

AGENDA RESERVATION REQUEST

**CITY OF FRANKLIN
BOARD OF PUBLIC WORKS AND SAFETY**

Please type or print

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|---|--|----------------------|--------------------------|
| Date Submitted: | 8-18-2011 | Meeting Date: | 9-6-2011 |
| Requested by: | Tricia Bechman | | |
| On Behalf of: Organization or Individual | Franklin Chamber of Commerce | | |
| Telephone | 736-6334 | Email address | tbechman@franklincoc.org |
| Address | 370 E. Jefferson Street / Franklin, IN 46131 | | |
| Describe Request | Request for approval of Holiday Lighting event on December 3, 2011 | | |
| List Supporting Records or Documents Provided | Letter from Franklin Chamber of Commerce | | |
| | Map of parade route | | |

Who will present the request?

| | | | |
|--------------|----------------|-------------------|----------|
| Name: | Tricia Bechman | Telephone: | 736-6334 |
|--------------|----------------|-------------------|----------|

The Franklin Board of Works meets on the 1st and 3rd Tuesday of each month at 9:30 a.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.

370 E. Jefferson St.
Franklin, IN 46131
Phone: (317) 736-6334
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September 6, 2011

City of Franklin
Mayor's Office
70 E. Monroe St.
Franklin, IN 46131

Dear City of Franklin Board of Works Members, Department Heads, & City Attorney:

The Franklin Chamber of Commerce Holiday Lighting Committee is once again planning a daylong event on December 3, 2011 to celebrate the kick-off to the Holiday season. This year marks the 53rd annual celebration hosted by the Chamber in partnership with the City of Franklin. Similar to last year, the 2011 celebration will include the parade, carriage and fire truck rides, choir performances, the movie, extended business hours, a pipe organ concert, Holiday Cookie Baking Contest, and Santa at the Museum.

In order for everything to run smoothly, we are asking permission for East and West Court Streets to be closed 4:00 p.m. to 9:30 p.m., with parking spaces also blocked off during that time, to allow for carriage and fire truck rides. The parade will begin at 5:30 P.M. This is a change from years past, and would like to ask permission to utilize the parking lot of the former Oren Wright Building for the line-up area. We are looking forward to making this a lighted parade, and condensing the events of the day, to keep more crowd downtown. I would also ask the Street Department to have the Street Sweeper follow along the end of the parade for street clean-up, as is standard procedure with other parades.

This has been a coordinated effort with the Franklin City Police Department, Fire Department, Mayor's Office, and Street Department. If you have any questions, please direct them to the Franklin Chamber of Commerce Office at 736-6334.

Thank you for your consideration of this request. We look forward to another successful community celebration this year.

Tricia E. Bechman
Executive Director