

AGENDA RESERVATION REQUEST

CITY OF FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY

Please type or print

Date Submitted:	05.22.2023	Meeting Date:	06.05.2023
Contact Information:			
Requested by:	Chief Joshua Snyder		
On Behalf of Organization or Individual: Fire Department			
Telephone:	317.736.3650		
Email address:	jsnyder@franklin.in.gov		
Mailing Address:	1800 Thornburg Lane, Franklin, IN 46131		
Describe Request:			
Friday Night Lights on multiple dates (1900-2300) May 26 th , June 23 rd , July 28 th , Aug 25 th & Sept 22 nd			
List Supporting Documentation Provided:			
Who will present the request?			
Name:	Chief Joshua Snyder	Telephone:	317.736.3650

The Franklin Board of Works meets on the 1st and 3rd Monday of each month at 5:15 p.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.

CITY OF FRANKLIN EVENT INFORMATION FORM

Please contact Franklin Parks & Recreation at least 90 days before your event. Contact Holly at (317)346-1198 or hjohnston@franklin.in.gov.

EVENT ORGANIZER

Organization: Creative Council of Franklin Contact Name: PATRICK TISDALE
Contact Phone: (317)372-4586 Contact E-mail: creativecouncilfranklin@gmail.com

EVENT DETAILS

- ☐ Festival
- ☐ Run/Walk

Name: Night Lights
Date: 5/24, 6/23, 7/28, 8/25, 9/22 Time: 8-10 PM - (7-11 setup/tear-down)
Location: S.W. corner City Hall Event Website: creativecouncilfranklin.org
70 E. MONROE ST.

- ☐ Mobile Stage Rental

N/A

- ☐ Rental Agreement _____
- ☐ Delivery time _____

- ☐ Alcohol

N/A

- ☐ State Permit required
- ☐ Name of alcohol vendor: _____
- ☐ Event Organizer responsible for securing area

- ☐ Food Vendors

N/A

- ☐ Food vendors must have permit from the Johnson County Health Department and a list of food vendors must be submitted to the health department one week prior to the event.

- ☐ Trash

N/A

- ☐ Number of receptacles needed: _____ (\$10/each) (Number of receptacles needed will be determined by the Parks Dept.)
- ☐ Event Organizer responsible for emptying trash during event.
- ☐ Event Organizer responsible for making sure entire event area is clean of trash and debris after event.
- ☐ Event organizer will be responsible for returning trash receptacles to designated spot after event

- ☐ Picnic Tables

N/A

- ☐ Number needed: _____ (\$10/each)
- ☐ Franklin Parks & Recreation staff will deliver and pick up tables.

- ☐ Port-o-Lets/Restrooms

N/A

- ☐ Number required (Please remember to provide handicapped facilities.)
- ☐ Locations: _____

- ☒ Map for Event

- ☐ Event organizer responsible for map
- ☐ See attached for map, if needed

☐ Street Closings and times:

- N/A
- ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ Number of Barricades Needed: _____
 - ☐ Event Organizer responsible for closing streets with barricades. Streets must be closed and opened at times approved.
 - ☐ Barricades and closing signs provided by Franklin Street Department
 - ☐ Street closings must be approved by the Board of Works (BOW)
 - ☐ BOW meeting date: _____ BOW approval: _____

☐ Park/Trail Use

- N/A
- ☐ Trail
 - ☐ Start: _____ Finish: _____
 - ☐ Race Clock (\$25 rental fee) _____
 - ☐ Race Route
 - ☐ Shelter Rental: _____
 - ☐ Park Board meeting date: _____ Park Board approval: _____
 - ☐ Markings on trail must be cleaned off after event (example: color from color run must be washed off after event)

☐ Parade

- N/A
- ☐ Route: _____
 - ☐ Contact Police, Fire and Street Departments _____
 - ☐ If start at Middle School, contact them for approval to use

☐ Use, Indemnification & Hold Harmless Agreement _____

- ☐ See attached document

☐ Proof of Insurance _____

- ☐ See attached for insurance requirements

N/A ☐ A & E Permit with State of Indiana (if required) _____

☐ Emergency Action Plan (EAP) _____

- ☐ Plan must be approved by Franklin Police and Fire Departments.
- ☐ Sample EAP attached

☐ Johnson County Health Department approval _____

SPECIAL DETAILS:

EXAMPLE

Creative Council's
Night Lights

CITY OF FRANKLIN
EVENT EMERGENCY ACTION PLAN

Event Name: Night Lights Date: 5/24, 6/23, 7/20, 8/25, 9/22
Location: 70 E. MONROE Time: 7-11 p.m.
Festival Organization: Creative Council

In regard to any emergency event, no one should speak to any media representative except for:
• Franklin Fire Department or Police Department, whichever one is available.

Contact Information: *For emergency use only. Do not give to media or community members.

- Event Organizer Creative Council
- Other Event Staff
- Franklin Fire Department
 - Contact
- Franklin Police Department
 - Contact
- Franklin Parks & Recreation
 - Contact
- Franklin Street Department
 - Contact

Phone Number (317) 372-9586
Phone Number
Contact Phone Number
Contact Phone Number
Contact Phone Number
Contact Phone Number

Command Staff:

Command Staff consists of a representative from the following: Fire Department, Police Department Parks & Recreation Department, Street Department and Festival Organization.

Command Staff Meeting Area

The Command Staff will meet at the Festival Organization Command Center in the event of inclement weather conditions or any safety or emergency related events; the Command Staff will be called via radios and/or cell phones.

Command Staff

Weather will be monitored regularly in the Johnson County Mobile Command Center via weather radar and in communication with the NATIONAL WEATHER SERVICE's Indianapolis center. _____ Communication Coordinator, will be the key communicator onsite with the relay of the event, or implementation of the emergency/evacuation plan.

General Conduct during Emergency or Urgent Situations:

- Do not make any comment to the media
- Never run
- Remain calm at all times
- Assess the situation before taking action
- Remember to gather information for the Event Incident forms

If it is forecasted to or should start to thunder and/or lightning, the Command Staff will meet and determine the status of the event. Information will be relayed to necessary personnel.

Emergency Evacuation Plan:

In the event of severe weather during the activities, the following procedures will be followed.

- Command Staff will be notified via radio or cell phone. Any Command Staff in the affected areas should immediately begin notifying the general public and volunteers.
- Festival Organization Staff will be responsible for notifying band to evacuate the stage
- Festival Organization Staff will make announcement on the stage or at sound booth that the event has been (delayed/cancelled) REFER TO EVACUATION SCRIPT
- Command Staff will notify all firefighters and police officers on duty who will begin advising all attendees to seek shelter

Medical Emergencies:

Franklin Fire and EMS personnel will be located in the venue and all medical emergencies should go through 911.

Security Non-Medical Situation:

Any request for security needs should be directed to a uniformed FPD officer. If none are nearby, contact Festival Organization Command and they will notify Johnson County Communications.

High Wind Plan:

The Command Staff will have access to a weather radio, internet, and local news radars and if any wind events arise, they will notify the Command Staff and will have Parks Department Personnel lower any stage equipment that is elevated.

HIGH WINDS ANNOUNCEMENT SCRIPT

"Because of the dangerous winds, the concert has been cancelled. EVERYONE must now evacuate the area and seek shelter immediately."

***REPEAT

Weather Watch:

If a severe thunderstorm or tornado WATCH is in effect: A watch indicates that conditions are favorable for severe weather to develop.

- The weather watcher in the Command Center will communicate this information to all Command Staff via radio indicating that elevated thunderstorm monitoring is occurring.
- At the first opportunity – a WATCH script will be provided to the band on stage who will read the script and continue to perform.

WATCH ANNOUNCEMENT SCRIPT

"The National Weather Service has issued a _____ watch which indicates conditions are favorable for severe weather to develop. City Officials are monitoring the weather closely and will notify you of any changes or warnings."

***REPEAT

Weather Warning:

If a severe thunderstorm or tornado WARNING is in effect: A warning means that severe weather has been detected and is imminent.

- The weather watcher in the Johnson County Mobile Command Center will communicate this information to the Command Staff who will then assemble in the command office.
- Vital information to be shared will include storm threats and the time until which the warning is in effect. If the threat is imminent, a mandatory evacuation of the venue will take place.

WARNING ANNOUNCEMENT SCRIPT

"The National Weather Service has issued a _____ warning which indicates severe weather is imminent. At this time the concert/event has been (delayed/cancelled). EVERYONE must now evacuate the area and seek shelter."

***REPEAT

Missing Person:

Staff receiving report of missing person(s) needs to obtain as much information as possible about the individual, notify FPD, and stay with the reporting person throughout the search.

- Information to receive:
 - Name
 - Age
 - Sex
 - Race
 - Hair/Eye Color
 - Distinguishing marks
 - How long has person(s) been missing
 - Health
 - Direction of travel
 - Place the person was last seen
 - Clothing description

In event of missing person an announcement will be broadcasted from main stage to alert crowd. Emergency personnel should be notified with the information collected.

Found Person:

In the event that staff is made aware of a child that has lost their parent/guardian, then the child should not be left unattended and taken to the concert stage where an announcement will be made to crowd in search of parent/guardian.

MISSING PERSON ANNOUNCEMENT SCRIPT

"Attention at this time could insert name(s) please report to the concert stage immediately. Your insert parent/guardian name is looking for you."

***REPEAT

FOUND PERSON ANNOUNCEMENT SCRIPT

"Attention insert parent/guardian name please report to the concert stage immediately to retrieve insert child(s) name."

***REPEAT

Event Weather Support:

Festival Organization will register the event with the National Weather Service to receive weather updates on the event day.

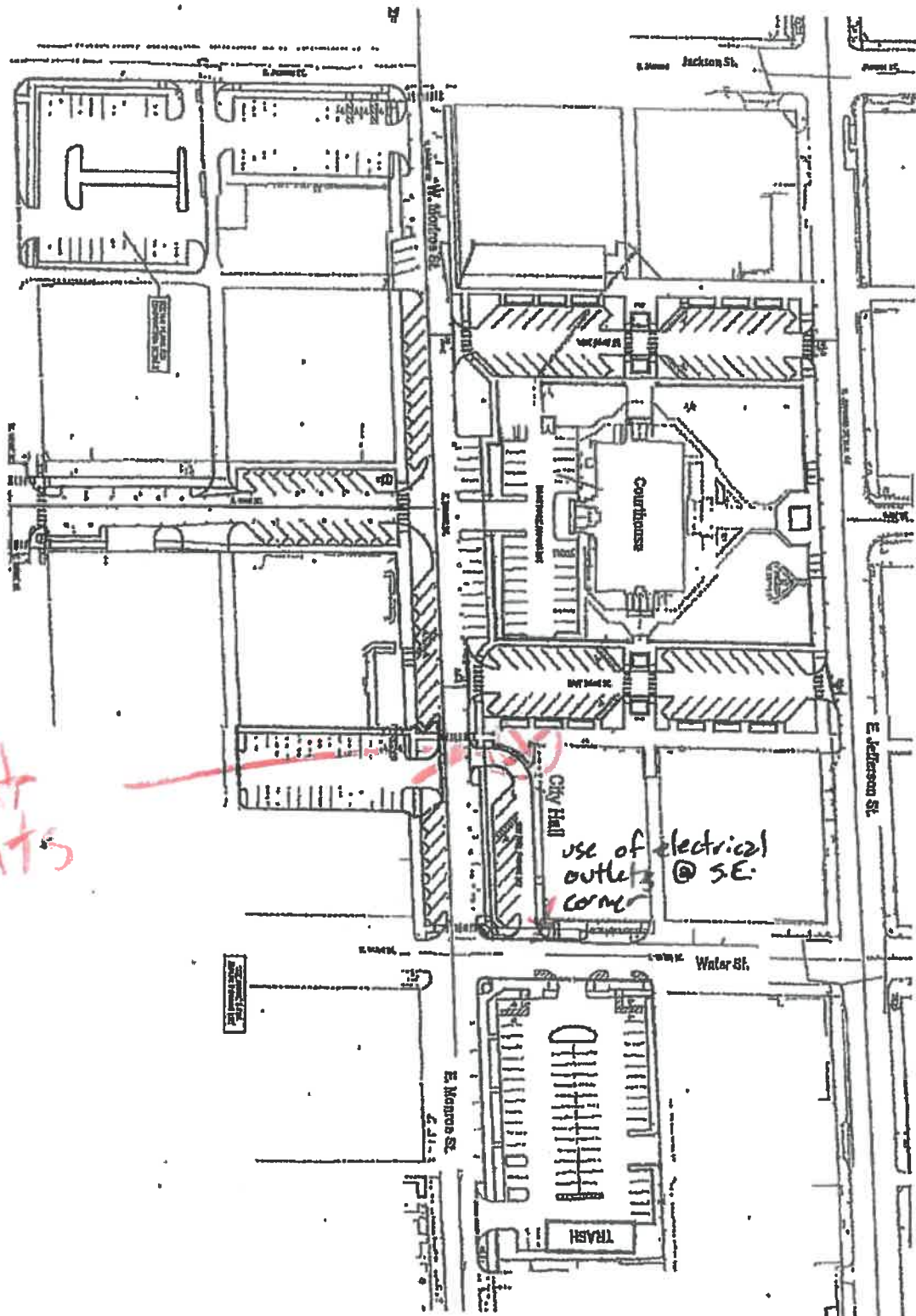
- NWS Indianapolis, IN contacts for event weather support are: Mike Ryan Michael.d.ryan@noaa.gov & Joe Nield joe.nield@noaa.gov
- NWS phone number: 317-856-0369

STREET CLOSINGS AND PEDESTRIAN MAPS

*See attached

LIST OF VENDORS AND LOCATIONS

*See attached



USE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This INDEMNIFICATION AND HOLD HARMLESS AGREEMENT is made this
4/19/23 day of
Month-Day-Year by and between the City of Franklin Board of Public Works ("the City") and ("the Participant/Organizer").

WHEREAS, the desires to use the following City-owned property ("the Property") on in connection with the ("the Event"):

Night Lights

Event Name

And

Creative Council of Franklin (CCoF)

Vendor Name

WHEREAS, in exchange for making the Property available to CCoF for such purposes, the
City requires and CCoF agrees to hold harmless and indemnify the City from any claims and/or
Vendor Name litigation arising out of the use of the Property for the above- described event.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. Hold Harmless. In consideration of the City permitting CCoF to use the above
Vendor Name described property for the purposes set forth herein, CCoF PARKK TISDALE (individual) and/or
Vendor Name

its representatives, employees, agents, invitees, and/or volunteers shall defend, indemnify, and hold harmless the City from any and all actual or alleged claims, demands, causes of action, liability, loss, damage, and/or injury (to property or persons, including without limitation wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of or incident to any acts, omissions, negligence, gross negligence or willful misconduct of, its personnel, employees, agents, contractors, or volunteers in connection with or arising out of 's use of the Property. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorney fees, and related costs or expenses, and any reimbursement to the City for all legal expenses and costs incurred by it, including any acts or alleged acts of the City's own negligence.

2. Signage and Barricades. shall be responsible for setting out and removing appropriate signage and barricades to block off the Property for the event.

3. Insurance. Participant/Organizer hereby represents that it has obtained the required insurance naming the City as an additional insured for the minimum coverage amounts specified by the City and has provided the City with a certificate of insurance. Participant/Organizer further represents that the insurance certificate delivered to the City is in full force and effect and shall not be cancelled prior to the event.

4. Clean-up. Participant/Organizer shall be responsible for maintenance of the Property in connection with the event and shall remove from the Property all trash and debris accumulated during the event, and shall return the Property to the City in the same condition as received. If the Property is not returned in the same condition, Participant/Organizer agrees to pay actual costs of clean-up.

5. Authority to Enter Agreement. Each party warrants that the individual signing this Agreement has the legal power, right, and authority to make this agreement and bind each respective party.

6. Amendment or Modification. No supplement, modification, or amendment to this agreement shall be binding unless executed in writing and signed by both parties.

CITY OF FRANKLIN, INDIANA

By _____
City of Franklin, Mayor

ATTEST:

Printed Name: _____

Title: _____

PARTICIPANT/ORGANIZER/VENDOR

By  (PATRICK TISDALE CLOF
Participant/Organizer/Vendor Signature Board Pres.)

ATTEST:

Parks & Recreation Staff Signature

Printed Name: _____

Title: _____