

RESOLUTION 23-238

**A RESOLUTION TO APPROVE A SPECIAL EVENT PERMIT AND STREET CLOSURE
FOR CITY OF SPRING HILL CHRISTMAS PARADE**

WHEREAS, Title 16, Chapter 3, of the Spring Hill Municipal Code requires a permit for special events held in the city; and

WHEREAS, Kayce Williams with City of Spring Hill Parks and Recreation Department conducting and holding the Christmas Parade, has made application to the Spring Hill Board of Mayor and Alderman; and

WHEREAS, the event will require a street closure at of Main Street for the duration of the event; and

WHEREAS, all requirements in Title 16, Chapter 3 of Spring Hill Municipal Code have been met; and

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen, that the special event request is approved and staff is authorized to issue a permit for the Spring Hill Christmas Parade to be held on December 9th starting at 5:00PM.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 20th day of November.



Jim Hagaman, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

From: noreply@civicplus.com
To: [eventpermit](#)
Subject: [External] Online Form Submittal: Special Event Permit Application
Date: Wednesday, November 1, 2023 1:12:51 PM

Special Event Permit Application

Special Event Permit

The Special Event Permit can be completed online and used to apply for events in locations where people gather. Some events may require a permit from other organizations, and regulation is based on the type of event, the setting, and the potential risk to the participants and the surrounding community. All text and information submitted in this form may be used to promote the event if open to the public.

Enter the name of organization applying for Special Event Permit	Parks and Recreation - City of Spring Hill
Enter the name of the special event.	Christmas Parade
Event type	Parade
Other, please describe	<i>Field not completed.</i>
Does your event have an expressive message covered by the First Amendment that you wish to protect?	No
Event website	https://www.springhilltn.org/881/Christmas-Parade
Description of Event	Christmas Parade: https://www.springhilltn.org/881/Christmas-Parade
Open to the public?	Yes
Estimated attendance	5,000 - 10,000
Admission fee	Float registration - Proceeds go to Friends of Spring Hill Parks \$75.00

Event sponsors *Field not completed.*

Is this a recurring event? Yes

(Section Break)

Date and Time

Please indicate below the time you will begin setting up temporary assets for the event; the start/end of the event; and the take-down of temporary assets.

Set up 12/9/2023 12:00 PM

Start time 12/9/2023 5:00 PM

End time 12/9/2023 7:00 PM

Take down 12/9/2023 7:00 PM

(Section Break)

Applicant Contact Info

Please provide primary contact information for your organization. If there is a different primary contact on the day of the event, please enter it below as well.

Primary Contact First Name Kayce

Primary Contact Last Name Williams

Address1 4237 Port Royal Rd.

City Spring Hill

State TN

Zip 37174

Phone 615-489-0108

Email address kwillimas@springhilltn.org

Type of organization Non-profit, other

Secondary Person first name David

Secondary person last name	Curnock
Phone	<i>Field not completed.</i>
Email	Dcurnock@springhilltn.org
Day of Contact information	Yes

(Section Break)

Food & Vendors

Will food or beverages be sold or given away?	No
Will alcohol be served at the event?	No
Will you provide potable water?	No

(Section Break)

Facilities & Equipment

Will the event have tents or canopies?	No
Will there be amplified sound?	Yes
Will you be using generators?	Yes
Describe your trash and/or recycling services to be provided at the event.	City Staff
Describe the portable restroom set-up at your event, to include the total number and number of ADA compliant restrooms.	None

Will you be providing hand washing stations at your event?

No

Please describe your clean-up plan. Include clean-up times and contact information for the person in charge during clean-up.

City Staff

Are you requesting water taps?

No

Will you be requesting electrical hookups?

No

(Section Break)

Safety & Security

Will you be providing private security?

No

Are you specifically requesting police resources for this event?

Yes

Will private medical be provided?

No

Will your event have propane/gas on site?

No

(Section Break)

Traffic Control

Will the event require roads to be closed (temporary, partial, or full)?

Yes

Will there be reserved or blocked parking?

Yes

(Section Break)

City Services Requested

What City services will you be requesting? Other

ALL: Public Works / Fire / Police...

(Section Break)

Location

Event Location Main. st. Please view map attached to submission

Spring Hill Map [Spring Hill Map](#)

Locate the event on a map

Search for an address or click on the map to specify the location. If the event (eg., marathon, race) covers a large area, identify where most activities would occur, such as the start/finish area.

Event Site Map [2023 CHRISTMAS PARADE ROUTE.pdf](#)

(Section Break)

Application Submission

Additional documents *Field not completed.*

Terms and Conditions/Hold Harmless Clause

- I / we agree to abide by all ordinances and regulations of the City of Spring Hill and all conditions placed upon the event by the City Administrator and 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 and indemnify and save harmless the City, its Aldermen, boards, commissions, officers, employees, and agents from all suits, actions, damages, or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of, or as a consequence of such event and the activities permitted in connection therewith, and to submit a certificate of insurance prior to the event pursuant to City requirements.

I/we agree to provide a copy of this signed Special Event Permit application to any vendors, planners, and related parties for this event.

- I/we understand that I/we assume the responsibility for the actions of any vendors, planners, and related parties for this event.
- I/we understand that granting a Special Event Permit does not imply granting of another permit that is separately required.
- The application for a Special Event Permit shall be filed not less than 90 days prior to the scheduled date of such event. Events shall not be advertised until a Special Event Permit has been obtained from the City. Failure to file in a timely manner may result in the denial of a Special Event Permit.

First name Kayce

Last name Williams

Signature David curnock

Date 11/1/2023

Email not displaying correctly? [View it in your browser.](#)