



Legislation Text

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DATE: January 26, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for the Heritage Ball sponsored by the Heritage Foundation on September 16, 2017 at Eastern Flank Battlefield Park. (02/14/17 WS)

Purpose

The purpose of this memo is to outline recommendations for the Heritage Foundation's Heritage Ball.

Background

The Heritage Foundation has requested the use of Eastern Flank Battlefield Park for their annual Heritage Ball. The applicant has requested the use of the park from September 8th - 19th. Estimated attendance is 825.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide copy of Good Neighbor letter which will be distributed to affected neighborhood.

Parks Department

- Applicant will work with Parks Department on the Eastern Flank Event Facility Fees. Other costs will include:
 - Refundable Damage Deposit of \$500 (*Damage deposit covers all areas of rental site, including but not limited to areas for Parking, tent site and building*).
 - Applicant will be charged \$25 per hour for one (1) Park Staff to be available on the day of the event, September 16, 2017.
- Event attendees are restricted to rental areas.
- The Heritage Foundation shall designate one (1) person as the "Point of Contact" for this event.
- A pre-event evaluation shall take place on site with Parks Department and Heritage Foundation designee prior to tent setup.
- A post-event evaluation shall take place on site with Parks Department and Heritage Foundation designee after all tents are removed and Eastern Flank Battlefield Park has been cleaned by caterer/applicant.

- On setup week, the renter must work with Park staff for placement of signs, portable toilets, fencing, tents, vehicles, set up and any other equipment or stages.
- Prior to the event, the Heritage Foundation designee must make a ONE CALL to mark all utilities near their portable toilets, tents, catering set up, etc.
- The event organizer is responsible to rent portable toilets to handle the number of participants. Organizer should advise City of any needed connections. (ie. Water) It would be preferable for the toilets to be self-contained.
- A banner, no longer than 8 feet, can be placed on the fence at the entrance two weeks prior to the event.
- 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.
- If the use of the event lawn is requested, it will be available to use as long as weather permits and the ground is not saturated or has the potential to have damage based on the activities the event organizer requests on the lawn.
- There is little lighting at the park for after dark, and it is the responsibility of the event organizers to provide light towers for safety and breakdown of the event after hours.
- Permission for parking event participants will be needed from the Battle of Franklin Trust and State of Tennessee for use of the fields at Carnton. The old fairways east of the Event Center may be used for staff. The lots must 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 both facilities. Appropriate safety gear, identification, and radio communication is required. The discussed alternate plan to access both facilities for the day of the Ball and any event at Carnton will need to be identified before the event, and a pre-event meeting should be held with the hired parking service and City contacts to review a parking plan and to walk the site.
- Event organizers must have a plan to safely allow vendors to set up and exit without blocking the loop road.
- Security must be onsite once the major setup is underway. The city park is not supervised and not responsible for the tents or booths, or equipment that stay onsite for the event.

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured. COI must cover all days applicant is on the property.
- Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured. Insurance needs to include the entire time from set up to breakdown.

Police Department:

- Applicant will hire recommended number of extra-duty Franklin Police Officer to provide security and traffic control.

Sanitation and Environmental Services Department:

- Parks Department will supply roll-out trash receptacles.
- Applicant will lease two dumpsters from the Sanitation and Environmental Services Department (charge is \$85 per dumpster).

- Applicant will provide volunteers to pick-up any trash associated with the event.

Fire Department:

- Tents require permit and inspection from the Franklin Fire Department.

Building & Neighborhood Services Department:

- Electrical permit will be required
- Stage should be positioned so sound is least bothersome to nearby residential neighborhood.

Revenue Management:

- Applicant must obtain a Beer Permit from the City's Beer Board.