



Legislation Text

File #: 19-1158, **Version:** 1

DATE: October 26, 2019

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT:

Consideration of Event Permit for Christmas Parade sponsored by the Kiwanis Club of Franklin on December 7, 2019 in Downtown Franklin. (WS 11/12/19)

Purpose

The purpose of this memorandum is to outline recommendations for the Christmas Parade.

Background

The Kiwanis Club has submitted an application for their Annual Christmas Parade. Estimated attendance is 10,000. The parade begins at 2 p.m. on Saturday, December 7th.

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.
- ***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.
- ***Police Department:***
 - Applicant will hire required number of extra-duty Franklin Police Officers to provide security and crowd control.
- ***Sanitation and Environmental Services Department:***
 - Department will provide roll-out containers along the parade route.
 - Applicant will provide volunteers to do clean-up after the event.

- ***Parks Department:***
 - Applicant will work with Department to determine locations and rules/regulations for staging areas at Jim Warren Park.

- ***Streets Department:***
 - Department will put out Message Boards several days prior to event to notify motorists of closures.
 - Department will operate sweeper along the route after the parade.