City Hall Facility Reservation 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 reservation. Organizers may be requested to meet with city representatives and others to review event plans, layout and logistics.

Submit completed application and supporting documents to:
Ms. Pamela Ulmer, Administrative Specialist, at the City Manager's Office, 409 South Main Street, Harrisonburg, VA 22801

EVENT TITLE: _____

Contact Information

Organization/Applicant Name: _____

Contact Name: _____

Daytime Phone: _____ Cell Phone: _____
(*Required for day-of event)

E-mail Address: _____

Mailing Address: _____

Date of Event: _____/_____/_____

Event Hours: _____
Set-up Time Event Time Clean-up Time

Type of Event (fundraiser, etc): _____

Is this an annual event? ☐ Yes ☐ No

Description of Event _____

Size of Event: Participants: _____

Will food or merchandise be sold? ☐ Yes ☐ No All vendors must have a current business license. All food vendors except those selling unprocessed food products must file meals tax. Contact the Commissioner of Revenue 540-432-7704 for details. The collection of applicable taxes will be the responsibility of the individual vendor.

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

Fees

Fee Scale: Check one.

☐ City of Harrisonburg	N/A
☐ Non-profit Community Event	$50
☐ Private Event	$100

Signature of Applicant: _____ Date: _____

For Office Use Only: ☐ Deposit submitted ☐ Fee Submitted ☐ Insurance Verified

Date Received by Staff _____/_____/____

For Office Use Only:

Date Received _____

Date Approved _____

Reason for disapproval: _____