



Legislation Text

File #: 16-0880, **Version:** 1

DATE: October 6, 2016

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for Dickens of a Christmas sponsored by the Heritage Foundation on December 10-11, 2016 in Downtown Franklin (10/25/16 WS).

Purpose

The purpose of this memorandum is to outline recommendations for the Dickens of a Christmas Event.

Background

The Heritage Foundation/Downtown Franklin Association has requested street closures for the annual Dickens of a Christmas event (December 10-11). The applicant has requested the closure of Main Street from First Avenue to Fifth Avenue. Times for the event are 10 a.m. - 5 p.m. on Saturday and 11 a.m. - 5 p.m. on Sunday. Estimated attendance is 90,000.

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.
- Applicant will use the Third Avenue entrance of City Hall for vendor check-in.

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.

Streets Department:

- Department will close the City Hall quadrant of the Square at 5 a.m. on Friday, December 9th.

- Department will place signs “No Parking after 5 p.m.” on Friday, December 9th.
- Department will set-up closure and provide barricades beginning at 9 p.m. on Friday, December 9th. Closure includes Main Street from First Avenue to Fifth Ave.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew after the event.

Police Department:

- Applicant will hire required number of extra-duty Franklin Police Officers to provide security and crowd control.
- Applicant has requested amplification on stages at the following locations for the permitted area:
 - Second Avenue and Main
 - Fourth Avenue and Main
 - Stage on the Square

Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

Building & Neighborhood Services Department:

- Electrical permit will be required.
- No stakes should be placed in ground at City Hall (Third Avenue South)

Sanitation and Environmental Services Department:

- Department will provide clean-up crew during event.

Fire Department:

- Contact Franklin Fire Department for Tent and event inspections.

Water Management Department:

- Taps will be placed on hydrants at:
 - Fourth & Main
 - Third Ave. South at Square