

**RESOLUTION 25-131**

**RESOLUTION TO APPROVE A SPECIAL EVENT PERMIT FOR  
THE ARBORS AT AUTUMN RIDGE 4<sup>TH</sup> OF JULY NEIGHBORHOOD PARADE**

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

**WHEREAS**, Heather Wallor, representing the Arbors at Autumn Ridge 4<sup>th</sup> of July Neighborhood Parade, has made application to the Spring Hill Board of Mayor and Aldermen; and

**WHEREAS**, the event will require a street closure at Elkhorn/MJB loop, as shown on the attached map and application; and

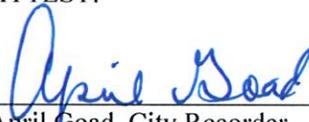
**WHEREAS**, all requirements in Title 16, Chapter 3 of the Spring Hill Municipal Code have been met.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE**, that the Special Event Request is approved and staff is authorized to issue a permit for the Arbors at Autumn Ridge 4<sup>th</sup> of July Neighborhood Parade to be held on Friday, July 4, 2025, beginning at the loops of MJP to Elkhorn.

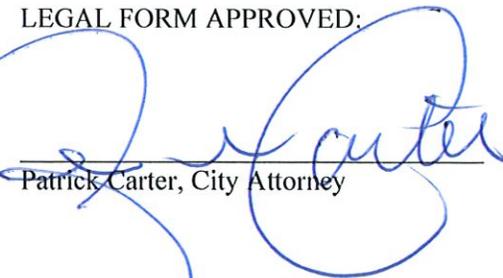
Passed and adopted this 19<sup>th</sup> day of May, 2025.

  
\_\_\_\_\_  
Matt Fitterer, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
Patrick Carter, City Attorney

**MEMORANDUM**



**DATE:** May 14, 2025  
**TO:** Board of Mayor and Aldermen (BOMA)  
**FROM:** Dara Sanders, Development Services Director  
**SUBJECT:** Resolution 25-131, (Special Event Permit for The Arbors at Autumn Ridge Neighborhood Parade)

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This is a resolution to allow the Arbors at Autumn Ridge to have a Neighborhood Parade. The event will take place in the Arbors subdivision around the loops from MJP to Elkhorn. This is an annual event, and due to the road closures and the use of city personnel, it requires approval from the Board of Major and Alderman.

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, April 15, 2025 7:11 PM  
**To:** eventpermit  
**Subject:** [External] Online Form Submittal: Special Event Permit Application

## 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	Arbors at Autumn Ridge
Enter the name of the special event.	4th of July Neighborhood 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	<i>Field not completed.</i>
Description of Event	Parade for our neighborhood and surrounding neighborhoods on the 4th of July. The kids ride their bikes and scooters around the loops from MJP to Elkhorn
Open to the public?	No
Estimated attendance	200

Admission fee 0  
Event sponsors *Field not completed.*  
Is this a recurring event? No

(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 7/4/2025 10:00 AM  
Start time 7/4/2025 11:00 AM  
End time 7/4/2025 2:00 PM  
Take down 7/4/2025 2:00 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 Heather  
Primary Contact Last Name Wallor  
Address1 6012 Trotwood Ln  
City Spring Hill  
State TN  
Zip 37174  
Phone 2312069317  
Email address Heather.wallor@gmail.com  
Type of organization Non-profit

Secondary Person first name	Heather
Secondary person last name	Wallor
Phone	2312069317
Email	Heather.wallor@gmail.com
Day of Contact information	Yes

(Section Break)

## Food & Vendors

Will food or beverages be sold or given away?	Yes
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Will alcohol be served at the event?	No
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Will you provide potable water?	No
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(Section Break)

## Facilities & Equipment

Will the event have tents or canopies?	No
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Will there be amplified sound?	No
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Will you be using generators?	No
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Describe your trash and/or recycling services to be provided at the event.	on site trash
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Describe the portable restroom set-up at your event, to include the total number and number of ADA compliant restrooms.

there are no restrooms. individuals use their homes as needed since this not open to the general public

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.

we always clean up our neighborhood park following the event

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

We would like to have 1 officer to block the entrance from Elkhorn/MJP loop and the touch a truck fire truck to block the other entrance of the loop for Elkhorn MJP. very small loop and only blocked for about 20 min.

(Section Break)

## Location

Event Location arbors at autumn ridge Elkhorn park. On the pic attached I marked the red spots for where the officer and fire truck would be and then in blue for the small loop the kids do for the parade.

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 [Parade Loop.png](#)

(Section Break)

## Application Submission

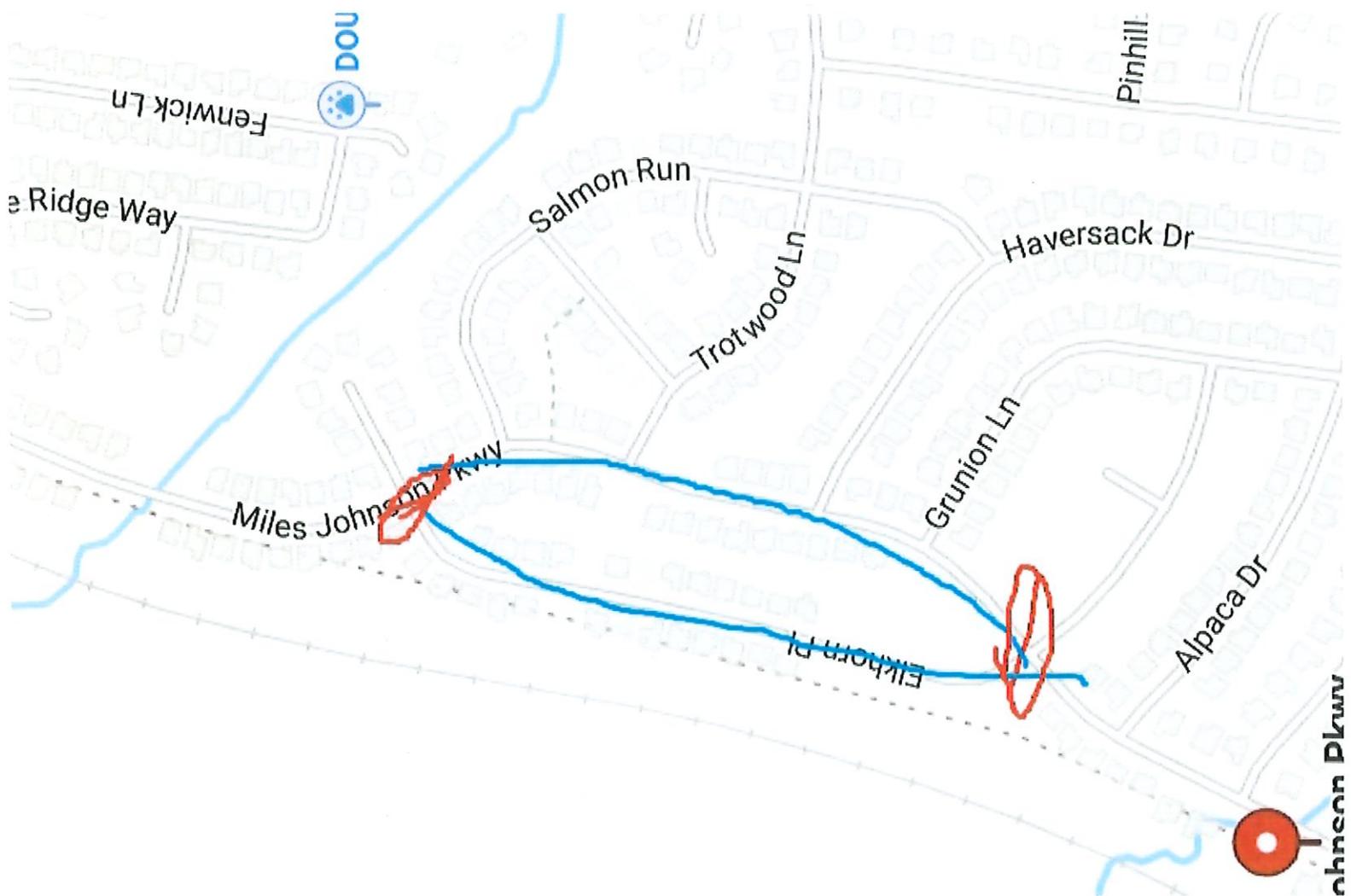
Additional documents *Field not completed.*

### 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, ad 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	Heather
Last name	Wallor
Signature	heather wallor
Date	4/15/25

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



Fenwick Ln

Ridge Way

DOU

Salmon Run

Trotwood Ln

Pinhill

Haversack Dr

Miles Johnson Pkwy

Grunion Ln

Eikhorn Pl

Alpaca Dr

Johnson Pkwy