



Legislation Text

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DATE: August 12, 2016

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for Franklin 4 the Cure benefitting the Westhaven Foundation in Westhaven on September 16, 2016 (08/23/16 Work Session)

Purpose

The purpose of this memorandum is to outline recommendations for the Race 4 the Cure 5K in Westhaven scheduled for September 16, 2016.

Background

The Westhaven Foundation has requested street closures for the Franklin 4 the Cure 5K run in Westhaven. This is an annual event with 100 percent of the proceeds benefitting the Monroe Carell Jr. Children's Hospital. There are two changes for this year. The run will be held on Friday evening. They've also added a "color" component. "Color Zones" will be stationed along the route. At these stations, participants will be covered with dyed corn starch. Most of the route takes place on the walking trails. Estimated attendance is 1,000.

Recommendation

Staff recommends approval of the event application with the following recommendations:

- Applicant has provided a \$1,000 refundable damage deposit.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- ***Risk Management:***
 - Applicant will provide certificate of insurance with liquor liability naming the City as additional insured.
 - Applicant will provide an inclement weather plan.
- ***Police Department:***
 - Applicant will hire the recommended number of extra-duty Franklin Police Officers to open/close streets and to provide security and traffic control.

- ***Sanitation and Environmental Services Department:***
 - Applicant will utilize volunteers to provide trash/garbage pick-up.
 - Department will provide 15-20 rollout containers and recycle bins, if needed. The containers will be delivered the day before the event.
- ***Fire/EMS***
 - Applicant will work with the Department on EMS services; inspections; and plan for using and dispersing colored dye.
- ***Engineering/Stormwater***
 - Applicant will provide:
 - Locations of color application areas
 - A narrative of how the event will be conducted including color application, containment, and clean up
 - Stormwater Pollution Prevention Plan and a detailed plan for cleanup, including contact information for the entity responsible for cleanup