



Legislation Text

File #: 17-0215, **Version:** 1

DATE: March 20, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration Of Event Permit For Boots for Troops 5K Sponsored By Medals of Honor, Inc. On November 18, 2017 at the Park at Harlinsdale Farm (3/28/17 WS)

Purpose

The purpose of this memo is to outline recommendations for the Boots for Troops 5K at the Park at Harlinsdale Farm.

Background

Boots for Troops is a 5K sponsored by Medals of Honor, Inc., a 501(c)3 organization based in Williamson County dedicated to honoring fallen military and offering support for their families. One hundred percent of the proceeds for the event goes directly to their programs. Participants are encouraged (but not required) to wear combat boots and/or military packs.

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 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. Certificate of Insurance must include all activities, equipment, vendors, booths and food trucks for the event. Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured.

Building and Neighborhood Services:

- Special Event Electrical Permit will be required.

Police Department:

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

Fire/EMS Department:

- Tent permit and inspection will be required for any tents larger than 200 square feet.
- Department will provide bike medic team for the event.

Parks Department:

- Upon setup, the event organizers will work with Park staff for placement of signs, portable toilets, fencing, tents, vehicles, all equipment and stages.
- Once BOMA approves the event, the Franklin Parks Department will determine the fees based on our fee schedule. The certificate of insurance needs to include the dates of set up through equipment pickups and cleanup.
- 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 will be in the South Parking area and must be supervised and monitored by the event organizers. Appropriate safety gear, identification, and radio communication are required.
- A pre-event meeting should be held with Parks Staff to review parking plan and to walk the site.
- The event organizer is responsible to rent portable toilets to handle the volume of attendees. The locations will be determined with Parks Staff for renting.
- Electrical boxes in the event space are available for use.
- Irrigation on the event pad will be marked on Thursday November 16, 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.
- 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.
- On the day 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.