



## MEMORANDUM

February 17, 2010

**TO:** Board of Mayor & Aldermen

**FROM:** Eric Stuckey, City Administrator  
Special Events Advisory Team

**SUBJECT:** Cinco de Mayo (May 1, 2010)

### Purpose

The purpose of this memo is to outline recommendations for the Cinco de Mayo event to be held at Pinkerton Park.

### Background

For the last few years, the Cinco de Mayo event, sponsored by My Father's House, has been held at Pinkerton Park. Due to the large number of attendees, limited parking areas, blocking of ingress/egress, vendor traffic, and excessive parking along city streets and neighborhoods, it was suggested that the event move to the Park at Harlinsdale Farm. The applicant prefers that the event remain at Pinkerton or move to Downtown Franklin. The applicant has agreed to move all give-aways/donations (food, furniture, clothing) to an off-site location, which will greatly help the traffic situation. If this aspect of the event is moved off-site, and the event consists of food, live music, and games/activities for children and families, staff recommends that the event be held at Pinkerton Park as originally requested.

### Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide a \$1000 refundable damage deposit to City prior to event.
- Applicant will provide copy of Good Neighbor letter which will be distributed to affected neighborhoods.

### Parks Department

- Inclement Weather Procedure (prepared by the applicant)
  - Requests the applicant to complete a thorough rain plan and submit to the Special Events Advisory Team. A decision to implement the Rain Plan shall be made the "day before" the event, and not the day of.
- Inclement Weather Plan (During Event): The applicant shall have an alternative plan in case inclement weather occurs *during* the event and submit this plan to the Special Events Advisory Team.
- Event Plan (prepared by the applicant)
  - A written plan to address the following issues of concerns from the previous year(s):
    - *Vendors Registration:* Set a specific time for arrival but no later than 9am to setup.
    - *Event Performance Station:* Applicant shall establish an area and locate it on the map for parents to drop off kids for performances.
- Event Coordinator Department Listing: The applicant shall make contact with City Departments prior to the event during the "10 days prior to the event" planning meeting.



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- Parks Department Staff Fees:
  - \$700 [total of three Park Staff at \$25 per hour: one from 7 am - 4 pm (\$300) and two from 10 am until 6 pm (\$400)]
  - Parks Dept. **will not** pay for additional port-a-potties. (Parks staff will clean public restrooms and replenish supplies)
  
- Parks Department Duties:
  - Enforce Park rules and event policy/procedures.
  - Barricade and caution tape overflow parking areas.
  - Keep check on restroom supplies, clean restrooms.
  - Liaison to event coordinator and Franklin Police.
  - Liaison to other park participants/user groups.

### ***Risk Management:***

- Applicant will provide certificate of insurance naming the City as additional insured.

### ***Police Department:***

- Applicant will hire four (4) extra-duty officers during the event to provide security and assist with traffic control.

### ***Solid Waste Department:***

- Two (2) Solid Waste employees and one (1) truck will be on-site during the event.
- The volunteers from the event would be responsible for bringing the containers, boxes, and other waste to the truck for disposal.
- There will be no charge for this service.

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

- Electrical permit will be required

### ***Revenue Management:***

- Applicant will provide a complete list of vendors to the City prior to the event.



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OFFICE USE ONLY:
Permit No: _____
_____

## CITY OF FRANKLIN PARKS DEPARTMENT

### PARKS EVENT PERMIT APPLICATION

- Application for 199 participants or less is Due 30 Days Prior to Scheduled Event
- Please read application carefully and fully complete each section.
- A non-refundable application fee of \$100 is due at time of filling.

Note: Filing this application does not guarantee that your request will be granted.

Please supply the following information. For additional space, use separate sheets of paper and attach to the application.

1) Location requested:

Aspen Grove Park <input type="checkbox"/>	Liberty Park <input type="checkbox"/>	The Park @ Harlinsdale <input type="checkbox"/>
Fieldstone Park <input type="checkbox"/>	Pinkerton Park <input checked="" type="checkbox"/>	Eastern Flank Battle Park <input type="checkbox"/>
Jim Warren Park <input type="checkbox"/>	Winstead Hill Park <input type="checkbox"/>	Other: _____

2) Name/purpose of event: 5 DE MAYO Celebration of Cultures

3) Date or dates of event: Saturday May 1st or Saturday May 8th 2010

4) Time of Event: Saturday from 7am to 5 pm.

5) Set-Up Date/Time: Friday evening Tear-down Date/Time: Saturday

6) Name of Applicant and Organization Requesting Permit:

My Father's House Church

a) Address: 318 S. Margin St.

b) Phone: 615 595 9654 c) Cell: 615 403 4993 d) Fax: \_\_\_\_\_

e) E-mail address: neilpaez@hotmail.com



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7) Person in charge on day of event: Neil Paez - Chrsti Sylvester - Brooke Delvillar

Cell: 615 403 4993 E-mail address: neilpaez@hotmail.com

Additional Contact #2: Brooke Delvillar

Cell: \_\_\_\_\_ E-mail address: Brookedelvillar@gmail.com

Additional Contact #3: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail address: \_\_\_\_\_

8) Description of event (use additional sheets if necessary): A free event where participants can enjoy free food, entertainment, medical check-ups, clothing, furniture and food boxes. There is also a kids area with inflatables and games.

7) ENCLOSE A MAP of event site, detailing any temporary structures, location of vendors, vendor parking, volunteer parking, etc.

8) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:  
2100

9) Please attach a list containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee.

10) Is your organization based in Williamson County? Circle Yes or No

(if no, please state where): Yes

11) Is your organization authorized to do business in Tennessee? Circle Yes or No (If yes, please provide a copy.) Yes

12) Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization? Circle Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status. <sup>Yes</sup>



- 13) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Free event
- 14) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle:  Yes or No. Yes
- 15) Is this event a fundraiser? Circle Yes or  No. If yes, what organization will be benefactor of event? What percentage of funds will they receive? No
- 16) Will parking in the area of the event need to be restricted or prohibited? Circle  Yes or No. Yes
- 17) Will your event require overflow parking? Yes  
If yes, how many vehicles do you anticipate 500 (Event organizers are responsible for parking attendants).
- 18) Will any sound amplification equipment be used during the event? Circle  yes or no. If no, please skip to Question #22. Yes
- 19) For what purpose will sound amplification be used? (i.e. announcements, entertainment, etc.)  
Yes - Announcements and Entertainment
- 20) What type of sound amplification will be provided (DJ, Band, etc.). Please list all that apply:  
Live music, entertainment
- 21) During what time period is sound amplification requested? From 12-4 pm.
- 22) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.) Various international bands and dance groups.



23) Will any stages, amusement attractions, or amusement rides be erected for the event?

Circle:  Yes or No. Yes

- If yes. Applicant must give specific details as to the location and type of games/activities, i.e. Horseshoes, relay races, inflatable's, etc. along with the name of the company providing the stages and/or activities. Applicant must also include a copy of that company's insurance certificate indicating coverage. Including Workers Compensation Coverage and listing the City of Franklin as additionally insured.
- For stages constructed on site prior to the event – that date must be included on Certificate of Insurance provided to the City of Franklin. Stages MUST be removed from site at end of event.
- Rented inflatable's/interactive that are setup and manned by applicant must be included specifically in applicants certificate of insurance.

24) What, if any, vendors will be present at event? (i.e. medical related, shirts, arts, etc.) Please provide detailed listed. Use additional sheets if necessary.

- Will food, beverages, or merchandise be sold or given away? Circle  Yes or No.
- If yes, clean-up is required. Please provide name of clean-up provider, phone number, and date and time clean-up is to occur. A refundable damage deposit of \$250.00, in the form of a check only, is due at the time this agreement is signed by the Parks Director.
- Organizations event coordinator/representative and Parks Dept. representative will conduct a Pre-Event meeting the day prior to event date for Pre-Event Check List site review.
- At the end of the event a Post Event Check List shall be completed by the event coordinator/representative and a Parks Dept. representative to re-assess the site for trash, damage and securing, with caution tape and signage (provided by event group), any tents left for removal.



- Damage deposit will be refunded the following business day, after a satisfactory Post Event Check List has been completed and signed off on by both Parks Dept. and organization requesting event.
  - If clean-up is not done properly the organization requesting the permit may be fined (See attachment A).
  - **NOTE:** Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*
  - Will your event include tents or other temporary structures, propane use, or open flames? Circle:  Yes or No. If yes, other permits may be required from the City of Franklin Fire Department or Codes Department.
  - Events using tents 20x10 or larger require permitting from Franklin Fire Dept., call 791-3270 to schedule inspection. Parks Dept. requires applicant to provide safety measures on all tents, especially those setup the day before the actual date of the event. Tents should be taken down the date the event has ended.
- 25) *Please read Additional Requirements section of this application for more information.*
- 26) *Attach Good Neighbor Letter and Mailing List used. Please read Additional Requirements section of this application for more information.*

**PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.**

- ❖ I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed upon the event by the City Administrator and the Board of Mayor and Aldermen.
- ❖ I/We do swear or affirm that all of the information given in this application is true and complete.

- ❖ I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims, including death, to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, of such event and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.
- ❖ I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- ❖ The application for an event permit shall be filed not less than 30 days nor more than 364 days prior to the scheduled date of such event. Failure to file in a timely manner may result in denial of a permit.
- ❖ The City reserves the right to require one or more City of Franklin police officers or other emergency personnel are present at any and all events that occur within the city limits. Please budget for this request at a rate of \$40.00 per hour at a minimum of three (2) hours.
- ❖ All applications will be reviewed on a case-by-case basis. Some activities may require additional risk management steps to minimize any foreseeable exposures to losses. As such, the city reserves the right to require additional steps to minimize any foreseeable exposures.

BY: Neil Page *NEIL PAGE* Date: 12/29/09  
 (Signature and title - must be officer of organization)

\_\_\_\_\_ Date: \_\_\_\_\_

Lisa R. Clayton, Director, Franklin City Parks Department

\_\_\_\_\_ Date: \_\_\_\_\_

Anna J. Shuford, Program Coordinator, Franklin City Parks

\_\_\_\_\_ Date: \_\_\_\_\_

Rodney Escobar, Risk Manager, City of Franklin

**Return application to:** Franklin City Parks Dept. P.O. Box 305 Franklin, TN 37065  
 615-794-2103(office) 615-791-3250 (FAX)





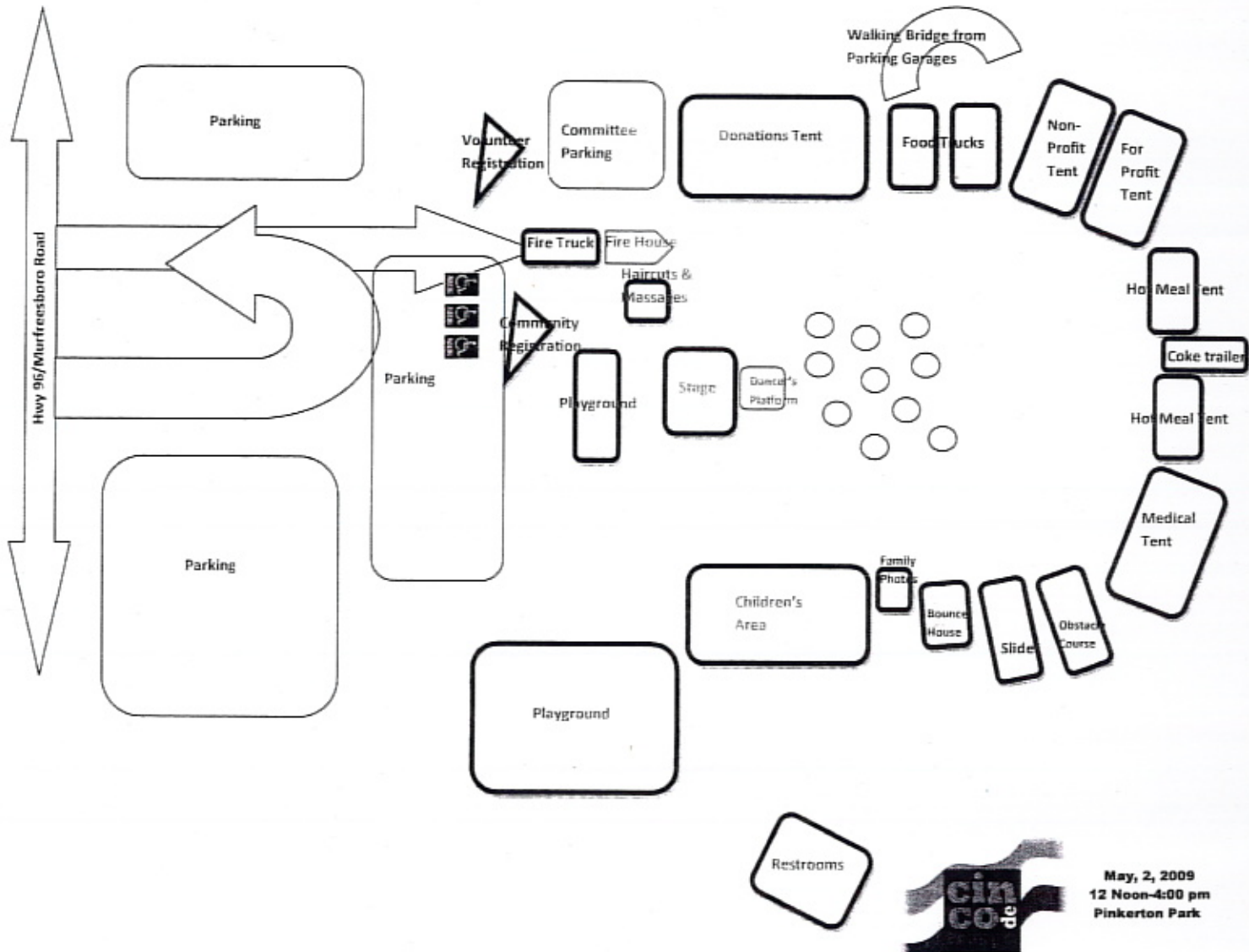
## **Cinco de Mayo 2010 Organizers**

Neil Paez  
My Father's House Church  
318 S. Margin St.  
Franklin, TN 37064  
615-403-4993 cell  
615-595-9654 office

Brooke del Villar  
My Father's House Church  
318 S. Margin St.  
Franklin, TN 37064  
615-414-2712 cell  
615-595-9654 office

Kristi Sylvester  
ProHealth & JZV  
1325 West Main Street  
Franklin, TN 37064  
615-473-9559 cell  
615-866-3188 office





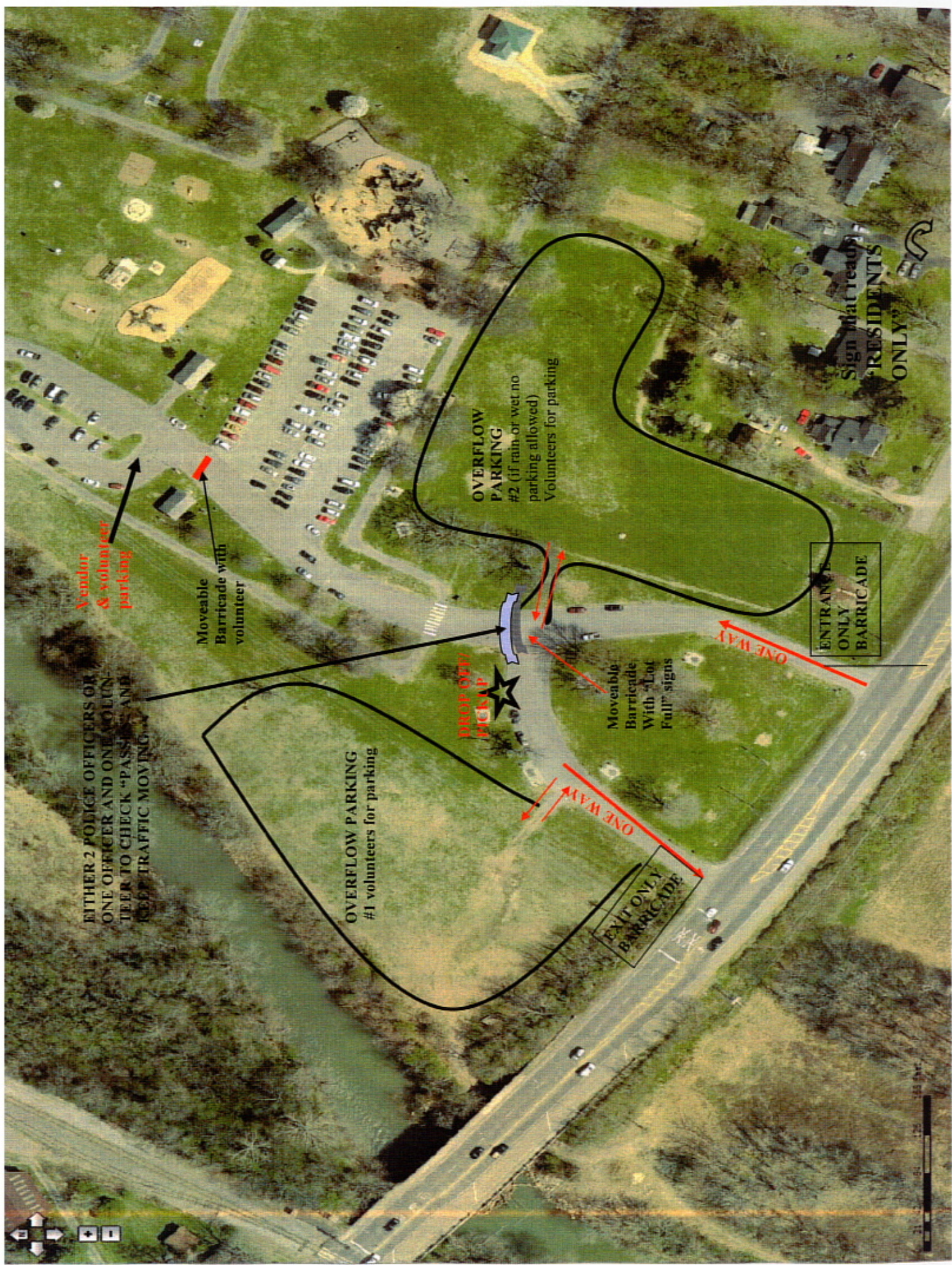
May, 2, 2009  
 12 Noon-4:00 pm  
 Pinkerton Park





**FOR PARKS DEPT. USE ONLY**

Department	Date	Initials	Attach Any Comments
Administration			Comments: _____ Yes ___ No _____
Business Office			Comments: _____ Yes ___ No _____
Codes			Comments: _____ Yes ___ No _____
Engineering			Comments: _____ Yes ___ No _____
Finance			Comments: _____ Yes ___ No _____
Fire			Comments: _____ Yes ___ No _____
Information Technology			Comments: _____ Yes ___ No _____
Parks			Comments: _____ Yes ___ No _____
Planning			Comments: _____ Yes ___ No _____
Police			Comments: _____ Yes ___ No _____
Risk Manager			Comments: _____ Yes ___ No _____
Solid Waste			Comments: _____ Yes ___ No _____
Streets			Comments: _____ Yes ___ No _____
Water/Wastewater			Comments: _____ Yes ___ No _____



Vendor & volunteer parking

Moveable Barricade with volunteer

EITHER 2 POLICE OFFICERS OR ONE OFFICER AND ONE VOLUNTEER TO CHECK "PASS" AND KEEP TRAFFIC MOVING

OVERFLOW PARKING #1 volunteers for parking

DROP OFF/PICK UP

OVERFLOW PARKING #2 (if rain or wet no parking allowed) Volunteers for parking

Moveable Barricade With "Lot Full" signs

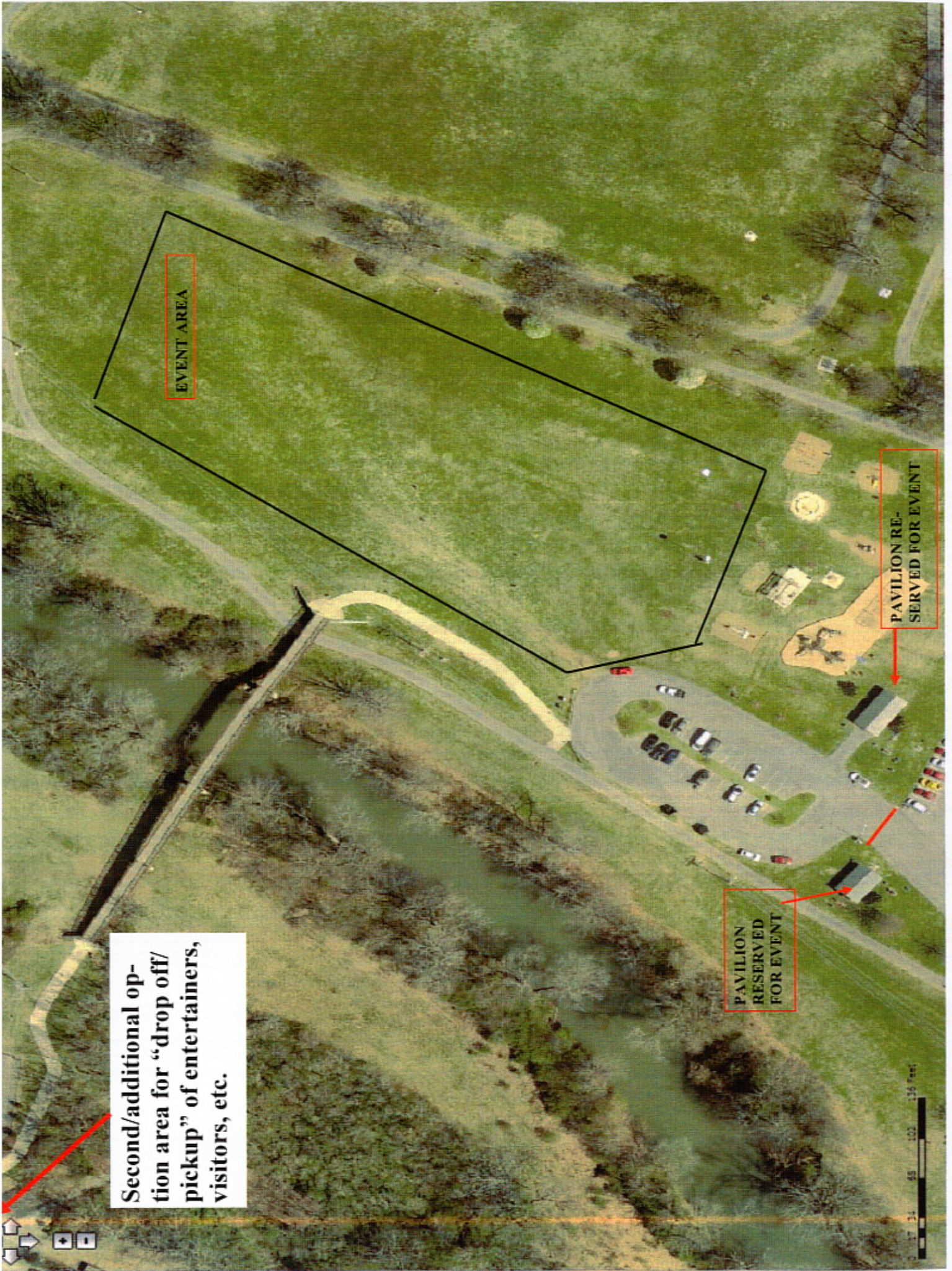
ENTRANCE ONLY BARRICADE

EXIT ONLY BARRICADE

Sign that reads "RESIDENTS ONLY"

ONE WAY

ONE WAY



EVENT AREA

PAVILION RE-SERVED FOR EVENT

PAVILION RESERVED FOR EVENT

Second/additional option area for "drop off/pickup" of entertainers, visitors, etc.

0 17 34 68 102 136 Feet