

RESOLUTION 24-247

**A RESOLUTION TO ALLOW THE CLOSURE OF CERTAIN CITY STREETS
FOR THE SPRING HILL CHRISTMAS PARADE**

WHEREAS, there is an annual event, known as the Spring Hill Christmas Parade and, this requires that streets be closed within the city for this parade; and

WHEREAS, the City of Spring Hill's Municipal Code Section 16-304 requires that this special event permit be reviewed and approved for compliance, and the road closures be approved by the Spring Hill BOMA; and

WHEREAS, this special event is sponsored by the Spring Hill Parks and Recreation Department; and,

WHEREAS, this event will occur on December 14, 2024, with a rain date of December 15, 2024.

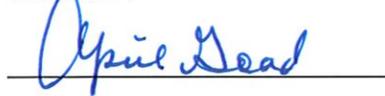
NOW, THEREFORE, BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Alderman hereby allows the closure of needed streets required for this race as requested in the attached permit application.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 21 day of October, 2024.



Jim Hagaman, Mayor

ATTEST:



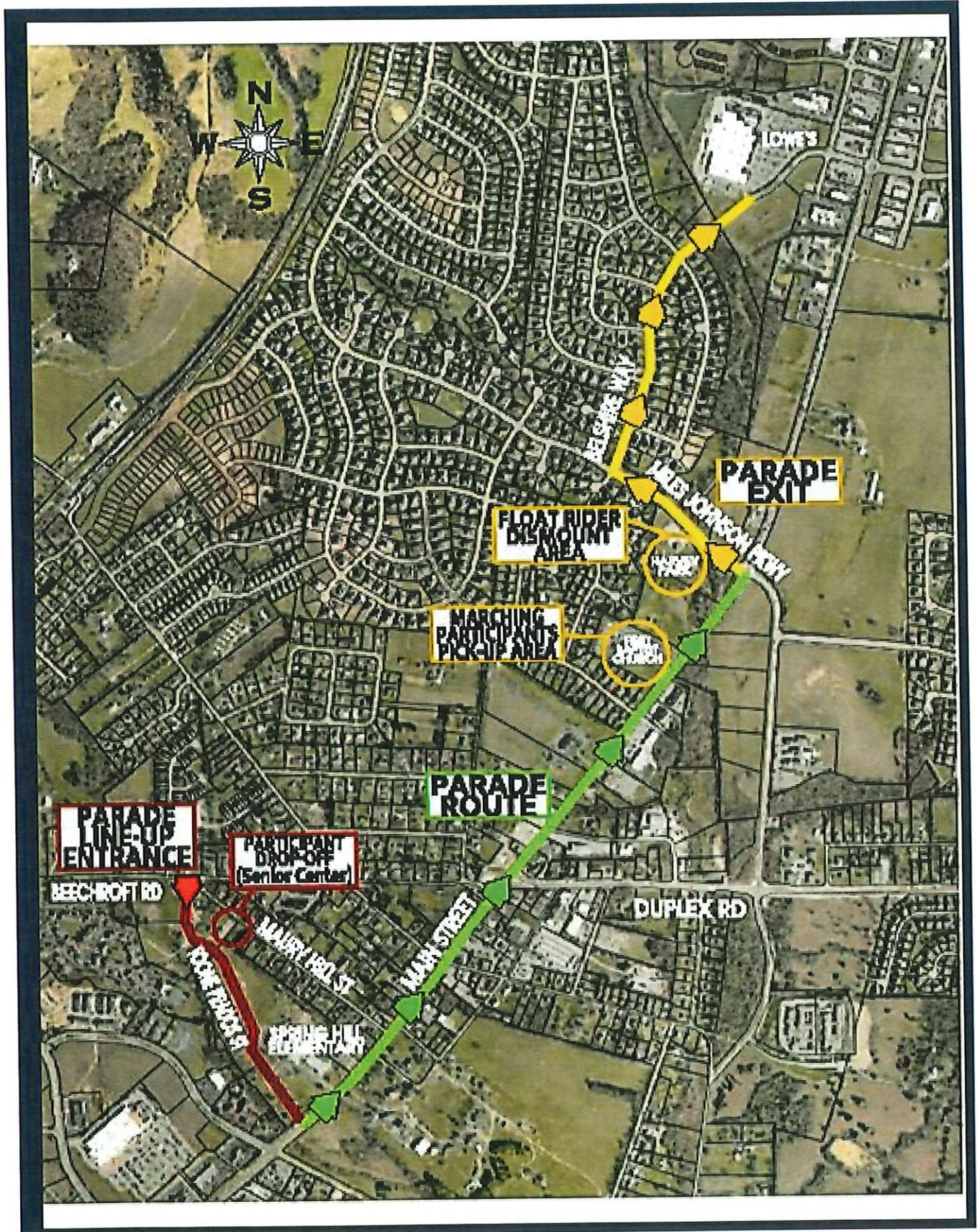
April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

2024 Christmas Parade Route



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
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Enter the name of the special event.	Christmas Parade 2024
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Event type	Parade
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Other, please describe	<i>Field not completed.</i>
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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	https://www.springhilltn.org/881/Christmas-Parade#liveEditTab_widgets
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Description of Event	2024 Christmas Parade
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Open to the public?	Yes
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Estimated attendance	5,000+
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Admission fee	Free
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Event sponsors	City/Friends of Spring Hill Parks
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Is this a recurring event?	Yes
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(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	12/14/2024 9:00 AM
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Start time	12/14/2024 5:00 PM
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End time	12/14/2024 6:30 PM
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Take down	12/14/2024 6:45 PM
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(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
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Primary Contact Last Name	Williams
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Address1	4237 Port Royal Rd.
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City	Spring Hill
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State	TN
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Zip	37174
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Phone	615-489-0108
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Email address	kwillimas@springhilltn.org
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Type of organization	Non-profit, other
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Secondary Person first name	<i>Field not completed.</i>
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Secondary person last name *Field not completed.*

Phone *Field not completed.*

Email *Field not completed.*

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.

N/A

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 - Discuss at meeting

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? Security

Field not completed.

(Section Break)

Location

Event Location Main St.

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 [2024 CHRISTMAS PARADE ROUTE.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, 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	David
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Last name	Curnock
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Signature	David curnock
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Date	10/3/24
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