



Legislation Text

File #: 19-0871, **Version:** 1

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 Pumpkinfest Sponsored by the Heritage Foundation in Downtown Franklin on October 26, 2019. (WS 9/10/19)

Purpose

The purpose of this memorandum is to outline conditions for recommendations for approval of Pumpkinfest.

Background

Pumpkinfest is an annual event organized by the Heritage Foundation. The event is scheduled for Saturday, October 26th and consists of entertainment, a kids' area, and arts & crafts. Time for the event is 10 a.m. - 7 p.m.

Recommendation

Staff recommends approval with the following conditions:

- Applicant shall meet with staff for walk through at least five days prior to event.
- Applicant will provide detailed map/layout to City detailing location of tents, vendors, Kid Zone activities, etc. prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.
- Applicant must notify Harpeth Square that there is no vehicle outlet from the hotel to Main Street during the event.
- Applicant will provide at least one portable restroom trailer to be available for attendees. City will provide water and electricity for the trailer.

Building & Neighborhood Services:

- Special Event Electrical Permit will be required.

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.

Streets Department:

- Fourth Avenue North will close at 5 a.m. on Friday, October 25th.
- “No Parking after 3 p.m.” signs will be placed along Main Street on Friday morning.
- Main Street will close to traffic at 8 p.m. on Friday, October 25th.
- “No parking” signs placed along Fourth Avenue South on Saturday, October 26th. This area will be used for City vehicles only.
- “No parking” signs placed along Church Street on Friday, October 25th.
- Church Street Parking Lot will be closed for official vehicles.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.

Police Department:

- Applicant will hire the recommended number of extra-duty Franklin Police Officers to provide security and traffic control for the event.
- Applicant has requested amplification on stages at the following locations for the permitted area:
 - First Avenue and Main Street
 - Off the Square in front City Hall

Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

Revenue Management:

- Applicant will provide a complete list of vendors to the City prior to the event.
- Permits from the Beer Board must be obtained for all locations on the street where beer will be served.
- Permit may be required from Tennessee Alcoholic Beverage Commission.

Sanitation and Environmental Services Department:

- Department will provide crews for cleanup during event.

Water Management Department:

- Taps will be placed on hydrants at:
 - Fourth & Main
 - Third Ave S at City Hall
 - Third Ave N at the Square

Fire Department:

- Applicant must secure tent permits.
- Applicant must adhere to requirements provided by the Fire Marshal’s office regarding tents and mobile food vendors