

January 22, 2014

TO: Board of Mayor & Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: The Pig Race (Harlinsdale Farm) – November 8, 2014

Purpose

The purpose of this memo is to outline recommendations for the Pig Race event at Harlinsdale Farm.

Background

The “Pig” Race is a European-Style cross country race that contains obstacles along the route. The name comes from the acronym for “Pride,” “Integrity,” and “Guts”. Obstacles along the route will include hay bales, logs, barn doors, and fences. Distances for the event are 5K, 8K, and 12K. Anticipated attendance is 1000. The applicant has chosen Mercy Community Healthcare and 4Families as the beneficiaries for the event and has stated that 100 percent of the proceeds will be split between these two organizations.

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 in the amount of \$2 million naming the City as additional insured. The Certificate of Insurance is due 30 days prior to event and needs to include the dates of set up through equipment pickups and cleanup.
- ***Building and Neighborhood Services:***
 - Special Event Electrical Permit may be required if generators are used.
- ***Police Department:***
 - Applicant will hire two extra-duty Franklin Police Officer to provide traffic control and security.
- ***Sanitation and Environmental Services:***
 - Applicant will have volunteers do cleanup during and after the event.
 - Dumpsters are available from the department at a cost of \$85 each
- ***Fire/EMS Department:***
 - Tent permit and inspection will be required for any tents larger than 200 square feet.
 - Department will provide bike medic team for the event.
- ***Parks Department:***
 - Applicant will work with Park staff for placement/location of obstacles, portable toilets, tent set up and any other equipment or stages.



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MEMORANDUM

- Park Facility Usage Fees: **\$500**
- Refundable Damage Deposit: **\$500**
- Parks Staff fees: **\$25 per hour** for one staff person for duration of event (minimum of four hours). This is due at the end of the event. Check should be made payable to City of Franklin.
- The park will remain open to the public during the event.
- Parking for the event participants in the cross country field will be supervised and monitored by the event organizers either with volunteers (over the age of 18) or a paid parking service. Appropriate safety gear required.
- Parks Dept. will supply six roll around trash receptacles. Excessive trash beyond these will need to be removed from the site or arrangements can be made with the Sanitation and Environmental Services Department for more receptacles or a dumpster.
- The Event organizer is responsible to rent portable toilets for their participants.
- Electrical boxes in the event space are available for use.
- Irrigation on the event pad will be marked prior to any tents being staked.
- A banner, no longer than 8 feet, can be placed on the fence at the entrance one week prior to the event.
- Course marking and directional signage will be the responsibility of the event organizer. Non-permanent field paint and temporary signs/arrows only.
- Spotters must be placed on the course for emergency situations and have cell phone or radio contact.