



MEMORANDUM

June 4, 2010

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Franklin Jazz Festival Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Franklin Jazz Festival.

Background

The 2010 Franklin Jazz Festival marks the event's 21st year. Proceeds from this year's event will benefit Brightstone and The Gear Foundation, both of which are local, non-profit organizations. The festival is scheduled for September 4th and 5th.

Recommendation

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

- Applicant will provide a \$1000 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.
- **Streets Department:**
 - Department will set-up closure and provide barricades beginning at 5 AM on Saturday, September 4th.
- **Police Department:**
 - Applicant will hire recommended number of extra-duty Franklin Police Officers.
- **Building & Neighborhood Services Department:**
 - Electrical permit will be required.
- **Solid Waste Department:**
 - Applicant must provide plan for disposal of grease.
 - Department will provide crew of 4 – 5 employees from 3 PM until 10 PM each day to provide cleanup during event.



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- ***Police Department:***
 - Applicant will hire eight (8) extra-duty Franklin Police Officers during each day's event to provide security and crowd control.
 - Private security will check identification in the beer tent and ensure that alcohol is not consumed outside the designated area.
 - Participants in the beer tent activities are required to enter a monitored access point.
 - Private security will be responsible for stage security.

- ***Revenue Management:***
 - Obtain beer permit from the City of Franklin and special event liquor license from ABC (if needed).

- ***Fire Department:***
 - Contact Franklin Fire Department for Tent and event inspection.