



## Legislation Text

---

**File #:** 18-0463, **Version:** 1

---

**DATE:** May 1, 2018

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator  
Special Events Advisory Team

**SUBJECT:**

Consideration Of Event Permit For Wine Down Main Street Sponsored By The Boys And Girls Club Of Middle Tennessee On November 3, 2017 In Downtown Franklin. (05/08/18 WS)

**Purpose**

The purpose of this memorandum is to outline recommendations for approval of the Wine Down Main Street event.

**Background**

The Boys & Girls Club of Middle Tennessee has requested an Event Permit for the Annual Wine Down Main Street (WDMS) scheduled for November 3, 2018. WDMS is a ticketed event that allows patrons with tickets to sample wines located in various stores along Main Street. Event will include a stage with live music at Five Points and a smaller stage on the Square (in Fifth Third quadrant). Requested closure is 3 p.m. until 11 p.m. Estimated attendance is 2,000. All proceeds benefit the Boys & Girls Club of Franklin/Williamson County.

**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.
- Advertise and staff a logical “safe ride” initiative
- ***Risk Management:***
  - Applicant will provide certificate of insurance naming the City as additional insured. Certificate should include liquor liability.

- ***Streets Department:***

- Department will set-up closure and provide barricades beginning at 3 p.m. on November 3<sup>rd</sup>.
- Department will close Fifth Third Bank quadrant of the Square at 5 a.m. on November 3<sup>rd</sup>.  
Applicant will provide volunteers to close remaining quadrants of the Square and parking spaces along Main Street two hours before street closure (Department will provide cones).
- Department will place “No Parking after 3 p.m.” signs along Main Street.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.

- ***Police Department:***

- Applicant will hire recommended number of extra-duty Franklin Police Officers to provide security and crowd control.
- Applicant has requested amplification on stages at the following locations for the permitted area:
  - Main Street at Fifth Avenue
  - Stage located off the Square in front of Fifth Third 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.

- ***Building & Neighborhood Services Department:***

- Electrical permit will be required.

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

- Applicant will pay for clean-up crew during the event
- Applicant must provide plan for disposal of grease.

- ***Revenue Management:***

- Obtain beer permit from the City of Franklin (if needed) and special event liquor license from ABC.

- ***Fire Department:***

- Contact Franklin Fire Department for Tent and event inspections.