



Legislation Details (With Text)

File #: 19-0386 **Version:** 1 **Name:** Heritage Ball 2019
Type: Event Permit **Status:** Passed
File created: 4/9/2019 **In control:** Board of Mayor & Aldermen
On agenda: 5/14/2019 **Final action:** 5/14/2019
Title: Consideration of Event Permit for the Heritage Ball sponsored by the Heritage Foundation on October 5, 2019 at Eastern Flank Battlefield Park. (04/23/19 WS)
Sponsors: Lisa Clayton
Indexes:
Code sections:
Attachments: 1. Heritage Ball 2019 REVISED APP.pdf

Date	Ver.	Action By	Action	Result
5/14/2019	1	Board of Mayor & Aldermen	approved	Pass
4/23/2019	1	Work Session	referred as a Consent Item	

DATE: April 9, 2019

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for the Heritage Ball sponsored by the Heritage Foundation on October 5, 2019 at Eastern Flank Battlefield Park. (04/23/19 WS)

Purpose

The purpose of this memo is to outline recommendations for the Heritage Foundation's Heritage Ball.

Background

The Heritage Foundation has requested the use of Eastern Flank Battlefield Park for their annual Heritage Ball. The applicant has requested the use of the park from September 27th - October 8th. Estimated attendance is 890.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide copy of Good Neighbor letter which will be distributed to affected neighborhood.

Parks Department

- All coordinating regarding the event, including fees and pre-event site meetings, will be done with the Programming Division at the Parks Department.
- Applicant will call 811 (“Call Before You Dig”) before placing any stakes into the ground.

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured. COI must cover all days applicant is on the property.
- Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured. Insurance needs to include the entire time from set up to breakdown.

Police Department:

- Applicant will hire recommended number of extra-duty Franklin Police Officer to provide security and traffic control.

Sanitation and Environmental Services Department:

- Parks Department will supply roll-out trash receptacles.
- Applicant will lease two dumpsters from the Sanitation and Environmental Services Department
- Applicant will provide volunteers to pick-up any trash associated with the event.

Fire Department:

- Tents require permit and inspection from the Franklin Fire Department.
- Generators must be located 20-feet from tents and isolated from contact with the public.
- There must be a 20-foot separation from tents occupied by the public and any cooking operations.
- Propane tanks 500-gallons or less must be kept 10-feet from tents.
- For any tent larger than 20 x 20, provide the following:
 - Flammability certificate
 - Staking diagram
- For any tent larger than 30 x 30, provide the following:
 - Proposed layout showing placement of fixtures and means of egress.
 - Show locations of fire extinguishers
- Provide flammability information on any hanging draperies or other materials used for decoration.

Building & Neighborhood Services Department:

- It will be necessary to pull an electrical permit and have an inspection for this event.
- Make sure all power cords and outlets have GFI protection and that all male female cord connections are elevated off the ground.

Revenue Management:

- Applicant must obtain a Beer Permit from the City’s Beer Board.