

## Legislation Details (With Text)

**File #:** 19-0871      **Version:** 1      **Name:** Pumpkinfest 2019  
**Type:** Event Permit      **Status:** Consent Agenda  
**File created:** 8/26/2019      **In control:** Board of Mayor & Aldermen  
**On agenda:** 9/24/2019      **Final action:**  
**Title:** Consideration of Event Permit for Pumpkinfest Sponsored by the Heritage Foundation in Downtown Franklin on October 26, 2019. (WS 9/10/19)  
**Sponsors:** Deb Faulkner  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Pumpkinfest REVISED app 2019.pdf

Date	Ver.	Action By	Action	Result
9/24/2019	1	Board of Mayor & Aldermen	approved on the Consent Agenda	Pass
9/10/2019	1	Work Session	referred as a Consent Item	

**DATE:** August 26, 2019

**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 26, 2019. (WS 9/10/19)

### **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 26<sup>th</sup> and consists of entertainment, a kids' area, and arts & crafts. Time for the event is 10 a.m. - 7 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, Kid Zone activities, etc. prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.

- Applicant must notify Harpeth Square that there is no vehicle outlet from the hotel to Main Street during the event.
- Applicant will provide at least one portable restroom trailer to be available for attendees. City will provide water and electricity for the trailer.

***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 will close at 5 a.m. on Friday, October 25<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 25<sup>th</sup>.
- “No parking” signs placed along Fourth Avenue South on Saturday, October 26<sup>th</sup>. This area will be used for City vehicles only.
- “No parking” signs placed along Church Street on Friday, October 25<sup>th</sup>.
- Church Street Parking Lot will be closed for official vehicles.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.

***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:
  - First Avenue and Main Street
  - Off the Square in front City Hall

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 must adhere to requirements provided by the Fire Marshal's office regarding tents and mobile food vendors