

## Legislation Details (With Text)

**File #:** 16-0879      **Version:** 1      **Name:** Christmas Parade  
**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 Christmas Parade sponsored by the Kiwanis Club of Franklin on December 3, 2016 in Downtown Franklin. (10/25/16 WS)  
**Sponsors:** Deb Faulkner  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Christmas Parade 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 10, 2016

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:**  
Consideration of Event Permit for Christmas Parade sponsored by the Kiwanis Club of Franklin on December 3, 2016 in Downtown Franklin. (10/25/16 WS)

### Purpose

The purpose of this memorandum is to outline recommendations for the Christmas Parade.

### Background

The Kiwanis Club has submitted an application for their Annual Christmas Parade. Estimated attendance is 10,000. The parade begins at 2 p.m. on Saturday, December 3<sup>rd</sup>.

### 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.

- ***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.
- ***Police Department:***
  - Applicant will hire the required number of extra-duty Franklin Police Officers to provide security and crowd control.
- ***Sanitation and Environmental Services Department:***
  - Department will provide roll-out containers along the parade route.
  - Applicant will provide volunteers to do clean-up after the event.
- ***Parks Department:***
  - Applicant will work with Department to determine locations and rules/regulations for staging areas at Jim Warren Park.
- ***Streets Department:***
  - Department will put out Message Boards several days prior to event to notify motorists of closures.
  - Department will operate sweeper along the route after the parade.