



Legislation Text

File #: 16-0754, **Version:** 1

DATE: September 2, 2016

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for Light the Way for Team Elliott at Eastern Flank Battlefield Park on October 2, 2016. (09-13-16 WS)

Purpose

The purpose of this memorandum is to outline recommendations for the Light the Way for Team Elliott event at Eastern Flank Battlefield Park.

Background

Light the Way for Team Elliott has requested the use of Eastern Flank Battlefield for their second annual fundraising event scheduled for October 2, 2016. The event will include entertainment, music, and food. All proceeds benefit Team Elliott and RhizoKids (RCDP). The applicant anticipates over 400 attendees.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide Good Neighbor Letter which will be distributed to area residents.
- ***Risk Management:***
 - Applicant will provide certificate of insurance with liquor liability naming the City as additional insured. 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.
- ***Police Department:***
 - Applicant will hire recommended number of extra-duty Franklin Police Officer 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.
- ***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
- Applicant must provide grease hauler if necessary.

- ***Parks Department:***
 - Applicant will work directly with Parks Department for the coordination of the event at EFBP (including facility usage fees, staff, etc.)