



## Legislation Text

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**File #:** 19-0867, **Version:** 1

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**DATE:** August 26, 2019

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:**

\*Consideration of Event Permit for Porchfest sponsored by the Westhaven Foundation on October 5, 2019 in Westhaven

**Purpose**

The purpose of this memorandum is to outline recommendations for the Westhaven Porchfest.

**Background**

The Westhaven Foundation has requested street closures for their Westhaven Porchfest event scheduled for October 5, 2019 from 2 p.m. until 6 p.m. The event has been scaled back this year with shorter hours and the elimination of the nighttime concert.

The attached map shows the streets closed from 1 p.m. until approximately 6:30 p.m. Estimated attendance is 3,000.

**Recommendation**

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

- Applicant has provided a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- Applicant has contracted with a parking company to ensure attendees are parking in designated area.
- ***Risk Management:***
  - Applicant will provide certificate of insurance naming the City as additional insured.
- ***Police Department:***
  - Applicant will hire recommended number of City of Franklin extra duty officers.
  - Applicant will stay in communications with the Department leading up to the event.

- ***Fire Department***
  - Alleyways must remain accessible for emergency vehicles throughout the event.
  - Applicant will meet with the Department at least 30 days prior to event to discuss Department's requirements.
  
- ***Sanitation and Environmental Services Department:***
  - Department will provide at least 20 roll-out containers and recycling frames.
  - Applicant will provide volunteers for clean-up.