



## Legislation Details (With Text)

**File #:** 17-0651      **Version:** 1      **Name:** Pumpkinfest 2017  
**Type:** Event Permit      **Status:** Passed  
**File created:** 7/19/2017      **In control:** Board of Mayor & Aldermen  
**On agenda:** 8/22/2017      **Final action:** 8/22/2017  
**Title:** Consideration of Event Permit for Pumpkinfest Sponsored by the Heritage Foundation in Downtown Franklin on October 28, 2017. (08/08/17 WS)  
**Sponsors:** Deb Faulkner  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Pumpkinfest 2017 REVISED App

Date	Ver.	Action By	Action	Result
8/22/2017	1	Board of Mayor & Aldermen	approved	Pass
8/8/2017	1	Work Session	referred as a Consent Item	

**DATE:** July 27, 2017

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:**  
Consideration of Event Permit for Pumpkinfest Sponsored by the Heritage Foundation in Downtown Franklin on October 28, 2017. (08/08/17 WS)

### Purpose

The purpose of this memorandum is to outline conditions for recommendations for approval of Pumpkinfest.

### Background

Pumpkinfest is an annual event organized by the Heritage Foundation. The event is scheduled for Saturday, October 28<sup>th</sup> and consists of entertainment, a kids' area, and arts & crafts. Time for the event is 10 a.m. - 6 p.m.

### Recommendation

Staff recommends approval with the following conditions:

- Applicant shall meet with staff for walk through at least five days prior to event.
- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.

- Applicant will provide at least one portable restroom trailer to be available for attendees. City will provide water and electricity for the trailer.
- Drop-off for Park & Ride Trolley will be at Fourth Ave & Church and Church Street Parking Lot (Heritage Foundation will provide workers or volunteers to monitor the lot).

***Building & Neighborhood Services:***

- Special Event Electrical Permit will be required.

***Risk Management:***

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

***Streets Department:***

- Fourth Avenue North & South will close at 5 a.m. on Friday, October 27<sup>th</sup>.
- “No Parking after 3 p.m.” signs will be placed along Main Street on Friday morning.
- Main Street will close to traffic at 8 p.m. on Friday, October 27<sup>th</sup>.
- “No parking” signs placed along Fourth Avenue South on Saturday, October 28<sup>th</sup>. This area will be used for City vehicles only.
- “No parking” signs placed along Church Street on Friday, October 27<sup>th</sup>.
- Church Street Parking Lot will be closed for official vehicles.
- Food vendors must have mats under tents that sufficiently keep grease and other food waste off of the street.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.
- The requested pedestrian walkway from the Park at Harlinsdale Farm to First Avenue will not be constructed.

***Police Department:***

- Applicant will hire the recommended number of extra-duty Franklin Police Officers to provide security and traffic control for the event.
  - Applicant has requested amplification on stages at the following locations for the permitted area:
    - Fourth Ave N and Main Street
    - Off the Square in front of Capital Bank
- Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

***Revenue Management:***

- Applicant will provide a complete list of vendors to the City prior to the event.
- Permits from the Beer Board must be obtained for all locations on the street where beer will be served.
- Permit may be required from Tennessee Alcoholic Beverage Commission.

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

- Department will provide crews for cleanup during event.

***Water Management Department:***

- Taps will be placed on hydrants at:
  - Fourth & Main
  - Third Ave S at City Hall
  - Third Ave N at the Square

***Fire Department:***

- Applicant must secure tent permits.
- Applicant will continue to work with department on layout.