



Legislation Text

File #: 16-0032, **Version:** 1

DATE: December 31, 2015

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for the Pilgrimage Music and Cultural Festival on September 24-25, 2016 at the Park at Harlinsdale Farm. (01/12/16 WS)

Purpose

The purpose of this memo is to outline recommendations for the Pilgrimage Festival at Harlinsdale Farm.

Background

The Pilgrimage Foundation has requested the use of Harlinsdale Farm for their music festival. This is the second year for the event. Set-up would begin on September 14th; tear-down would end on September 29th. Tickets will be required for the event. The applicant anticipates 15,000 attendees each day.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will regularly meet with staff to discuss any updates to logistics, attendance numbers, attractions, and/or entertainment. Any major changes to the event may require BOMA approval.
- Applicant will provide Good Neighbor Letter which will be distributed to area residents at least 60 days in advance of the event.
- ***Risk Management:***
 - Applicant will provide certificate of insurance with liquor liability naming the City as additional insured and with the following limits:
 - Each occurrence: \$1,000,000
 - Damage to Rented Premises: \$1,000,000
 - Personal & Adv. Injury: \$1,000,000
 - General Aggregate: \$5,000,000
 - Products-Comp/Op Agg: \$5,000,000
 - Liquor Liability: \$5,000,000
 - Proof of Automobile Liability: combined single limit needs to be \$5,000,000

- Proof of Workers' Compensation coverage
- The Certificate of Insurance is due 30 days prior to event and needs to include the dates of set up through equipment pickups and cleanup. It must include all activities, equipment, vendors, booths, and food trucks that are part of the event. Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured.
- Need documentation/contract in place for Harlinsdale Farm landscaping repair, if applicable.
- **Revenue Management:**
 - Applicant must obtain a Beer Permit from the City's Beer Board.
 - Applicant will provide a complete list of vendors to the City prior to the event.
- **Police Department:**
 - Applicant will continue to work with Department on parking and traffic control plan.
 - Applicant will hire recommended number of extra-duty Franklin Police Officers to provide traffic control and security.
 - Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.
- **Building and Neighborhood Services:**
 - Special Event Electrical Permit and inspection will be required.
- **Sanitation and Environmental Services:**
 - Services are available at a cost of \$150 per hour.
 - Dumpsters are available from the department at a cost of \$85 each
- **Fire/EMS Department:**
 - Applicant must meet with Department to discuss access for emergency vehicles, adequate number and location of fire extinguishers, and other life safety issues.
 - Tent permits and inspection will be required for any tents larger than 200 square feet.
 - Department will work with Williamson EMS to coordinate efforts for medical coverage.
- **Emergency Management**
 - A comprehensive Emergency Operations Plan must be supplied in writing and reviewed with the City's Emergency Manager. This plan will need to be continually modified as required due to changing conditions as identified in the planning meetings. The final plan must be complete and approved five business days prior to the start of the event. The plan must be reviewed by the City Emergency Manager, Fire/EMS, Police, Traffic, and Parks prior to event.
 - Organizers charged with this responsibility must be present on the day of the event to review all plans with personnel each day.
- **Parks Department:**
 - Upon setup, Applicant will work with Park staff for placement of signs, portable toilets, fencing, tents, vehicles, set up and all equipment or stages.

- Pilgrimage organizers shall meet with the Friends of Franklin Parks and decide on specific fees and usage for the 5-acres operated by the Friends of Franklin Parks organization no later than April 15, 2016. The agreement should be in writing and a signed copy submitted to the Friends of Franklin Parks and the City no later than April 15, 2016.
- Organizers shall rent or purchase a floor to be placed on the multi-use arena floor prior to any set-up for stages, concessions and pedestrian traffic. Flooring shall be approved by the Parks Department prior to rental/purchase and installation.
- Park should remain open until the agreed upon dates within the special event application September 14th - 29th. Set up should start at the North side down to the event space around the barn. Clean up should reverse order from the Barn to the North.
- Post BOMA approval, the rental fees for a Williamson County business: \$150 per day Monday - Thursday; \$250 per day Friday, Saturday and Sunday will be due along with the \$1,000 refundable damage deposit. The fees can be split with 50 percent paid initially and the remaining fees due 30 days prior to event (August 26).
- On Saturday and Sunday of the event, 6 Parks Staff will be required to supervise the facility for the duration of the event (2 shifts of 3) from set up to clean up. A payment of \$25 per hour per person will be payable at the end of the event. The check should be made out to The City of Franklin. All personnel for the Parks Department shall receive "vehicle passes for the duration of the pre & post set up" for accessibility to the property daily. Park employees working the two day event shall receive "all-access" passes for accessibility throughout the park at all times.
- The park will be closed on the scheduled dates approved by BOMA listed within the special event application (September 14th - 29th). Signage (Banner) can be placed at the Park two weeks before the event. A banner, no longer than 8 feet, can be placed on the fence at the entrance (eye bolts indicate location) two weeks prior to the event. Additional signage for advertisement of the event shall be discussed and approved through the Parks Department on additional park property.
- Parking for the event participants in designated parking areas on the South and the North entry fields will be supervised and monitored by the event organizers with a paid parking service of their choosing for organized parking and traffic control in and out of the facility. Appropriate safety gear and identification required and radio communication. A pre-event meeting should be held with hired service and City contacts to review parking plans and to walk the site. Temporary lighting in the parking areas and areas leading to the parking areas shall be paid for by the organizers.
- Trash bins and cans will be supplied by event organizer either through the City's Sanitation and Environmental Services Department or through a vendor of their choice. Excessive trash beyond these will need to be removed from the site or arrangements can be made with Sanitation and Environmental Services (615-794-1516). All ground trash must be addressed with a vendor or hired hands of organizers choice both during and after the event each day and the park must be left in the condition it was found.
- The event organizer is responsible to rent portable toilets to handle the number of participants. The locations will be determined with Parks Staff.
- Any use of ANY Structures must be reviewed with Parks Staff prior to use. No candles or smoking allowed inside.
- A circulation plan for semi-trailers shall be submitted to the Parks Department and approved 30 -days prior to the first day of set-up or access to the property.
- In anticipation of inclement weather, the event organizer shall be responsible for additional

gravel and straw prior to the initial set-up. The organizer shall coordinate with the Parks Department to identify storage locations on the North and South of the property.

- Event organizer shall have additional lighting in the open space area housing the Midnight Sun stage to be executed post the last concert for safe passage of pedestrians in the area. Parks Department and Risk Management can assist with location.
- The event organizer shall implement a golf cart alternative route circulation plan on CAD drawings for all personnel working the event to utilize.
- Electrical boxes in the event space are available for use. 400 AMPS TOTAL (CAN BE SPLIT BETWEEN 2 LOCATIONS)
- Irrigation on the event pad will be marked prior to any tents being staked.
- The layout of tents, stages, vendor/food booths is up to event organizer. Temporary directional signage will be the responsibility of the event organizer. Non-permanent field paint and temporary signs/arrows only.
- EMS/first aid onsite would be required.
- There is no lighting at the park for after dark and it is the responsibility of the event organizers to provide light towers for safety and breakdown of the event after hours. Lighting improvements shall be made from the 2015 event and approved by Risk, Fire, Police and Parks prior to event.
- The emergency road around the barn and the roads entering this space must be kept clear of booths, cars or any obstacles.
- All structures should have a 20-foot perimeter for putting any temporary structures. Any temporary structures shall be approved by Risk, Fire, Police and Parks prior to the event.
- Event organizers must have a plan to safely allow vendors to set up and exit without blocking the emergency road.
- Security must be onsite once setup is underway. The city park is not supervised and not responsible for the tents or booths, or equipment that stay onsite for the event.
- On the day of the event, the center road will be closed and used for emergency vehicles only. The public and vendors will be required to use the outside loop road for access to parking.
- All water taps for the event shall be the responsibility of the organizer to have installed and removed