

**RESOLUTION 23-208**

**A RESOLUTION TO APPROVE A SPECIAL EVENT PERMIT FOR THE CITY OF  
SPRING HILL TRUNK OR TREAT**

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

**WHEREAS**, The City of Spring Hill Police Department is sponsoring the City of Spring Hill Trunk or Treat event; and

**WHEREAS**, the event will require the use of FISCHER Park a city facility and traffic control on Port Royal Road to assist with traffic flow; and

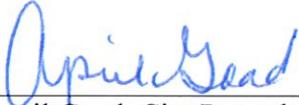
**WHEREAS**, all requirements in Title 16, Chapter 3 of Spring Hill Municipal Code have been met; and

**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 City of Spring Hill Trunk or Treat Event on October 28, 2023.

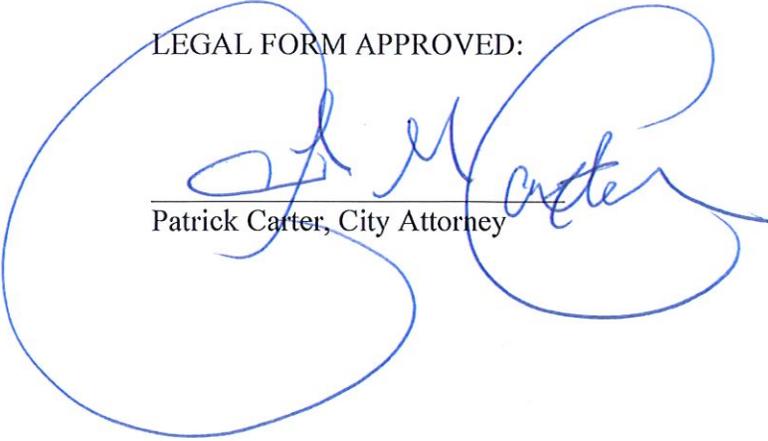
**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16<sup>th</sup> day of October, 2023.**

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [eventpermit](#)  
**Subject:** [External] Online Form Submittal: Special Event Permit Application  
**Date:** Thursday, September 28, 2023 10:42:26 AM

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## 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.

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Enter the name of organization applying for Special Event Permit	Spring Hill Police Department
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Enter the name of the special event.	Trunk or Treat
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Event type	Other (describe below)
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Other, please describe	Community Event
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Does your event have an expressive message covered by the First Amendment that you wish to protect?	No
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Event website	<i>Field not completed.</i>
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Description of Event	Halloween Event
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Open to the public?	Yes
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Estimated attendance	2,000
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Admission fee	Free
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Event sponsors	Spring Hill Police Department
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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 10/28/2023 2:00 PM

Start time 10/28/2023 5:00 PM

End time 10/28/2023 10:00 PM

Take down 10/28/2023 11:00 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 Ofc. Herb

Primary Contact Last Name Rosa

Address1 199 Town Center Pkwy

City Maury County

State Tennessee

Zip 37174

Phone 9314510930

Email address hrosa@springhilltn.org

Type of organization Non-profit

Secondary Person first name Lt. David

Secondary person last name Kloke

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Phone	931-451-0930
Email	dkloke@springhilltn.org
Day of Contact information	Yes

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(Section Break)

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### **Food & Vendors**

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

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(Section Break)

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### **Facilities & Equipment**

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Will the event have tents or canopies?	Yes
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
Describe the portable restroom set-up at your event, to include the total number and number of ADA compliant restrooms.	2
Will you be providing hand washing stations	No

at your event?

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Please describe your clean-up plan. Include clean-up times and contact information for the person in charge during clean-up.	City and Police will clean
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Are you requesting water taps?	No
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Will you be requesting electrical hookups?	Yes
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(Section Break)

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### **Safety & Security**

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Will you be providing private security?	No
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Are you specifically requesting police resources for this event?	No
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Will private medical be provided?	No
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Will your event have propane/gas on site?	No
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(Section Break)

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### **Traffic Control**

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Will the event require roads to be closed (temporary, partial, or full)?	Yes
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Will there be reserved or blocked parking?	Yes
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(Section Break)

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## City Services Requested

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What City services will you be requesting? Barricades and/or Cones

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*Field not completed.*

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(Section Break)

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## Location

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Event Location Fischer PArk

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Spring Hill Map [Spring Hill Map](#)

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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.

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Event Site Map [Screenshot 2023-09-28 103050.png](#)

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(Section Break)

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## Application Submission

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Additional documents [2023 Trunk or Treat.png](#)

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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.

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First name	Ofc. Herb
Last name	Rosa
Signature	Herb Rosa
Date	9/28/2023

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