



Legislation Text

File #: 16-0035, **Version:** 1

DATE: December 30, 2015

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for the Heritage Ball sponsored by the Heritage Foundation on September 17, 2016 at Eastern Flank Battlefield Park. (01/12/16 WS)

Purpose

The purpose of this memo is to outline recommendations for the Heritage Foundation's Heritage Ball.

Background

The Heritage Foundation has requested the use of the Bicentennial Park for their annual Heritage Ball. The applicant has requested Eastern Flank Battlefield Park as an alternate in case work is not completed on the pavilion at Bicentennial by the time of their event. The applicant has requested the use of the park from September 11th - 20th. Estimated attendance is 700.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide copy of Good Neighbor letter which will be distributed to affected neighborhood.

Parks Department

- Applicant will be notified at least two months prior to the event if a Certificate of Occupancy is in place for Bicentennial Park. If it is not, applicant will meet with Parks Department on-site to go over logistics for the event at Eastern Flank Battlefield Park.
- Applicant will work with Parks Department on Park Facility Usage Fees. Other costs will include:
 - Refundable Damage Deposit of \$500 (*Damage deposit covers all areas of rental site, including but not limited to areas for parking, tent site and building*).
 - Applicant will be charged \$25 per hour for one (1) Park Staff to be available on September 17th (*Time begins 30 minutes prior to start of event and ends when event organizer has completed cleanup and locks the building*).
- Event attendees are restricted to rental areas.
- The Heritage Foundation shall designate one (1) person as the "Point of Contact" for this event.

- A pre-event evaluation shall take place on site with Parks Department and Heritage Foundation designee prior to tent setup.
- A post-event evaluation shall take place on site with Parks Department and Heritage Foundation designee after all tents are removed and Battle Park Hall has been cleaned by caterer/applicant.
- On setup week, work with Park staff for placement of signs, portable toilets, fencing, tents, vehicles, set up and any other equipment or stages.
- The Event organizer is responsible to rent portable toilets to handle the number of participants. Organizer should advise City of any needed connections (i.e. Water). It would be preferable for the toilets to be self-contained.
- 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.
- 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.
- Ice and EMS/first aid onsite would be optimal.
- There is little 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.
- Permission for parking event participants will be needed from the Battle of Franklin Trust and State of Tennessee for use of the fields at Carnton. The old fairways east of the Event Center may be used for staff. The lots must 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 both facilities. Appropriate safety gear, identification, and radio communication required. The discussed alternate plan to access both facilities for the day of the Ball and any event at Carnton will need to be identified before the event and a pre-event meeting should be held with hired service and City contacts to review parking plan and to walk the site.
- Event organizers must have a plan to safely allow vendors to set up and exit without blocking the loop road. The city will provide a number of orange/yellow barricades to assist with traffic control.
- Security must be onsite once the 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.

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured. COI must cover all days applicant is on the property.
- Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured. Insurance needs to include the entire time from set up to breakdown.

Police Department:

- Applicant will hire recommended number of extra-duty Franklin Police Officer to provide security and traffic control.

Sanitation and Environmental Services Department:

- Parks Department will supply 6 roll-out trash receptacles.
- Applicant will lease two dumpsters from the Sanitation and Environmental Services Department (charge is \$85 per dumpster).

- Applicant will provide volunteers to pick-up any trash associated with the event.

Fire Department:

- Tents require permit and inspection from the Franklin Fire Department.

Building & Neighborhood Services Department:

- Electrical permit will be required
- Stage should be positioned so sound is least bothersome to nearby residential neighborhood.

Revenue Management:

- Applicant must obtain a Beer Permit from the City's Beer Board.