



Legislation Text

File #: 18-0464, **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 Prayer Breakfast at the Park at Harlinsdale Farm sponsored by Unite Williamson on October 20, 2018. (05/08/18 WS)

Purpose

The purpose of this memorandum is to outline recommendations for a Prayer Breakfast at The Park at Harlinsdale Farm.

Background

Unite Williamson is requesting the use of Harlinsdale Farm for a Prayer Breakfast on October 20, 2018. This interfaith, first time event, will feature music and speakers. They anticipate 350 attendees.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.

Risk Management:

- Applicant will provide certificate of insurance 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:

- Applicant will work with department to develop a clean-up plan.

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.