



Legislation Text

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DATE: February 18, 2019

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for Eat the Street in Downtown Franklin on May 3, 2019 (02/26/19 WS)

Purpose

The purpose of this memorandum is to outline recommendations for the Eat the Street event benefitting the 21st District Recovery Court.

Background

The 21st District Recovery Court has submitted an event permit application for Friday, May 3, 2019 for their seventh annual "Eat the Street." The event is held on the Third Avenue North extension (Bicentennial Park). Eat the Street features 40 food trucks/carts and live music. Estimated attendance is over 5,000.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of trucks, etc. prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- Portable lights are needed for the event
- Applicant will work with Parks Department to determine which areas of Bicentennial Park are available for use during the event.
- Applicant will work with Fire Marshal's Office to ensure all food trucks are inspected and abiding by City regulations.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.

Police Department:

- Applicant will hire the recommended extra-duty Franklin Police Officers to provide security and traffic control.
- Applicant will work with Police Department, along with Streets and Traffic Operations, to determine plan for street closures and parking.

Streets Department:

- Department will block parking on the morning of May 3rd
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.

Building & Neighborhood Services Department:

- Electrical permit may be required.

Sanitation and Environmental Services Department:

- The organizations will provide volunteers to do clean-up during the event.
- Department will provide extra roll-outs and recycling bins/bags for the applicant to use.