



The Town of Leesburg
INTEROFFICE MEMORANDUM

To: John Wells, Town Manager

From: Kate Trask, Deputy Director of Parks and Recreation
Jeremy Payne, Recreation and Events Manager

Subject: Fee Waiver for the Mt. Zion Cemetery Civil War Sesquicentennial Anniversary Event

Date: July 8, 2014

This memo is being provided for informal purposes in regards to the Sesquicentennial Anniversary event to be held at the Mt Zion Cemetery on Saturday, September 6, 2014. To honor Civil War Veterans, this is a one-time event to dedicate signage being placed at the Mt. Zion Cemetery located on Old Waterford Road. This ceremony is being held in honor of the sesquicentennial anniversary of the Civil War. It is being coordinated by a volunteer committee at the request of the Loudoun County Board of Supervisors. It will require Old Waterford Road to be closed from Liberty Street to Gibson Street, for three hours. In addition to the dedication, several guest speakers are expected, as well as a wreath laying, gun salute, the playing of taps, and choir performance.

The total estimated cost for this event is \$410. This includes \$50 for the Special Event Permit Application Fee and \$360 for Police Officers. Staffing is required for the associated road closures.

It is expected that this group will petition the Town Council for a fee waiver for the above estimated costs.