



Legislation Text

File #: 18-0280, **Version:** 1

DATE: March 30, 2018

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

*Consideration of Event Permit for Main Street Festival sponsored by the Heritage Foundation on April 28 - 29 in Downtown Franklin

Purpose

Consideration of Event Permit for Main Street Festival sponsored by the Heritage Foundation on April 28-29, 2018 in Downtown Franklin

Background

The event, organized by the Heritage Foundation and consisting of more than 200 arts/crafts vendors and entertainment, brings in an estimated 120,000 visitors to Franklin each year. The festival is scheduled for April 28th - 29th. Hours are 10 a.m. - 6 p.m. on Saturday and 11 a.m. - 6 p.m. on Sunday.

Recommendation

Staff recommends approval of the event with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. at least 15 days 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.
- Applicant will provide a \$1,000 damage deposit to City prior to event.
- Church Street Parking Lot will be closed for official vehicles only.
- All vehicles must be out of the area no later than 9 a.m. on Saturday, April 28th.

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.
- Vendor vehicles will be easily identifiable with placard or flyer in windshield which contains vendor name and booth number.

- There should be a buffer of at least 20 feet from the barricades at Third & Bridge and Third & Church.
- Applicant will provide placard or weather-proof flyer on each tent/booth/vendor space that easily identifies the booth (corresponds to map/layout).
- Applicant will provide Emergency Evacuation Plan for Main Street Festival 15 days prior to event.

Parks Department:

- Parking for the event participants in the South Parking Area at The Park at Harlinsdale Farm must be supervised by a professional paid parking company for organized parking and traffic control in and out of the facility. Appropriate safety gear, visible identification and radio communication are required by the parking company. A pre-event meeting should be held with hired company and Franklin Parks Department contacts to review the parking plan and to walk the site.
- Consider adding tent at Harlinsdale for people waiting for trolley
- On Friday setup, work with Parks staff for placement of signs and banners.
- A banner, no longer than 3.5' x 8' feet, can be placed on the fence at the entrance (eye bolts indicate location) one week prior to the event.
- Please note clearly on all signage: the cost of the shuttle and any restrictions, like dogs and strollers, and the schedule for pickups and the last drop off of the night.
- Bicentennial Park will be available for vendor parking ONLY and will require an event organizer to monitor.

Police Department:

- Applicant will hire recommended number of extra-duty Franklin Police Officers to provide security.
- Police Department Explorers and Volunteers will assist with the event at no charge to applicant.
- Vendors must not begin set-up on Friday, April 27th, until after the streets are closed to traffic
- Applicant should have tow company on stand-by
- Applicant will have private security monitoring the Beer area.
- Applicant has requested amplification on stages at the following locations for the permitted area:
 - Main Street at First Avenue
 - Stage located off the Square in front of Capital Bank
 - Stage in Beer Tent on 4th Avenue South
- 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 must obtain a Beer Permit from the City's Beer Board.
- Applicant will provide a complete list of vendors to the City prior to the event. This list should contain contact information.

Streets Department:

- Fourth Avenue N & S, Capital Bank Quadrant, and parking spaces in alley next to Fourth Ave Parking Garage will close at 5 a.m. on Friday, April 27th
- Main Street will close at 8 p.m. on Friday, April 27th
- "No Parking after 3 p.m." signs will be placed along Main Street on Friday, April 27th
- Applicant will use volunteers and cones to block parking after 3 p.m. on Friday, April 27th.

- No parking along Fourth Avenue South (only City vehicles) throughout the event.
- No parking along Fourth Ave North (next to Franklin Mercantile)
- No parking along Church Street from Third Avenue to Second Avenue.
- Applicant or designee will stay present at event until all vendors are gone.
- Variable Message Machines will be placed on April 24th
- Department will provide clean-up crew for after the event.

Sanitation and Environmental Services Department:

- Department will provide crew for cleanup during event.
- Department will provide and service recycling frames
- Applicant will use grease hauler for food vendors and notify Department of location of bins.
- Department will provide container for recycling cardboard on Fourth Avenue South for food vendors.
- Parking spaces next to Fourth Ave Parking Garage will be left open for Department to place dumpster boxes.

Water Management Department:

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

Building & Neighborhood Services:

- Special Event Electrical Permit will be required.

Fire Department/EMS:

- Applicant shall maintain 18 feet of clear width down the center of Main Street for the duration of the event.
- Alleys & fire hydrants must be kept clear and unobstructed
- Fire lane in alleys shall be maintained.
- Any vehicles or objects obstructing Fire Department or emergency access will be towed or removed.
- Applicant shall ensure that all vehicles, except authorized emergency vehicles, shall be moved out of the street closure area no later than one hour prior to the scheduled starting time.
- Tents over 400 square feet will require a tent permit.
- Vendors must have "ABC" extinguisher in their tent.
- All food vendors/booths will need to have working "Class K" fire extinguishers.
- Any automatic fire extinguishing systems used for cooking purposes must be certified and inspected
- LP Fuel Tanks should be located outside of tents and secured at the conclusion of the day.
- Applicant shall require all tents to be in place no later than midnight prior to the event for inspection purposes. All tents shall be secured with weights to prevent movement in wind conditions.
- EMS will be present on-site throughout the event.