



Legislation Text

File #: 16-0678, **Version:** 1

DATE: August 10, 2016

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for Celebration of Nations benefitting Sister Cities in Downtown Franklin on October 8, 2016 (08/23/16 Work Session)

Purpose

The purpose of this memorandum is to outline recommendations for the Celebration of Nations event requested by Sister Cities of Franklin and Williamson County.

Background

The City has received a request from Sister Cities to hold their annual Celebration of Nations event in Downtown Franklin on October 8th. Celebration of Nations features multi-cultural performances, music, singing and dancing and Art. Sister Cities is requesting the use of Fourth Avenue South and the alley next to the Fourth Avenue Parking Garage (Main Street would remain open). The event includes a beer tasting component. This year, the event will begin at 10 a.m. and end at 8 p.m. Sister Cities has requested that all City fees be waived.

Recommendation

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

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will work with the Downtown Franklin Association to notify the affected area.
- ***Risk Management:***
 - Applicant will provide certificate of insurance naming the City as additional insured. Certificate should include liquor liability.
- ***Streets Department:***
 - Department will set-up closure and provide barricades beginning at 6 a.m.
 - 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 required number of extra-duty Franklin Police Officers to provide security and crowd control. This cost will not be waived.
 - Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.
- **Building & Neighborhood Services Department:**
 - Electrical permit will be required.
- **Sanitation and Environmental Services Department:**
 - Department will provide cleanup during event.
- **Revenue Management:**
 - Obtain beer permit from the City of Franklin and special event liquor license from the Tennessee Alcoholic Beverage Commission (if needed).
- **Fire Department:**
 - Vendors (tents and/or food trucks) must be in the parking spaces in the alley and not in the alley itself.
 - Vehicles should not block alley (including musicians or performers who are unloading)
 - No cooking in tents
 - Contact Franklin Fire Department for Tent and event inspections.