



Legislation Text

File #: 18-0279, **Version:** 1

DATE: March 29, 2018

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for the Franklin Hot Air Balloon Festival in Westhaven on May 5, 2018 (04/10/18 WS)

Purpose

The purpose of this memorandum is to outline recommendations for the Franklin Hot Air Balloon Festival in Westhaven.

Background

Matt Lowney Productions has requested street closures for the Franklin Hot Air Balloon Festival scheduled for May 5, 2018, from 4 p.m. - 8:30 p.m., in Westhaven. This ticketed event has no flighted balloons - only tethered rides for VIPs and a balloon glow. The event includes live music, craft vendors, food trucks, kids area, and beer. Estimated attendance for the event is 5,000.

The applicant has partnered with the American Cancer Society and will provide a percentage of the proceeds to them.

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 with liquor liability naming the City as additional insured.
- ***Revenue Management***
 - If caterer has valid license from the Tennessee Alcoholic Beverage Commission (TABC), a special

event beer permit is not required from the City of Franklin.

- ***Police Department:***

- Applicant will work with the Police Department to determine number of officers needed for traffic control and/or security.
- Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.

- ***Fire Department***

- Alleyways must remain accessible for emergency vehicles throughout the event.
- Contact Franklin Fire Department for Tent and event inspections.

- ***Sanitation and Environmental Services Department:***

- Department will provide 35 - 40 cans; one dumpster; and cardboard recycling containers.