



Legislation Text

File #: 18-0282, **Version:** 1

DATE: April 16, 2018

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

*Consideration of Event Permit for Derby Day Party at the Park at Harlinsdale Farm sponsored by the Downtown Franklin Rotary Club on May 5, 2018.

Purpose

The purpose of this memorandum is to outline recommendations for a Derby Day event at The Park at Harlinsdale Farm.

Background

The Downtown Franklin Rotary Club is requesting the use of Harlinsdale Farm for a “Derby Day” event on April 24, 2018. The event is a Kentucky Derby “watch party” that includes food, beer, wine, and music. Tickets will be sold to the event. Proceeds will go to local charities. They anticipate 400 attendees.

Recommendation

Staff recommends approval with the following conditions:

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured.

Building & Neighborhood Services Department:

- Applicant will contact the Department to determine if Special Event Electrical Permit is needed.

Police Department:

- Applicant will hire extra-duty Franklin Police Officers to handle traffic control.

Sanitation & Environmental Services:

- Dumpsters are available for \$110 each.

Revenue Management:

- Applicant must obtain a Beer Permit from the City’s Beer Board.
- Applicant must obtain separate permit from the Tennessee Alcohol Beverage Commission.

Parks Department:

- All coordinating regarding the event, including fees and pre-event site meetings, will be done with the Programming Division at the Parks Department.

Fire Department/EMS

- Applicant will contact department regarding tent requirements and to schedule inspection for tents.