



Legislation Text

File #: 17-0479, **Version:** 1

DATE: May 30, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit Application for St. Paul's BBQ on July 22, 2017 in Downtown Franklin Sponsored by St. Paul's Episcopal Church. (06/13/17 WS)

Purpose

The purpose of this memorandum is to outline recommendations for approval of the St. Paul's Episcopal Church BBQ Event application.

Background

St. Paul's Episcopal Church has scheduled their annual BBQ for July 22nd. The event takes place on 6th Avenue North; closure is requested from 8 a.m. through 8 p.m. Proceeds benefit St. Paul's Episcopal Church. Estimated attendance is 550.

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.
- ***Police Department:***
 - The requested closure has no effect on flow of traffic; event will not need to hire off-duty officers.
- ***Sanitation and Environmental Services Department:***
 - Department will provide two dumpsters and 15 roll-outs.
- ***Fire Department:***

- Tent permit and inspection will be required.