

## Legislation Details (With Text)

**File #:** 18-1140      **Version:** 1      **Name:** Christmas Parade 2018  
**Type:** Event Permit      **Status:** Passed  
**File created:** 10/23/2018      **In control:** Work Session  
**On agenda:** 11/13/2018      **Final action:** 11/13/2018  
**Title:** \*Consideration of Event Permit for Christmas Parade sponsored by the Kiwanis Club of Franklin on December 1, 2018 in Downtown Franklin.  
**Sponsors:** Deb Faulkner  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Christmas Parade REVISED App 2018.pdf

| Date       | Ver. | Action By                 | Action       | Result |
|------------|------|---------------------------|--------------|--------|
| 11/13/2018 | 1    | Work Session              | acknowledged |        |
| 11/13/2018 | 1    | Board of Mayor & Aldermen | approved     | Pass   |

**DATE:** November 6, 2018

**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 1, 2018 in Downtown Franklin.

### 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 1<sup>st</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 twelve 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.