



## Legislation Text

---

**File #:** 16-0879, **Version:** 1

---

**DATE:** October 10, 2016

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator  
Special Events Advisory Team

**SUBJECT:**

Consideration of Event Permit for Christmas Parade sponsored by the Kiwanis Club of Franklin on December 3, 2016 in Downtown Franklin. (10/25/16 WS)

**Purpose**

The purpose of this memorandum is to outline recommendations for the Christmas Parade.

**Background**

The Kiwanis Club has submitted an application for their Annual Christmas Parade. Estimated attendance is 10,000. The parade begins at 2 p.m. on Saturday, December 3<sup>rd</sup>.

**Recommendation**

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

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- ***Risk Management:***
  - Applicant will provide certificate of insurance naming the City as additional insured.
  - Any accidents or injuries occurring during the event should be reported to City representatives immediately.
- ***Police Department:***
  - Applicant will hire the required number of extra-duty Franklin Police Officers to provide security and crowd control.
- ***Sanitation and Environmental Services Department:***
  - Department will provide roll-out containers along the parade route.
  - Applicant will provide volunteers to do clean-up after the event.

- ***Parks Department:***

- Applicant will work with Department to determine locations and rules/regulations for staging areas at Jim Warren Park.

- ***Streets Department:***

- Department will put out Message Boards several days prior to event to notify motorists of closures.
- Department will operate sweeper along the route after the parade.