

MEMORANDUM

November 25, 2013

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Relay for Life Event – June 7th

Purpose

The purpose of this memorandum is to outline recommendations for the American Cancer Society Relay for Life of Williamson County event at Harlinsdale Farm.

Background

The American Cancer Society has requested an event permit for the Park at Harlinsdale Farm. Teams of families, businesses, churches, schools, and other organizations will take turns relaying around the track for nine hours. The laps will be followed with several family-friendly games and activities. There will be a DJ, live bands, and a bounce house; as well as teams selling food, baked goods, and crafts. The event will end with a luminary ceremony. Anticipated attendance is 250.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide Good Neighbor Letter which will be distributed to area residents.
- **Risk Management:**
 - Applicant will provide certificate of insurance naming the City as additional insured.
- **Building and Neighborhood Services:**
 - Special Event Electrical Permit will be needed.
- **Police Department:**
 - Applicant will hire one extra-duty Franklin Police Officer to provide traffic control from 8 p.m. until 10 p.m.
- **Fire Department:**
 - Tent permit and inspection will be required
- **Parks Department:**
 - Park Facility Usage Fees are as follows:
 - Saturday, June 7 **\$350**
 - Refundable Damage Deposit of **\$500**
 - Parks Staff fees: **\$25 per hour** for one staff person for duration of event.
 - Parking lot attendants needed to monitor parking (can be volunteer or paid)
 - Light Towers will be needed for parking lot and event clean-up
 - Applicant will work with Parks Department for all other coordination and logistics for event