



## Legislation Text

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**File #:** 19-0184, **Version:** 1

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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 Westhaven 5K Memory Run benefitting the Alzheimer's Association in Westhaven on May 4, 2019. (02/26/19 WS)

**Purpose**

The purpose of this memorandum is to outline recommendations for the 5K Memory Run in Westhaven scheduled for May 4, 2019.

**Background**

The Westhaven Foundation has requested street closures for 5K Memory Run in Westhaven. This is first time event with proceeds benefitting the Alzheimer's Association. Estimated attendance is 1000.

**Recommendation**

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

- Applicant has provided a \$1,000 refundable damage deposit.
- 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.
- ***Police Department:***
  - Applicant will hire the recommended number of extra-duty Franklin Police Officers to open/close streets and to provide security and traffic control.
- ***Sanitation and Environmental Services Department:***
  - Applicant will utilize volunteers to provide trash/garbage pick-up.
  - Department will provide 15-20 rollout containers and recycle bins, if needed. The containers

will be delivered the day before the event.

- ***Fire/EMS***
  - Applicant will work with the Department on EMS services and inspections.