



## Legislation Text

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**File #:** 18-0590, **Version:** 1

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**DATE:** June 18, 2018

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:**

Consideration of Event Permit Application for Raise the Roofs on August 18, 2018 at the Park at Harlinsdale Farm Sponsored by Friends of Franklin Parks (06/26/18 WS)

**Purpose**

The purpose of this memorandum is to outline recommendations for the Raise the Roofs event at The Park at Harlinsdale Farm.

**Background**

The Friends of Franklin Parks is requesting the use of Harlinsdale Farm for their annual Raise the Roofs event on August 18, 2018. The event is an equestrian-themed event with music, food, beverages, and horse demonstrations. In the past, the event has been held inside of the Tractor Supply Arena at Harlinsdale. This year, the event will use space outside of the arena. Tickets will be sold to the event. Proceeds will go to support Friends of Franklin Parks projects. They anticipate 500 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 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 required number of extra-duty Franklin Police Officers.

***Revenue Management:***

- Applicant must obtain a Beer Permit from the City's Beer Board.

- If wine is served, 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.