



Legislation Text

File #: 19-0691, **Version:** 1

DATE: June 25, 2019

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 17, 2019 at the Park at Harlinsdale Farm Sponsored by Friends of Franklin Parks

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 17, 2019. The event is an equestrian-themed event with music, food, beverages, and horse demonstrations. Tickets will be sold to the event. Proceeds will go to support Friends of Franklin Parks projects. They anticipate over 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.
- The Main Barn is limited for use and occupant load

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.

Fire Department:

- The barn at Harlinsdale does not meet fire safety requirements and is not designed to be occupied by the public.
- Any canopy larger than 400-SF must be inspected and approved by the Fire Inspector
 - Note the following requirements for tents
 - Tents must have a certificate stating the tent fabric meets the requirements of NFPA 701
 - Tents must be securely anchored
 - No cooking or open flames permitted

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.