



## Legislation Text

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**File #:** 19-0872, **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 Dickens of a Christmas sponsored by the Heritage Foundation on December 14-15, 2019 in Downtown Franklin. (WS 9/10/19)

**Purpose**

The purpose of this memorandum is to outline recommendations for the Dickens of a Christmas Event.

**Background**

The Heritage Foundation/Downtown Franklin Association has requested street closures for the annual Dickens of a Christmas event (December 14-15). The applicant has requested the closure of Main Street from First Avenue to Fifth Avenue. Times for the event are 10 a.m. - 7 p.m. on Saturday and 11 a.m. - 4 p.m. on Sunday. Estimated attendance is 60,000.

**Recommendation**

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

- Applicant will provide 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 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.
- Carriage Rides, if included as part of the event, will be at Franklin Grove and not within the street closure.

***Risk Management:***

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

***Streets Department:***

- Department will close the City Hall quadrant of the Square and Fourth Avenue (N & S) at 5 a.m. on Friday, December 13<sup>th</sup>.
- Department will place signs “No Parking after 3 p.m.” on Friday, December 13<sup>th</sup>.
- Department will set-up closure and provide barricades beginning at 8 p.m. on Friday, December 13<sup>th</sup>. Closure includes Main Street from First Avenue to Fifth Ave.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew after the event.

***Police Department:***

- Applicant will hire required number of extra-duty Franklin Police Officers to provide security and crowd control.
  - Applicant has requested amplification on stages at the following locations for the permitted area:
    - Stage on the Square
- Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

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

- Electrical permit will be required.
- No stakes should be placed in ground at City Hall (Third Avenue South)

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

- Department will provide clean-up crew during event.

***Fire Department:***

- Contact Franklin Fire Department for Tent and event inspections.

***Water Management Department:***

- Taps will be placed on hydrants at:
  - Fourth & Main
  - Third Ave. South at Square