



Legislation Details (With Text)

File #: 19-0872 **Version:** 1 **Name:** Dickens 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 Dickens of a Christmas sponsored by the Heritage Foundation on December 14-15, 2019 in Downtown Franklin. (WS 9/10/19)
Sponsors: Deb Faulkner
Indexes:
Code sections:
Attachments: 1. Dickens 2019 REVISED App.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 Dickens of a Christmas sponsored by the Heritage Foundation on December 14-15, 2019 in Downtown Franklin. (WS 9/10/19)

Purpose

The purpose of this memorandum is to outline recommendations for the Dickens of a Christmas Event.

Background

The Heritage Foundation/Downtown Franklin Association has requested street closures for the annual Dickens of a Christmas event (December 14-15). The applicant has requested the closure of Main Street from First Avenue to Fifth Avenue. Times for the event are 10 a.m. - 7 p.m. on Saturday and 11 a.m. - 4 p.m. on Sunday. Estimated attendance is 60,000.

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.

- 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.
- Carriage Rides, if included as part of the event, will be at Franklin Grove and not within the street closure.

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.

Streets Department:

- Department will close the City Hall quadrant of the Square and Fourth Avenue (N & S) at 5 a.m. on Friday, December 13th.
- Department will place signs “No Parking after 3 p.m.” on Friday, December 13th.
- Department will set-up closure and provide barricades beginning at 8 p.m. on Friday, December 13th. Closure includes Main Street from First Avenue to Fifth Ave.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew after the event.

Police Department:

- Applicant will hire required number of extra-duty Franklin Police Officers to provide security and crowd control.
- Applicant has requested amplification on stages at the following locations for the permitted area:
 - Stage on the Square

Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

Building & Neighborhood Services Department:

- Electrical permit will be required.
- No stakes should be placed in ground at City Hall (Third Avenue South)

Sanitation and Environmental Services Department:

- Department will provide clean-up crew during event.

Fire Department:

- Contact Franklin Fire Department for Tent and event inspections.

Water Management Department:

- Taps will be placed on hydrants at:
 - Fourth & Main
 - Third Ave. South at Square

