



Legislation Text

File #: 18-0465, **Version:** 1

DATE: May 3, 2018

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for Porchfest sponsored by the Westhaven Foundation on June 16, 2018 in Westhaven (05/08/18 WS)

Purpose

The purpose of this memorandum is to outline recommendations for the Westhaven Porchfest.

Background

The Westhaven Foundation has requested street closures for their Westhaven Porchfest event scheduled for June 16, 2018 from 3:00 p.m. until 10 p.m. Sixteen residents volunteer their porches for bands, singers and instrumentalists from a wide variety of musical genres to perform. The event also includes food trucks. At 7 p.m., music on the porches will end and attendees will gather at the lake in front of the Westhaven Town Center for an evening concert.

Front Street will be closed from 9 a.m. until 10 p.m. All other streets (as indicated on the map) will be closed from 2:30 p.m. until 7:30 p.m. Estimated attendance is 10,000.

Recommendation

Staff recommends approval of the event application with the following recommendations:

- Applicant has provided 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.
- Applicant has contracted with a parking company to ensure attendees are parking in designated
- ***Risk Management:***
 - Applicant will provide certificate of insurance naming the City as additional insured.
- ***Police Department:***
 - Applicant will hire recommended number of City of Franklin extra duty officers.

- Applicant will stay in communications with the Department leading up to the event.
- ***Fire Department***
 - Alleyways must remain accessible for emergency vehicles throughout the event.
 - Applicant will meet with the Department at least 30 days prior to event to discuss Department's requirements.
- ***Sanitation and Environmental Services Department:***
 - Department will provide at least 20 roll-out containers and recycling frames.
 - Applicant will provide volunteers for clean-up.