



**CITY OF HENDERSONVILLE
ENVIRONMENTAL SUSTAINABILITY BOARD
HENDO EARTH FEST SUBCOMMITTEE**

**Remote meeting via Zoom
Tuesday, November 25, 2025 – 5:15 PM**



AGENDA

BUSINESS

- A. Approved Special Events Application Letter Received - *Caitlyn Gendusa, Staff Liaison*
- B. Discuss positions still needing fulfillment

Positions: Chair, Vice Chair, and Musician/Entertainment Coordinator
- C. Finalize event budget appropriation

ADJOURNMENT

The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.

CITY COUNCIL:

BARBARA G. VOLK

Mayor

LYNDSEY SIMPSON

Mayor Pro Tem

DR. JENNIFER HENSLEY

MELINDA P. LOWRANCE

JEFFERY L. MILLER

CITY OF HENDERSONVILLE

The City of Four Seasons



Item A.

JOHN F. CONNET

City Manager

ANGELA S. BEEKER

City Attorney

JILL MURRAY

City Clerk

November 5, 2025

Approval of 2026 Hendo Earth Fest

Dear Caitlyn,

I am pleased to inform you that the Hendersonville Special Events Committee has approved your request to hold the Hendo Earth Fest, as presented.

Your Special Event Permit includes the following public services:

CLOSURE:

- This is a closure of Main Street from Allen to Caswell

PUBLIC WORKS:

- Barricades for street and avenue blockage
- The Private parking lot to be blocked off from Main Street
- MVB barricades at Allen & Caswell on Main Street
- Power access for the closure – Allen & Caswell
- Water barricades for Avenues to be filled at 9:30am
- 2 Sets of Trash and recycling cans
- No Parking signage dropped the night prior

- Barricades to block Truist & Wells Fargo Main Street entrance unfilled
- Barricades to block one side of the bike lane

POLICE:

- Put out No Parking after 5am signs the night before the event
- Assistance with towing if needed
- 3 off duty officers – Extra Duty – to be paid through Caregivers of Mother Earth

FIRE/EMS:

- Tent inspection
- EMS standby – request must be made directly to EMS by event organizer (form required)

What we need from you before your event:

- You must contact all adjacent business owners to inform them of your event. This can be done in person or using flyers, or via direct mail.

Off Duty Police: · Off-duty police are managed through **Extra Duty Solutions.**

HendersonvilleNC@extradutysolutions.com – 828-513-0159

Application: <https://extradutysolutions.com/app/hendersonville-extra-duty-detail-application/>
For Extra Duty Solutions payments, please coordinate payment with them directly.

Thank you for choosing Hendersonville, the City of Four Seasons, for your event's location. Please update us if any changes are needed to your original application.

Helpful Contacts:

General Questions: Terrye Jacobs at 828-233-3205 or tjacobs@hvlnc.gov

Public Works Department: Tammy Ledford at 828-697-3804 or tledford@hvlnc.gov

Police Department: Melissa Justus at 828-697-3031 or mjustus@hvlnc.gov

Fire Department: 828-697-3024

Day-Of Event:

Contact Terrye Jacobs at 828-551-9874 for questions outside of regular business hours or at the office number or email above for weekday questions.

Hendersonville Police Department: On-Duty Watch Commander at 828-697-3025

Kind Regards,

Terrye Jacobs
Downtown Coordinator
City of Hendersonville
tjacobs@hvlnc.gov
828-233-3205