



## Legislation Text

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**File #:** 19-0386, **Version:** 1

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**DATE:** April 9, 2019

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:**

Consideration of Event Permit for the Heritage Ball sponsored by the Heritage Foundation on October 5, 2019 at Eastern Flank Battlefield Park. (04/23/19 WS)

**Purpose**

The purpose of this memo is to outline recommendations for the Heritage Foundation's Heritage Ball.

**Background**

The Heritage Foundation has requested the use of Eastern Flank Battlefield Park for their annual Heritage Ball. The applicant has requested the use of the park from September 27<sup>th</sup> - October 8<sup>th</sup>. Estimated attendance is 890.

**Recommendation**

Staff recommends approval with the following conditions:

- Applicant will provide copy of Good Neighbor letter which will be distributed to affected neighborhood.

***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.
- Applicant will call 811 ("Call Before You Dig") before placing any stakes into the ground.

***Risk Management:***

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured. COI must cover all days applicant is on the property.
- Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured. Insurance needs to include the entire time from set up to breakdown.

***Police Department:***

- Applicant will hire recommended number of extra-duty Franklin Police Officer to provide security and

traffic control.

***Sanitation and Environmental Services Department:***

- Parks Department will supply roll-out trash receptacles.
- Applicant will lease two dumpsters from the Sanitation and Environmental Services Department
- Applicant will provide volunteers to pick-up any trash associated with the event.

***Fire Department:***

- Tents require permit and inspection from the Franklin Fire Department.
- Generators must be located 20-feet from tents and isolated from contact with the public.
- There must be a 20-foot separation from tents occupied by the public and any cooking operations.
- Propane tanks 500-gallons or less must be kept 10-feet from tents.
- For any tent larger than 20 x 20, provide the following:
  - Flammability certificate
  - Staking diagram
- For any tent larger than 30 x 30, provide the following:
  - Proposed layout showing placement of fixtures and means of egress.
  - Show locations of fire extinguishers
- Provide flammability information on any hanging draperies or other materials used for decoration.

***Building & Neighborhood Services Department:***

- It will be necessary to pull an electrical permit and have an inspection for this event.
- Make sure all power cords and outlets have GFI protection and that all male female cord connections are elevated off the ground.

***Revenue Management:***

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