



Legislation Text

File #: 16-1100, **Version:** 1

DATE: January 10, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for the Pilgrimage Music and Cultural Festival on September 22-24, 2017 at the Park at Harlinsdale Farm(1-24-17 WS).

Purpose

The purpose of this memo is to outline recommendations for the Pilgrimage Festival at Harlinsdale Farm.

Background

Pilgrimage Presents has requested the use of Harlinsdale Farm for their music festival. This is the third year for the event. New this year is the addition of Friday to their schedule of events. Set-up would begin on September 11th; tear-down would end on October 2nd.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will regularly meet with staff to discuss any updates to logistics, attendance numbers, attractions, and/or entertainment. Any major changes to the event may require BOMA approval.
- Applicant will provide Good Neighbor Letter which will be distributed to area residents at least 60 days in advance of the event.
- ***Risk Management:***
 - Applicant will provide certificate of insurance with liquor liability naming the City as additional insured and with the following limits:
 - Each occurrence: \$2,000,000
 - Damage to Rented Premises: \$2,000,000
 - Personal & Adv. Injury: \$2,000,000
 - General Aggregate: \$5,000,000
 - Products-Comp/Op Agg: \$5,000,000
 - Liquor Liability: \$5,000,000

- Proof of Automobile Liability: combined single limit needs to be \$5,000,000
- Proof of Workers' Compensation coverage
- 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. Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured.
- Need documentation/contract in place for Harlinsdale Farm landscaping repair, if applicable.
- **Revenue Management:**
 - Applicant must obtain a Beer Permit from the City's Beer Board.
 - Applicant will provide a complete list of vendors to the City prior to the event.
- **Police Department:**
 - Applicant will continue to work with Department on parking and traffic control plan.
 - Applicant will hire recommended number of extra-duty Franklin Police Officers to provide traffic control.
 - Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.
- **Building and Neighborhood Services:**
 - Special Event Electrical Permit and inspection will be required.
- **Sanitation and Environmental Services:**
 - Plan for clean-up must be provided to Department at least 30 days prior to set-up.
 - Dumpsters (garbage) are available from the department at a cost of \$85 per dump each
- **Fire/EMS Department:**
 - Applicant must meet with Department to discuss access for emergency vehicles, adequate number and location of fire extinguishers, and other life safety issues.
 - Tent permits and inspection will be required for any tents larger than 200 square feet.
 - Department will work with Williamson EMS to coordinate efforts for medical coverage.
- **Emergency Management**
 - A comprehensive Emergency Operations Plan must be supplied in writing and reviewed with the City's Emergency Manager. This plan will need to be continually modified as required due to changing conditions as identified in the planning meetings. The final plan must be complete and approved ten business days prior to the start of the event. The plan must be reviewed by the City Emergency Manager, Fire/EMS, Police, Traffic, and Parks prior to event.
 - Organizers charged with this responsibility must be present on the days of the event to review all plans with personnel each day.
- **Parks Department:**
 - Upon setup, Applicant will work with Park staff for placement of signs, portable toilets, fencing, tents, vehicles, set up and all equipment or stages.

- The Park at Harlinsdale Farm will remain open until Sunday evening on September 10, 2017 and will re-open on Monday October 2, 2017.
- Once BOMA approves the event, the Franklin Parks Department will determine the fees based on our fee schedule and based on the amount of days the Pilgrimage Music and Cultural Festival will use The Park at Harlinsdale Farm. The certificate of insurance needs to include the dates of set up through equipment pickups and cleanup. All staff fees will be determined after the event tear down concludes.
- A banner, no longer than eight feet, can be placed on the fence at the entrance (eye bolts indicate location) two weeks prior to the event.
- Parking for the event participants in the cross country fields and the North entry fields will be supervised and monitored by the event organizers with a paid parking service of their choosing for organized parking and traffic control in and out of the facility. Appropriate safety gear, identification, and radio communication are required.
- A pre-event meeting should be held with hired services and City contacts to review parking plan and to walk the site.
- Trash bins and cans will be supplied by event organizer either through the Sanitation and Environmental Services department or through a vendor of their choice. Excessive trash beyond these will need to be removed from the site or arrangements can be made with Sanitation and Environmental Services. All ground trash must be addressed with a vendor or hired hands of organizers choice both during and after the event each day and the park must be left in the condition it was found.
- The event organizer is responsible for renting portable toilets to handle the number of attendees. The locations will be determined with Parks Staff.
- Any use of the Main Barn (or any structures) must be reviewed with Parks Staff and the Fire Marshal's office prior to use. No candles or smoking allowed inside.
- Electrical boxes in the event space are available for use.
- Irrigation on the event pad will be marked on Friday September 8, 2017.
- The layout of tents, stages, vendor/food booths is up to event organizer. Temporary directional signage will be the responsibility of the event organizer. Non-permanent field paint and temporary signs/arrows only.
- There is no lighting at the park. It is the responsibility of the event organizers to provide light towers for safety and breakdown of the event after hours.
- The emergency road around the barn and the roads entering this space must be kept clear of booths, cars or any obstacles. The barn buildings have a 20-foot perimeter for putting any temporary structures.
- Event organizers must have a plan to safely allow vendors to set up and exit without blocking the emergency road.
- Security must be onsite once the setup is underway. The Park at Harlinsdale Farm is not supervised and not responsible for the tents or booths, or equipment that stays onsite for the event.
- On the days of the event, the center road will be closed and used for emergency vehicles only. The public and vendors will be required to use the outside loop road for access to parking.