



Legislation Text

File #: 17-0651, **Version:** 1

DATE: July 27, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for Pumpkinfest Sponsored by the Heritage Foundation in Downtown Franklin on October 28, 2017. (08/08/17 WS)

Purpose

The purpose of this memorandum is to outline conditions for recommendations for approval of Pumpkinfest.

Background

Pumpkinfest is an annual event organized by the Heritage Foundation. The event is scheduled for Saturday, October 28th and consists of entertainment, a kids' area, and arts & crafts. Time for the event is 10 a.m. - 6 p.m.

Recommendation

Staff recommends approval with the following conditions:

- Applicant shall meet with staff for walk through at least five days prior to event.
- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.
- Applicant will provide at least one portable restroom trailer to be available for attendees. City will provide water and electricity for the trailer.
- Drop-off for Park & Ride Trolley will be at Fourth Ave & Church and Church Street Parking Lot (Heritage Foundation will provide workers or volunteers to monitor the lot).

Building & Neighborhood Services:

- Special Event Electrical Permit will be required.

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.

Streets Department:

- Fourth Avenue North & South will close at 5 a.m. on Friday, October 27th.
- “No Parking after 3 p.m.” signs will be placed along Main Street on Friday morning.
- Main Street will close to traffic at 8 p.m. on Friday, October 27th.
- “No parking” signs placed along Fourth Avenue South on Saturday, October 28th. This area will be used for City vehicles only.
- “No parking” signs placed along Church Street on Friday, October 27th.
- Church Street Parking Lot will be closed for official vehicles.
- Food vendors must have mats under tents that sufficiently keep grease and other food waste off of the street.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.
- The requested pedestrian walkway from the Park at Harlinsdale Farm to First Avenue will not be constructed.

Police Department:

- Applicant will hire the recommended number of extra-duty Franklin Police Officers to provide security and traffic control for the event.
- Applicant has requested amplification on stages at the following locations for the permitted area:
 - Fourth Ave N and Main Street
 - Off the Square in front of Capital Bank

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

Revenue Management:

- Applicant will provide a complete list of vendors to the City prior to the event.
- Permits from the Beer Board must be obtained for all locations on the street where beer will be served.
- Permit may be required from Tennessee Alcoholic Beverage Commission.

Sanitation and Environmental Services Department:

- Department will provide crews for cleanup during event.

Water Management Department:

- Taps will be placed on hydrants at:
 - Fourth & Main
 - Third Ave S at City Hall
 - Third Ave N at the Square

Fire Department:

- Applicant must secure tent permits.
- Applicant will continue to work with department on layout.

