Council, the event organizer will receive an event permit detailing city services provided, potential costs, and event expectations.

Signature of Applicant: _____ Date: 4/1/2026

Comments:

Emergency Action Plan

The City of Harrisonburg mandates that all special events applicants complete and submit an Emergency Action Plan (EAP). This template is designed to assist event organizers in planning safe and exciting events. The Emergency Action Plan (EAP) outlines predetermined measures to be executed prior to and during the event in case of an emergency or other hazardous circumstances. These measures will involve coordination among organizers, management, staff, and attendees. It is essential to exercise flexibility when executing this plan, considering the wide range of potential hazards associated with the event. If your event does not have a comprehensive emergency action plan, please answer the questions below. All event staff, volunteers, and vendors must have a thorough understanding of their roles and responsibilities during an emergency.

Name of person filling out form: Jennifer Bayes	Event Role: Director of Events
Event Name: Winter Wonderfest	
Event date(s) and time(s): 12/5/2026 from 1-5:30PM	
Event Location: Downtown	Expected Peak Attendance: 8000

Event Communications

List key onsite decision makers, along with their role and cell phone numbers. The individuals listed below are responsible for making decisions during an emergency and implementing the procedures detailed in this plan.

	Name	Phone:
Primary	Jennifer Bayes	540-424-8011
Secondary	Andrea Dono	703-731-5821
Tertiary	Emily Winter	757-355-4000

How will the Emergency Action Plan (EAP) be shared with staff, volunteers, and vendors?

☐ Share in person prior to event	☑ Email to staff, volunteers, and vendors prior to event
☐ Present to vendors/volunteers at check-in	☐ Other – Specify:

In an emergency and/or for decision making purposes where will event staff and emergency personnel meet?

HDR info booth (located on the south side of Court Square by PCB)

How will you communicate with participants and/or attendees before the event? (Check all that apply)

☑ **Email**	☐ **Text message**
☑ **Website updates**	☑ **Press Release**
☐ **Variable message signs**	☑ **Social Media – Specify:** @downtownharrisonburg on Facebook & Instagram
☐ **Other - Specify**	

How will you communicate with staff, volunteers, and vendors during the event? (Check all that apply)

☑ **Phone Call**	☐ **Walkie Talkie**
☑ **Announcements through event sound system**	☐ **Messaging on screens**
☑ **In-person messengers**	☑ **Text message/Messaging app – Specify:** HDR staff group text
☐ **Other - Specify**	

How will you communicate with participants and/or attendees during the event? (Check all that apply)

☐ **Text messages or Alerts**	☐ **Website updates**
☑ **Announcements through event sound system**	☐ **Messaging on screens**
☐ **In-person messengers**	☑ **Social media live updates – Specify:** @downtownharrisonburg on Facebook & Instagram
☐ **Other - Specify**	

Event Weather

Who will monitor the weather before and during the event?

Name:	Title/Role:
Jamison Ryder	Office of Emergency Mgmt.

How will weather be monitored before and during the event? (Check all that apply)

☑ **National Weather Service website:** https://www.weather.gov/lwx/	☐ **Other weather website – Specify:**
☑ **Phone App- Specify:** WeatherBug & Weather Channel	☑ **Other – Specify:** Harrisonburg Weather Alert texts

If adhering to standards other than the Special Events Severe Weather Trigger Chart, what weather conditions would lead to the delaying or canceling of the event? (Check all that apply)

☐ **Sustained winds of _____ MPH**	☐ **Winds Gusts of _____MPH**
☐ **Tornado Watch**	☐ **Tornado Warning**
☐ **Forecasted Heavy Rain**	☐ **Active Heavy Rain**
☐ **Forecasted hail**	☐ **Active hail**
☐ **Forecasted heavy snow**	☐ **Active heavy snow**
☐ **Forecasted thunder and lightning**	☐ **Active lightning within _____ miles**
☐ **Temperature under _____ degrees**	☐ **Temperature over _____ degrees**
☐ **Icy roadways**	☐ **Other - Specify**

If severe weather occurs during the event, where can people seek shelter?

☑ **Buildings/business within special event space – Specify** open downtown businesses, parking garages, and personal vehicles	
☐ **Buildings/business near special event space - Specify**	
☐ **Other structures within or near special event space - Specify**	
☑ **Personal vehicles**	☐ **Event vehicles**
☐ **Other - Specify**	
☑ **Building and/or business owners listed are aware of your intention to utilize locations as an emergency shelter. ***Required***	
Name HDR Downtown Business Directory	**Phone:** N/A - contacted via email

In case of high winds, how will special event elements be secured to prevent them from becoming airborne or hazardous? (Check all that apply)

☑ **Tents 10x10 weighted down 40 pounds/leg** **Larger tents 80 pounds/leg**	☐ **Tents secured to stationary objects**
☑ **Chairs and tables broken down**	☑ **Small items placed in bin or other storage**
☑ **Inflatables deflated**	☐ **Open flames extinguished**
☑ **Heating and electrical elements unplugged/turned off**	☐ **Other - Specify**

What pre-event messaging will occur in case of forecasted/observed extreme temperatures? (Check all that apply)

☑ **Website updates**	☑ **Email**
☐ **Text message/alerts**	☐ **Press outreach**
☑ **Social media - Specify** @downtownharrisonburg on Facebook & Instagram	☐ **Other - Specify**

During extreme heat, which of the following will be implemented? (check all that apply)

☐ **Water refill stations**	☑ **Free bottled water**
☐ **Cooling tent/location**	☐ **Staged vehicles for cooling**
☐ **Signage with symptoms of heat exhaustion/stroke and first aid actions**	☐ **Extra medical personnel on site**
☐ **Adjusting event timeline**	☑ **Other - Specify** Bike Team (if forecast necessitates)

During extreme cold, which of the following will be implemented? (check all that apply)

☑ **Hand warmers available**	☐ **Free hot beverages**
☐ **Warming tent/location**	☐ **Staged vehicles for warming**
☐ **Signage warning of low temperatures**	☐ **Extra medical personnel on site**
☐ **Adjusting event timeline**	☑ **Other - Specify** Bike Team (if forecast necessitates)

Medical

If an attendee at your event has a medical emergency, what measures will be taken to ensure care is promptly received? (Check all that apply)

☐ **Entertainment will temporarily stop**	☐ **Staff/volunteers will clear immediate area**
☐ **Staff/volunteers will call 911**	☑ **On site medical personnel will be alerted via:** phone call to HPD supervising officer
☐ **Other - Specify**	

Safety & Security

If alcohol is served what steps will be taken to prevent underage drinking and/or overconsumption? (Check all that apply)

☑ **21+ wristbands**	☐ **Limited drink tickets**
☐ **Limit drinks per I.D. at point of sale**	☐ **Other - Specify**

If a child or other vulnerable person is found separated from their parent/guardian event staff will escort them to the following location and will remain until the missing party is either located or emergency services arrives:

HDR info booth on Court Square (Jennifer will notify on-site, HPD Supervisor immediately)

1. **If a child or other vulnerable person is reported lost, contact the Harrisonburg Police Department (911) immediately.**
2. **If a parent or guardian of a lost child/vulnerable person cannot be located in a reasonable amount of time contact the Harrisonburg Police Department (911)**