



## Legislation Details (With Text)

**File #:** 16-0880      **Version:** 1      **Name:** Dickens of a Christmas  
**Type:** Event Permit      **Status:** Passed  
**File created:** 10/6/2016      **In control:** Board of Mayor & Aldermen  
**On agenda:** 11/8/2016      **Final action:** 11/8/2016  
**Title:** Consideration of Event Permit for Dickens of a Christmas sponsored by the Heritage Foundation on December 10-11, 2016 in Downtown Franklin (10/25/16 WS).  
**Sponsors:** Deb Faulkner  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Dickens 2016 REVISED App

Date	Ver.	Action By	Action	Result
11/8/2016	1	Board of Mayor & Aldermen	approved	Pass
10/25/2016	1	Work Session	referred as a Consent Item	

**DATE:** October 6, 2016

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator  
Special Events Advisory Team

**SUBJECT:**  
Consideration of Event Permit for Dickens of a Christmas sponsored by the Heritage Foundation on December 10-11, 2016 in Downtown Franklin (10/25/16 WS).

### Purpose

The purpose of this memorandum is to outline recommendations for the Dickens of a Christmas Event.

### Background

The Heritage Foundation/Downtown Franklin Association has requested street closures for the annual Dickens of a Christmas event (December 10-11). The applicant has requested the closure of Main Street from First Avenue to Fifth Avenue. Times for the event are 10 a.m. - 5 p.m. on Saturday and 11 a.m. - 5 p.m. on Sunday. Estimated attendance is 90,000.

### Recommendation

Staff recommends approval of the event application with the following recommendations:

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.

- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- Applicant will use the Third Avenue entrance of City Hall for vendor check-in.

***Risk Management:***

- Applicant will provide certificate of insurance naming the City as additional insured.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.

***Streets Department:***

- Department will close the City Hall quadrant of the Square at 5 a.m. on Friday, December 9<sup>th</sup>.
- Department will place signs “No Parking after 5 p.m.” on Friday, December 9<sup>th</sup>.
- Department will set-up closure and provide barricades beginning at 9 p.m. on Friday, December 9<sup>th</sup>. Closure includes Main Street from First Avenue to Fifth Ave.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew after the event.

***Police Department:***

- Applicant will hire required number of extra-duty Franklin Police Officers to provide security and crowd control.
- Applicant has requested amplification on stages at the following locations for the permitted area:
  - Second Avenue and Main
  - Fourth Avenue and Main
  - Stage on the Square

Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

***Building & Neighborhood Services Department:***

- Electrical permit will be required.
- No stakes should be placed in ground at City Hall (Third Avenue South)

***Sanitation and Environmental Services Department:***

- Department will provide clean-up crew during event.

***Fire Department:***

- Contact Franklin Fire Department for Tent and event inspections.

***Water Management Department:***

- Taps will be placed on hydrants at:
  - Fourth & Main
  - Third Ave. South at Square