



Legislation Text

File #: 17-0775, **Version:** 1

DATE: August 31, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for the Heritage Foundation 50th Anniversary Celebration on November 12, 2017 in Downtown Franklin (09/12/17 WS).

Purpose

The purpose of this memorandum is to outline recommendations for the 50th Celebration of the Heritage Foundation of Franklin and Williamson County.

Background

This year, the Heritage Foundation of Franklin and Williamson County is celebrating its 50th Anniversary. As part of that celebration, the organization is requesting to close Main Street from Fifth Avenue to Fourth Avenue on Sunday, November 12th. A 40 X 60 tent will be placed on Main Street. The event will be divided into two waves. Each group of 300 will have a reception under the tent before moving to the Franklin Theatre for a show.

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 with liquor liability naming the City as additional insured.
- ***Building and Neighborhood Services:***
 - Special Event Electrical Permit may be required.
- ***Police Department:***
 - Applicant will hire recommended number of extra-duty Franklin Police Officer to provide traffic control and security, including overnight.

- ***Sanitation and Environmental Services:***
 - Volunteers and caterers will provide cleanup
- ***Fire/EMS Department:***
 - Tent permit and inspection will be required for any tents larger than 200 square feet.
 - If tent size is 40 X 60 or larger, height must be 14-ft.
- ***Streets Department:***
 - Department will close Main Street from Fourth Avenue to Fifth Avenue at 5 a.m. on Sunday, November 12th.
 - Department will provide clean-up crew after the event.
- ***Revenue Management***
 - Applicant will contact Revenue Management to determine if Beer permit is needed.