



## Legislation Text

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**File #:** 18-0554, **Version:** 1

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**DATE:** June 4, 2018

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:**

Consideration of Event Permit for the Great Americana BBQ Festival sponsored by the Franklin Noon Rotary Club on August 24-25, 2018; (6/12/18 WS)

**Purpose**

The purpose of this memorandum is to outline recommendations for the Great Americana BBQ Festival at Harlinsdale Farm.

**Background**

Franklin Noon Rotary Club has requested an event permit for the third Great Americana BBQ Festival at the Park at Harlinsdale Farm on August 24 - 25, 2018. The event is a sanctioned Kansas City BBQ Society competition with over 80 teams. There is an admission fee for the public; the event includes live music, a classic car show, craft vendors, and a beer garden. The applicant anticipates over 5,000 attendees.

**Recommendation**

Staff recommends approval with the following conditions:

- Applicant will provide Good Neighbor Letter which will be distributed to area residents.
- ***Risk Management:***
  - Certificate of Insurance that includes all the activities, alcohol liability, equipment, vendors, booths and food trucks including the dates from set up to clean up to put on this event. Any hired providers must have insurance covering their activity, equipment and service, naming the City of Franklin as additional insured for the duration of the event from set up to clean up. The certificate of insurance will be due 30 days prior to the event (July 27, 2018). The certificate of insurance must include the dates of set up through equipment pickups and teardown.
- ***Building and Neighborhood Services:***
  - Special Event Electrical Permit may be required if generators are used.

- **Police Department:**
  - Applicant will hire recommended number of extra-duty Franklin Police Officer to provide traffic control and security, including overnight.
  - Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.
- **Sanitation and Environmental Services:**
  - Four to six dumpsters will be provided by department at a cost of \$110 each
- **Fire/EMS Department:**
  - Tent permit and inspection will be required for any tents larger than 200 square feet.
  - The applicant will contact the Fire Department to determine if on-site EMS services are needed.
- **Revenue Management**
  - Applicant will contact Revenue Management to determine if Beer permit is needed.
- **Parks Department:**
  - Upon setup, work with Park staff for placement of signs, portable toilets, tents, vehicles, barricades, set up and all equipment or stages.
  - The Park at Harlinsdale Farm should remain open until dark on Wednesday, August 22, 2018 and open again as soon as possible after the event.
  - Once the event set up days are determined the Parks Department will calculate the total rental fee charges based on the number of days to be rented.
  - Parks Staff will be required to supervise the facility during the rental. A payment of \$25 per hour per person will be payable at the end of the event. The Parks Department will determine the number of staff required.
  - Signage (including banners) can be placed at The Park at Harlinsdale Farm two weeks prior to the event, must be no longer than 8 feet, and can only be placed to the side of the entrance using the eye bolts that are already in place.
  - A pre-event meeting should be held with parking service/volunteers and City to review parking plan and to walk the site.
  - A communications plan, emergency weather plan, and emergency plan (for lost child, medical etc.) must be supplied in writing and reviewed with Fire, EMS, Police, parking and Parks prior to event. Organizers charged with this responsibility must be present on the day of the event to review all plans with personnel each day.
  - The Event organizer is responsible to rent portable toilets to handle the number of attendees. The locations will be determined with Parks Staff prior to the event.
  - There will be no use of the main barn.
  - Use of the Tractor Supply Co Arena requires a separate application with a separate payment. A certificate of insurance with the Friends of Franklin Parks listed as additional insured would be required.
  - Electrical boxes in the event space are available for use.
  - Irrigation on the event pad will be marked prior to any tents being staked.
  - The layout of tents, stages, vendor/food booths is up to event organizer. Temporary directional

signage will be the responsibility of the event organizer. Non-permanent field paint and temporary signs/arrows only.

- Ice and EMS/first aid onsite would be required.
- There is no lighting at the park for after dark and it is the responsibility of the event organizers to provide light towers for safety and breakdown of the event after hours.
- The emergency road around the barn and the roads entering this space must be kept clear of booths, cars or any obstacles. The barn buildings have a 20-foot perimeter for putting any temporary structures.
- Event organizers must have a plan to safely allow vendors to set up and exit without blocking the emergency road. The city will provide 10 orange/yellow barricades to assist with traffic control.
- Security must be onsite once the setup is underway. The city park is not supervised and not responsible for the tents or booths, or equipment that stay onsite for the event.
- On the day of the event, the center road will be for closed and used for emergency vehicles only. The public and vendors will be required to use the outside loop road for access to parking.