



**Events Committee
Meeting Agenda
March 6, 2025 3:30 PM
Ben Robertson Community Center**

The Committee includes members of every department impacted by a special event, and will meet to discuss event scheduling, staffing, and budgeting. This is so that departments can coordinate their efforts, enhance communication, determine publicity requirements, anticipate issues, and address concerns. The Committee will also make recommendations for event improvement to facilitate maximum benefit to Kennesaw citizens and visitors.

Representatives are from the following departments/organizations: Building Services; Building Maintenance; City Manager; Communications; Economic Development; Kennesaw Downtown Development Authority; Parks & Recreation; Police; Public Works; Smith-Gilbert Gardens; Southern Museum. Each entity has one vote.

If a citizen needs special accommodation to attend or participate in a meeting, please contact the Committee Chair at least 24 hours in advance of the specific meeting.

Chair: Marty Hughes; Vice-Chair: Ricky Stewart; and Secretary: Christie Burgner

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Approval of the February 6, 2025, meeting minutes
- 3. Announcements/ Public Comment**
- 4. New Business**
 - A. **November 1 - Taste of Kennesaw**
Food, music & shopping in downtown Kennesaw
 - B. **First Friday Concert Series**
Five concerts with free live music in downtown
 - C. **May 3 - Decoration Day**
Clean-up event at Kennesaw City Cemetery

- D. **May 18 - Memorial Flag Day Placement**
DAR placing flags at Kennesaw City Cemetery
 - E. **August 15-16 - Pigs & Peaches**
BBQ festival and competition in downtown
 - F. **Saturday Night Kick Off**
College Football Viewing at United Bankshares Amphitheater
 - G. **Movie Series**
Movie viewing at United Bankshares Amphitheater
- 5. **Old Business**
 - 6. **Adjourn**

**MINUTES OF EVENTS COMMITTEE MEETING
CITY OF KENNESAW
Ben Robertson Community Center
February 6, 2025
3:30 PM**

1. Call to Order / Roll Call

Vice-Chair Ricky Stewart called the meeting to order at 3:30 p.m. Committee members present: Robbie Balenger (Building Maintenance), Marty Hughes & Anna Trapp (City Manager), Becca Graham & Rachel Mikell (Communications), Miranda Taylor (Economic Development), Bill McNair & Elizabeth Weaver (Parks), Kevin Mitchell, David Buchanan, Rick Shumpart & Andrew Woodard (Police), David Wilson (Public Works), Vanita Keswani (Smith-Gilbert Gardens), and Kamil McElwee (Southern Museum). Secretary Christie Burgner. Bill Watson and Casey Miller with JRM were also in attendance.

2. Approval of the Meeting Minutes

A. Approval of the December 5, 2024, meeting minutes

David Buchanan moved to approve the December 5, 2024, Events Committee meeting minutes. Bill McNair seconded the motion. There was no discussion. Motion was approved unanimously.

3. Announcements/ Public Comment

4. Old Business

5. New Business

Vice-Chair Stewart advised of an addition to the Events Committee agenda. Bill Watson with JRM presented information for the Kennesaw Big Shanty Festival for April 12 & 13 [Exhibit A]. Mr. Watson discussed the following aspects of the event:

- Inclusion of a possible dog frisbee show, which would need approval from City Manager Jeff Drobney
- Inclusion of acoustic music - three 30-minute shows per day.
- Craft food will be available in the plaza area.
- JRM will have staff to clean the Depot restrooms, as there are no Superior Plumbing portable toilets this year. He has spoken with owners of the empty corner lots on Main Street and confirmed that JRM may use them for the event.
- There will be food available in the 1885 parking lot.
- Road closures will be the same as previous years; Mr. Hughes to present these at the March 10 Council meeting.
- The parade will have the same route as previous years and will begin lining up around 7am with parade starting at 9:30am.

- Will use county stage for local entertainment (clarified from 6.J that it is not a city stage).
- Parks verified there will be no baseball tournaments that weekend.
- There may be tents around Depot Park.
- Mr. Watson will send Mr. Hughes the necessary insurance paperwork.

A. March 4 - Mardi Gras on Main Street Pop-Up

Pop-up event to celebrate Mardi Gras in Downtown Kennesaw

Main Street Manager Miranda Taylor provided information for the Mardi Gras on Main Street Pop-Up event at the Main Street Plaza [Exhibit B]. Ms. Taylor clarified that while there is no need for road or parking lot closure. However, there would need to be cones placed to reserve spots for vendors in the 1885 lot parking lot closest to the Plaza. Power will be needed for a band/DJ. This is not a sit and stay event, more of a walk through. To avoid over capacity, the event will be announced only ten days prior to event, with a reminder posted the day of. Trash cans will be placed after lunch on day of event.

Elizabeth Weaver moved to approve Mardi Gras on Main Street Pop-Up. Anna Trapp seconded the motion. Motion was approved.

B. March 14 - Pi Day Friday

Community Pop-Up to celebrate Pi Day (3.14)

Ms. Taylor provided information for Pi Day Friday [Exhibit C]. This will be a similar pop-up event to the Mardi Gras pop-up. The committee discussed closing the Depot Parking area due to use of tables/chairs and a possible DJ. Parks Director Bill McNair advised that barricades could be put out the night before to close the lot.

David Buchanan moved to approve Pi Day Friday. Robbie Balenger seconded the motion. Motion was approved.

C. March 22 - Downtown Kennesaw Walking Tour

Walking Tour of Downtown Kennesaw by Kennesaw Historic Preservation Commission and Atlanta Preservation Center

Mr. Hughes provided information for the Downtown Kennesaw Walking Tour. This tour will be led by resident historian Andrew Bramlett. There are no road closures, and no facility or equipment use.

Miranda Taylor moved to approve the Downtown Kennesaw Walking Tour. Rick Shumpert seconded the motion. Motion was approved.

D. March 22 - Kennesaw City Cemetery Walking Tour

Walking Tour of Kennesaw City Cemetery by Kennesaw Cemetery Preservation Foundation and Atlanta Preservation Center

Mr. Hughes provided information for the Kennesaw City Cemetery Walking Tour. This tour will be led by resident historian Andrew Bramlett. There are no road closures, and no facility or equipment use.

Kevin Mitchell moved to approve the Kennesaw City Cemetery Walking Tour. Miranda Taylor seconded the motion. Motion was approved.

E. May 3 - Main Street Cruise-In

Main Street Cruise-In for Special Olympics at Kennesaw First Baptist Church from 8am-12pm

Officer David Buchanan provided information for the Main Street Cruise-In. The event will follow the same pattern as previous years. It will be held at Kennesaw First Baptist Church with the need for a few barricades and signs.

Robbie Balenger moved to approve the Main Street Cruise-In. Elizabeth Weaver seconded the motion. Motion was approved.

F. Road Closures

Parks & Recreation Events including Grand Prix Races, Concert series, & Salute To America

Parks & Recreation Director Bill McNair provided information for road closures for the Grand Prix Races and Concert series [Exhibit D]. The Depot parking lot will be closed on Friday nights before the events, and Cherokee Street will be closed on the day of the events from 4pm-11pm.

- For the Grand Prix series, all roads will be closed from 6am - 10am with the usual set up on April 26, June 7, September 27 and October 26.
- The Concert Series will be held on the following Saturdays: March 29, May 3, June 14, and September 20.

Assistant Parks Director Elizabeth Weaver presented information for Salute to America on July 3 [Exhibit E]. Vendors should arrive by 3:30. Road closures will occur from 1pm to midnight. Shirley Drive from Cherokee Street to Carruth Street will be closed for pedestrians and vehicles from 5pm - 10:30 for fireworks. A distance of 200 feet must be kept from the live ordinance; this includes the gravel lot behind the Southern Museum back parking lot on Shirley Drive. City Hall parking will be used for staff working the event and Mayor & Council. The Parks Department will notify businesses of the road closure due to fireworks.

Miranda Taylor moved to approve the road closures for the Grand Prix Races, Concert series, & Salute to America. Kamil McElwee seconded the motion. Motion was approved.

Communications Director Becca Graham reminded each department to place their events on the Events Calendar.

Vice-Chair Ricky Stewart advised there was an additional agenda item for discussion from Economic Development. Miranda Taylor provided information for the Kennesaw

Downtown Merchants Association (KDMA) and Kennesaw Downtown Development Authority (KDDA) for the First Friday Concert Series. The series will return to the plaza area with tables and chairs for rent (like it was before the amphitheater). She is working with them for the application. The time frame is April to October, omitting July. There may be more than music this year, possibly a comedian. KDMA would be responsible for set up and an off-duty police officer.

Bill McNair moved to approve moving forward with the First Friday Concert Series. Rick Shumpert seconded the motion. Motion was approved unanimously.

The Farmers Market will be held at the corner of Main Street and Moon Station in 2025. Vendors and customers agreed that the shade from the trees made it a good location.

6. Adjourn

Bill McNair moved to adjourn at 4:12 p.m. Kamil McElwee seconded the motion. Motion passed unanimously.

Christie Burgner



2025 Superior Plumbing Kennesaw/Big Shanty
Festival Facilities Use Permission

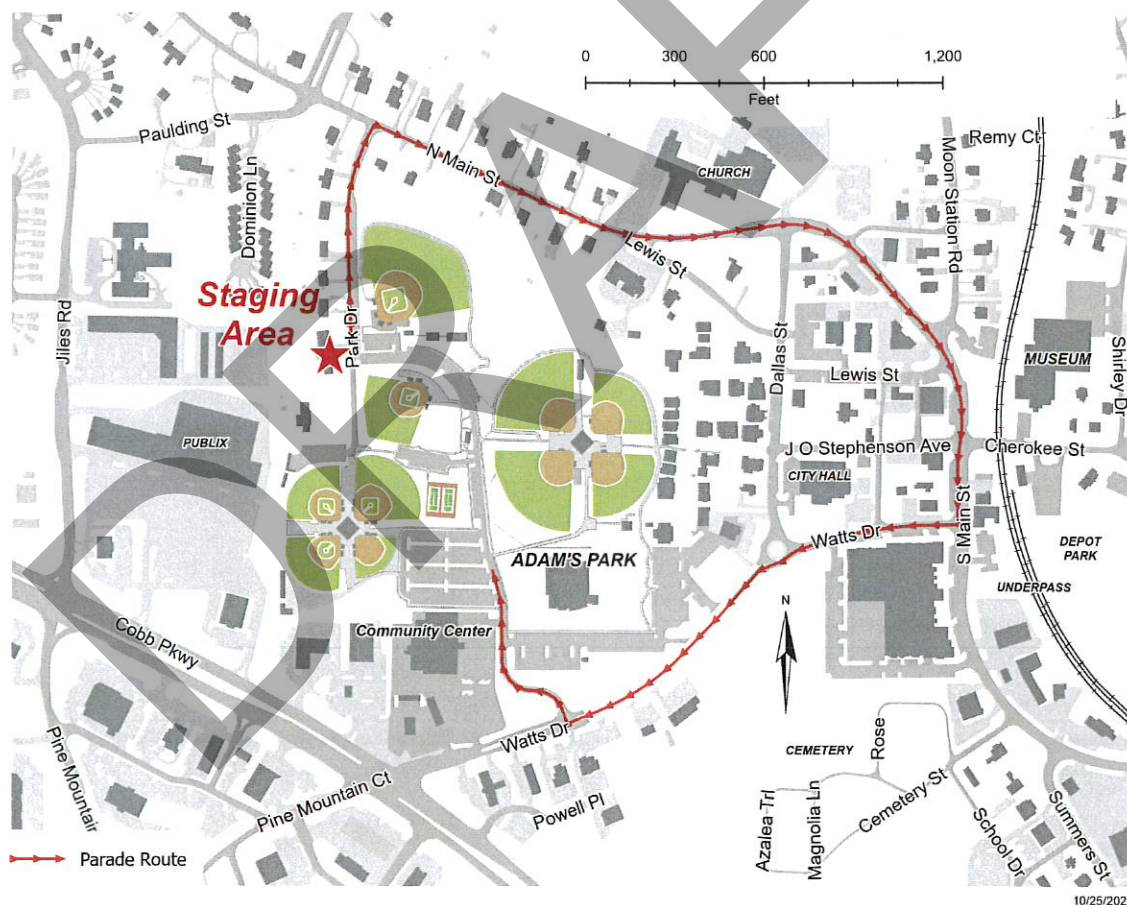
1. Use of and approval of concrete area/plaza of the amphitheater to place arts and crafts booths (no food). Use of the amphitheater for music (acoustic) and ground act entertainment (Ready-Go-Dog Show).
2. Approval to place the Cobb County stage at Main St. and Cemetery St. – across blocking Main St.
3. Use of the City Parking Lot adjacent to tunnel on Main St and the tunnel entrance/plaza off Main St. on Thursday evening April 10 – Sunday April 13.
4. General assistance and support from the Parks and Recreation, Police Department and Public Works departments during the weekend with ground maintenance, operations, and security / traffic control. Specifically:
 - Provide as many Herby Curby (96 gal) roll trash cans as possible – half on corner of Main and J.O. Stephenson and half on plaza.
 - Cut and trim grass and shrubs in downtown area.
 - Notify CSX of the event and put up temporary (orange) fencing along the tracks at appropriate locations.
 - Check all City power for integrity and function along Main St, on the plaza, Confederate Park and in front of the Museum.
 - Check all City water sources for integrity and function along Main St, on the plaza, Confederate Park and in front of the Museum.
 - Have a city electrician on call for any power issues over the weekend.
 - Provide all barricades and signage needed to block roads and re-route traffic.
 - Provide in cooperation with Police use of large vehicles to block entrances to the festival from vehicle traffic.
 - Place handicap parking signs in designated lots.
5. Removal of all vehicles from City Hall after 5:00 p.m. closing on April 11, not including the area behind the jail reserved for police vehicles.
6. Approval to use the following outdoor areas owned by the City.
 - A. City Hall Parking Lots
 - B. Springs Park and Picnic Area behind City Hall – upon availability
 - C. J.O. Stephenson Ave from Main St. to Dallas St.
 - D. Little General Cloggers Lane (except for police entrance)
 - E. Cherokee St. from the Community House to Main St.
 - F. The Museum parking lot (front side).
 - G. Main St. from Summer St. to Lewis St.

- H. Watts Dr from Dallas St to Main St.
 - a. Leaving passive lane for police from Dallas St. to Little General Cloggers Lane.
 - b. The KBA will pay for staff of the passive barricade and allow Revival on Main residence to pass and park in their facility. KBA will create a bright parking pass to be distributed to Revival on Main residence and guests. The officer will be stationed 7 a.m.– 6 p.m. on April 12 & 10 a.m.– 6 p.m. April 13.
 - I. City Parking Lot adjacent to tunnel on Main St. (Main St Food court – Friday set-up)
 - J. Tunnel entrance/plaza off Main St. – City Stage
 - K. Parking spaces on Watts Dr and Main Street are adjacent to Revival on Main.
7. Approval of street closings:
- A. Beginning Friday, April 11 at 6:00 p.m. until Sunday, April 13 at 8:00 p.m.: J.O. Stephenson Avenue from Main St. to Dallas Street and Cherokee Street from Main Street to Shirley Drive/Big Shanty Drive; Watts Drive from Dallas St. to Main St.; Lewis St. from Dallas St. to Main St.
 - B. Beginning Saturday, April 12 at 6:00 a.m. until Sunday, April 13 at 8:00 p.m.: Main Street from Summer St. to Moon Station Rd.
8. In addition to these specific requests, we again seek the general assistance and support of the City of Kennesaw as a partner with the 2025 Kennesaw/Big Shanty Festival.



2025 Superior Plumbing
Kennesaw/Big Shanty Festival Parade Route

The **parade route** will start at Adams Park – Park Dr.; right onto Main St.; right on Watts Dr., thru round-a-bout and right - back into Adams Park.





April
12 & 13

Sat., 10:00 a.m.- 6:00 p.m.
Sun., 12:00 p.m. - 5:00 p.m.

Over 150 Arts & Crafts

Delicious Festival Food
Entertainment Stage

Acoustic Music -
Main Street
Food Court

kennesawbusiness.org
or 770-423-1330

Mardi Gras Pop-up Event Summary

Purpose: Pop-up event to celebrate Mardi Gras in Downtown Kennesaw! This is an opportunity to host a quick, low-impact event for downtown residents, visitors, and stakeholders and to highlight our downtown to these groups.

Venue: Main Street Plaza (preferred) or Depot Park Parking lot (near yellow house)

City Resource needs:

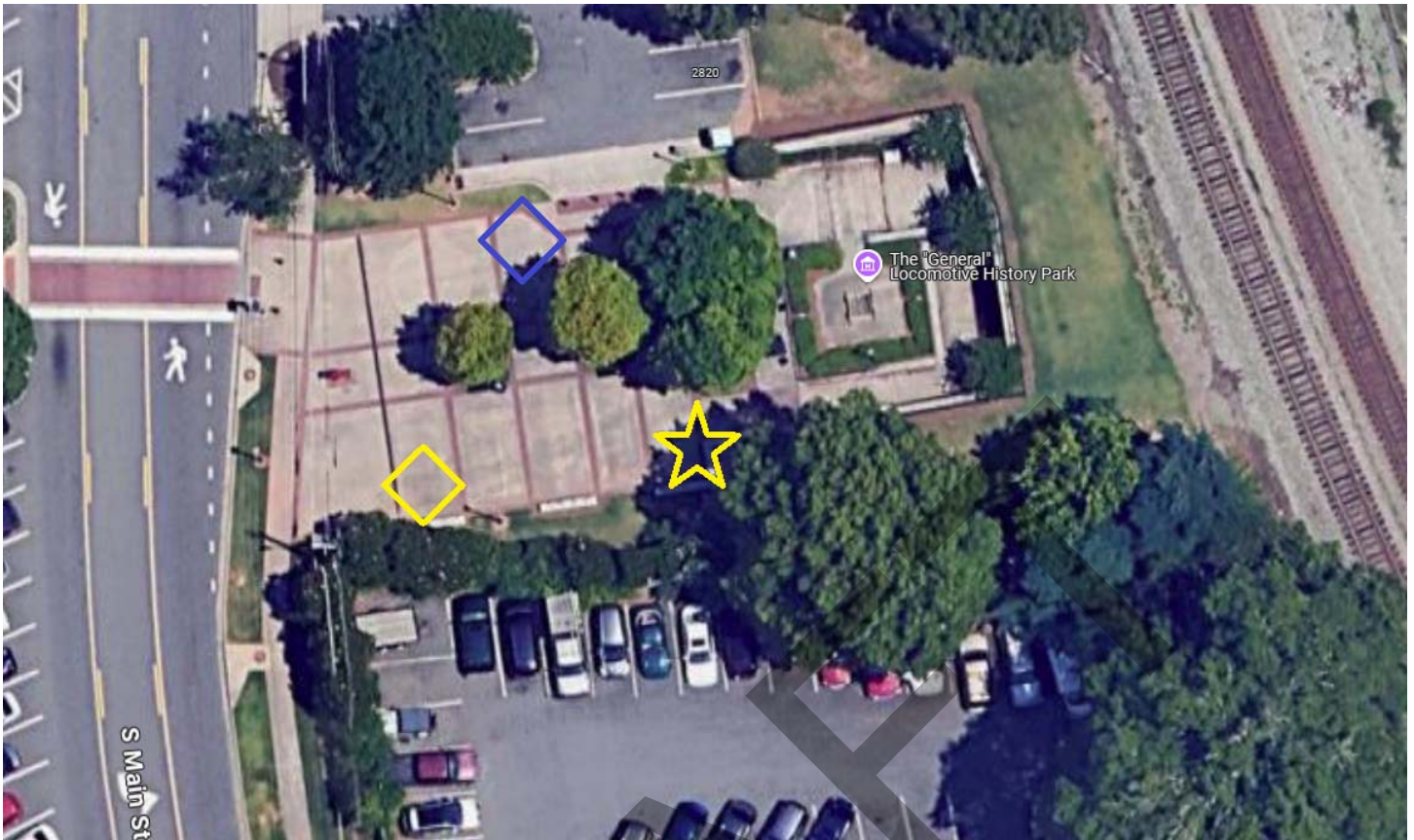
- Access to power
- 3 95-gallon trash cans; will roll these to pre-determined area for pick up at end of event
- KDDA table/chairs/tent (for Downtown promo space)
- No road closures or parking closures required
- Set up: 2 hours prior to event time; Breakdown: 1.5 hours after event end – Miranda to be onsite from start of setup to end of breakdown

Event Plan:

- Host a creole/zydeco band during the event hours to play music and create a festive atmosphere.
- Bring in a food vendor to provide a “Fat Tuesday” treat to event participants. This would either be mini-pancakes, donuts, or similar treat, and would be provided free to event participants during the posted event hours.
- Set up a tent to provide information to promote Downtown Kennesaw – social media follow cards, tabletop game to win Downtown promo items (which I have in stock), and information on upcoming City events.
- Free mardi gras beads for everyone!

Funding:

This event will be funded from Economic Development’s budget using downtown development/promotional funds.



Blue diamond: Downtown promotional tent/table

Yellow diamond: Food station

Yellow Star: Band/Music

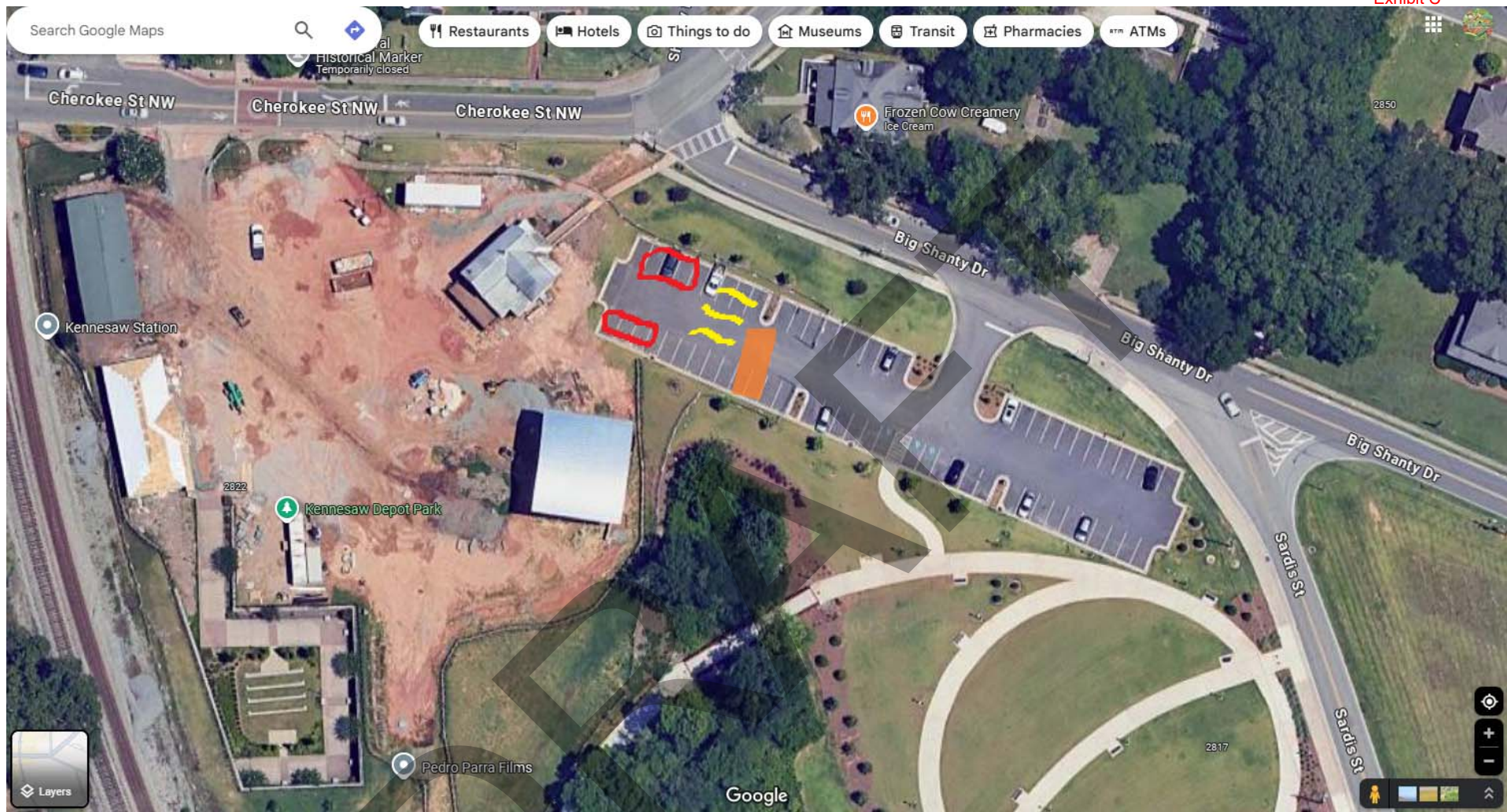
Pi Day Friday Pop-up event Summary

Pi Day (3.14) is an opportunity to host a small event to increase community engagement in Downtown Kennesaw. As a pop-up event, we will announce the event approximately 10 days in advance using the social media accounts for Downtown Kennesaw. This is intended to be a “surprise”/treat sort of event and to appeal to those who live/work in downtown Kennesaw and are here during the lunchtime hours.

I will work with a local vendor (ideally Pisano's or Vesuvio, but still working out logistics) to purchase pizzas to have on hand during the event hours. I am also reaching out to one of my farmers market vendors to offer dessert pies/slices to event participants. We'll invite community members to stop by during the posted event hours to enjoy a free slice in celebration of Pi Day. I'm also looking into having a DJ play music during the event to create a festive atmosphere.

This event will be funded through Economic Development's budget, using downtown development/promotion funds.

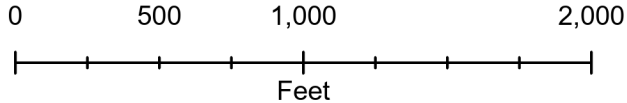
Set-up and clean-up from a staff perspective is minimal. I'm requesting Public Works to drop off 3 A-frame barricades (to close off the portion of the parking lot closest to the yellow house) and 4 96-gallon trash cans. I will also need assistance from either PW or Parks to help bring over some tables and chairs from KDDA storage to use during the event, and to then help transport those back to storage at the end of the event. I will be on-site for the duration of the event (from start of set-up to the end of clean-up). I'll ensure the area is clean before leaving and will roll the trash cans to the area pre-arranged with Public Works for pickup.



Orange line: Barricades to close portion of lot

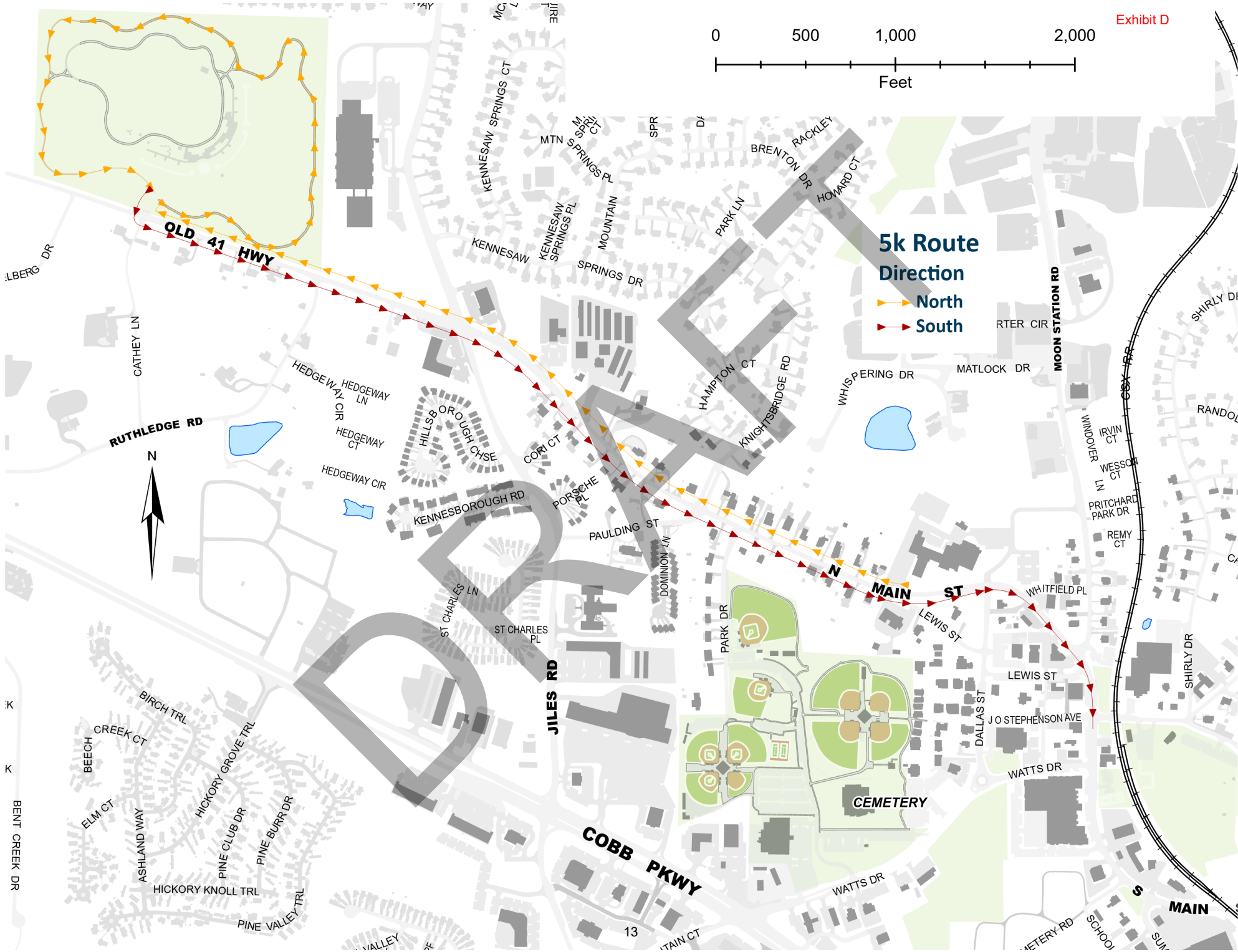
Red boxes: Pizza and/or dessert stations

Yellow lines: table/chair setup



**5k Route
Direction**

- North
- South



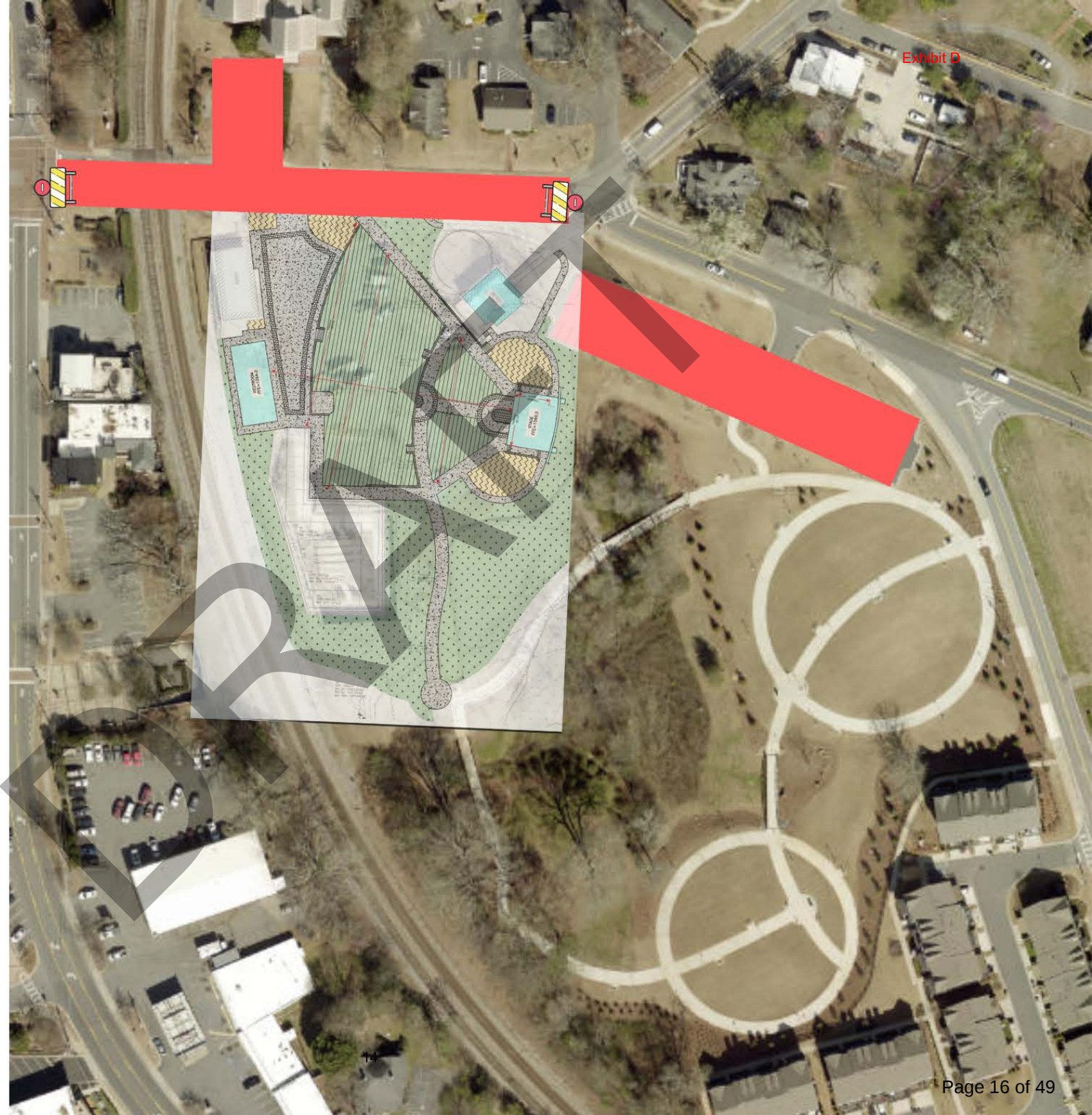
Amphitheater Events Road Closure Map



**ROAD
CLOSURE**



**EVENT
FOOTPRINT**





-  Road Closure
-  Event Footprint
-  Amphitheater

Salute to America 2025 Layout



Item Report

TO:

FROM:

DATE: March 6, 2025

TITLE: **November 1 - Taste of Kennesaw**
Food, music & shopping in downtown Kennesaw

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Taste of Kennesaw (2025)_Redacted



City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at the Ben Robertson Community Center, located at 2753 Watts Drive, Kennesaw, GA 30144. Direct your applications to Marty Hughes, Events Committee Chair at mhughes@kennesaw-ga.gov; or mail at 2529 J.O. Stephenson Ave., Kennesaw, GA 30144.

A NON-REFUNDABLE APPLICATION FEE OF \$50 IS DUE UPON RECEIPT OF THIS APPLICATION. CHECK TO BE MADE TO CITY OF KENNESAW.

You will be notified of the exact Kennesaw Events Committee meeting date so you can be present to discuss your event with the committee members. You are required to attend that meeting.

Please note that filling out an application does not guarantee approval of requests. Final approval or denial shall be made by the City Manager or his designee. If you have filed this application without adequate time for complete processing, we will ask you to re-file your request at a later date.

Name of Event Taste of Kennesaw
Type of Event Community "Taste of" event food, entertainment and sponsors
Event Date(s): 1st choice November 1, 2025 2nd Choice None
Event Site being requested: Main Street - Downtown Kennesaw - see attached
Beginning Time(s) Sat - 11:00 a.m. am/pm to Ending Time(s) Sat - 6:00 p.m. am/pm
Event Set up Time Oct. 31 - 11:00 p.m. Event Clean up Time Nov. 1 - 6:00 p.m. - Midnight
Purpose of Event Community "Taste of" event to enhance local business and quality of life for citizens
Details of the Event Community "Taste of" event food, entertainment & sponsors - benefiting 5 charities

City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

1. Applicant/Organization Kennesaw Business Association
Address P.O. Box 777; Kennesaw, GA 30156
Phone Number 770-423-1330 Fax Number 770-293-0047
E-mail Address/Website billwatson@jrmmanagment.com / kennesawbusiness.org

2. Name of Organizer/Contact Person Bill Watson
Phone Number [REDACTED] Email billwatson@jrmmanagment.com

Any Other Organizers Name(s) _____
Phone Number _____ Email _____

3. General Event Information:

Number of person(s) expected 15,000 Have you previously held this Event? Yes
What types of advertising will you use to promote this event? Print, billboards, radio, social media
To whom are you marketing Families and general public

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting City Personnel? List required assistance: Yes, security - traffic control - Parks & Rec and Public Works - see attached.

Are you requesting City Streets to be closed for your event, if so which ones? Yes - see attached

Are you requesting City Facilities for this event? Yes - see attached

Are you requesting City Equipment for this event? Yes - see attached

Are you requesting Trash and Recycling? Yes - see attached - trash cans

5. Is your event a fundraiser? Yes If yes, for whom or what organization(s)? ALL proceeds benefit 5 charities - Jerry Worthan Christmas, Shop with, Mustang, Warrior & Longhorn; Kenn Teen Center

6. **We will need the Following Supporting Documents along with your Application:**

1. **Property Owner's Affidavit** (if Private Property is to be used in conjunction with your event).
2. A **Certificate of Insurance**, in the amount of \$1,000,000 or as determined to be appropriate to

City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
4. Include your **Cleanup/Recycling Plan**.
5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
7. Attached map showing the event site & set-up.

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Departments Notified

City Clerk

Events Committee Chairperson

Events Committee Secretary

Mayor and Council Approval

Mayor and Council Denial

Date _____

Notification _____

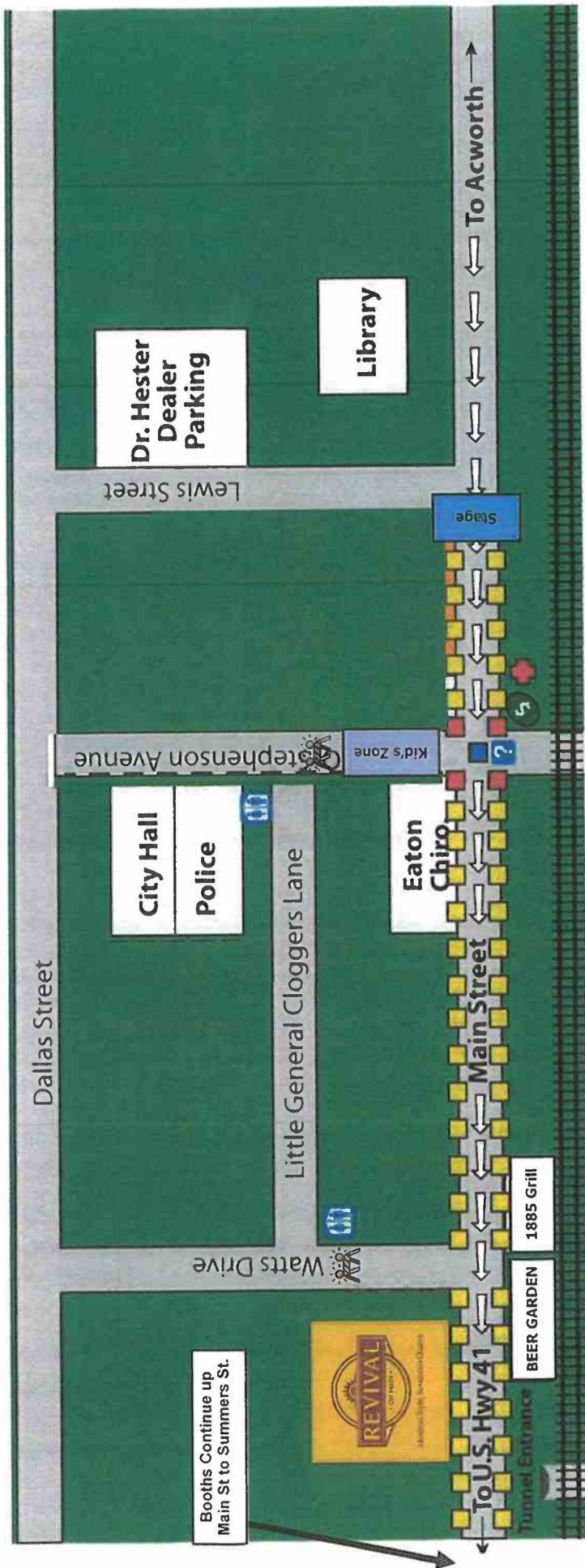
City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144





2025 Superior Plumbing Taste of Kennesaw
Facilities Use Permission

1. Use of the City Parking Lot adjacent to tunnel on Main St (October 31st after close of business 11:00 p.m.) and the tunnel entrance/plaza off Main St. on Friday October 31 and Saturday November 1, 2025.
2. Use of and approval to place the County stage across Main St. at Lewis St.
3. General assistance and support from the Parks and Recreation Departments, Police and Public Works Departments during the weekend with ground maintenance, operations, and garbage removal. Specifically:
 - Provide as many Herby Curby (96 gal) roll trash cans as possible – half on corner of J.O. Stephenson and Main St. and half on plaza.
 - Cut and trim grass and shrubs in downtown area.
 - Notify CSX of the event.
 - Check all City power for integrity and function along Main St, on the plaza, Confederate Park.
 - Check all City water sources for integrity and function along Main St, on the plaza, Conf. Park.
 - Have a city electrician on call for any power issues on Saturday.
 - Provide all barricades and signage needed to block roads and reroute traffic.
 - Provide in cooperation with Police use of large vehicles to block entrances to the festival from vehicle traffic.
 - Place handicap parking signs in designated lots.
4. Approval of using the following outdoor areas owned by the City.
 - A. JO Stephenson Ave from entrance to Eaton Chiro to Main St.
 - B. Main St. from Summer St. to Lewis St.
 - C. Watts Dr from Little General Cloggers Lane to Main St.
 - a. This will be the entrance for Revive.
 - D. City Parking Lot adjacent to tunnel on Main St.
 - E. Tunnel entrance/plaza off Main St.
 - F. Parking spaces on Watts Dr and Main Street are adjacent to Revival on Main.
5. Approval of street closings:
 - A. Beginning Friday, October 31, 2025, at 11:00 p.m. until November 1, 2025, at 12:00 a.m./Midnight; Cherokee Street from Main Street to Shirley Drive/Big Shanty Drive. Main Street from Summer St. to Lewis St.; J.O. Stephenson Ave from entrance to Eaton Chiro to Main St; Lewis St. from Little General Cloggers Lane to Main St.
6. In addition to these specific requests, we seek the general assistance and support of the City of Kennesaw as a partner with the 2025 Taste of Kennesaw.



Taste of Kennesaw - Saturday

November 1, 2025 - 11 a.m. - 6 p.m.



 **IRS** Department of the Treasury
Internal Revenue Service
P.O. Box 2808
Cincinnati OH 45201

In Reply Refer to: 02482202B
Mar, 24, 2010 LTR 41680 80
55-2164571 000000 00
00013748
BOPC: TE

 KENNESAW BUSINESS ASSOCIATION INC
X FRANK DOONE
PO BOX 777
KENNESAW GA 30146-0777

001896

Employer Identification Number: xx-xxx4571
Person to Contact: R Clemens
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

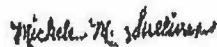
This is in response to your Mar. 15, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(6) of the Internal Revenue Code in a determination letter issued in September 1995.

Because you are not an organization described in section 170(c) of the Code, donors may not deduct contributions made to you. You should advise your contributors to that effect.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Michael M. Sullivan, Oper. Mgr.
Accounts Management Operations I



Item Report

TO:

FROM:

DATE: March 6, 2025

TITLE: **First Friday Concert Series**
Five concerts with free live music in downtown

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2025-FirstFriday-Event-Application



City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at City Hall. Direct your applications to Marty Hughes, Events Committee Chair at mhughes@kennesaw-ga.gov.

A NON-REFUNDABLE APPLICATION FEE OF \$50 IS DUE UPON RECEIPT OF THIS APPLICATION. CHECK TO BE MADE TO CITY OF KENNESAW.

You will be notified of the exact Kennesaw Events Committee meeting date so you can be present to discuss your event with the committee members. **You are required to attend that meeting.**

Please note that filling out an application does not guarantee approval of requests. Final approval or denial is determined by the City as well as contingent upon the applicant completing the required actions, submitting the required funds, etc. If you have filed this application without adequate time for processing and coordination, the applicant must re-file the request for a new event date.

Name of Event _____

Type of Event _____

Event Date(s): 1st choice _____ 2nd Choice _____

Event Site being requested: _____

Beginning Time(s) _____ am/pm to Ending Time(s) _____ am/pm

Event Set up Time _____ Event Clean up Time _____

Purpose of Event _____

Details of the Event _____

KDDA will allow use of their tables/chairs for FF patrons; KDMA will sell tables as VIP seating for event sponsors and patrons who want reserved seating. Patrons can also bring their own chair (for free); we will need to use the parking lot for free seating and KDMA is communicating with 1885 on the need for parking lot closure on First Fridays. Bands are paid using budgeted funds from the city's Main Street program. Set-up/clean-up is managed by KDMA volunteers.

1. Applicant/Organization _____

Address _____

Phone Number _____ Fax Number _____

E-mail Address/Website _____

2. Name of Organizer/Contact Person _____

Phone Number _____ Email _____

Any Other Organizers Name(s) _____

Phone Number _____ Email _____

3. General Event Information:

Number of person(s) expected _____ Have you previously held this Event? _____

What types of advertising will you use to promote this event? _____

To whom are you marketing _____

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting **City Personnel**? List required assistance: _____

We will need Public Works to drop off trash cans/barricades, and will hire off duty officer

Are you requesting **City Streets** to be closed for your event, if so which ones? _____

Are you requesting **City Facilities** for this event? _____

Are you requesting **City Equipment** for this event? _____

Are you requesting Trash and Recycling? _____

5. Is your event a fundraiser? _____ If yes, for whom or what organization(s)? _____

Raised funds help KDMA support downtown merchants and sponsorship of downtown beautification/other projects

6. **We will need the Following Supporting Documents along with your Application:**

1. **Property Owner's Affidavit** (if Private Property is to be used in conjunction with your event).

2. **A Certificate of Insurance**, in the amount of \$1,000,000 or as determined to be appropriate to
City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
4. Include your **Cleanup/Recycling Plan**.
5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
7. Attached map showing the event site & set-up.

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

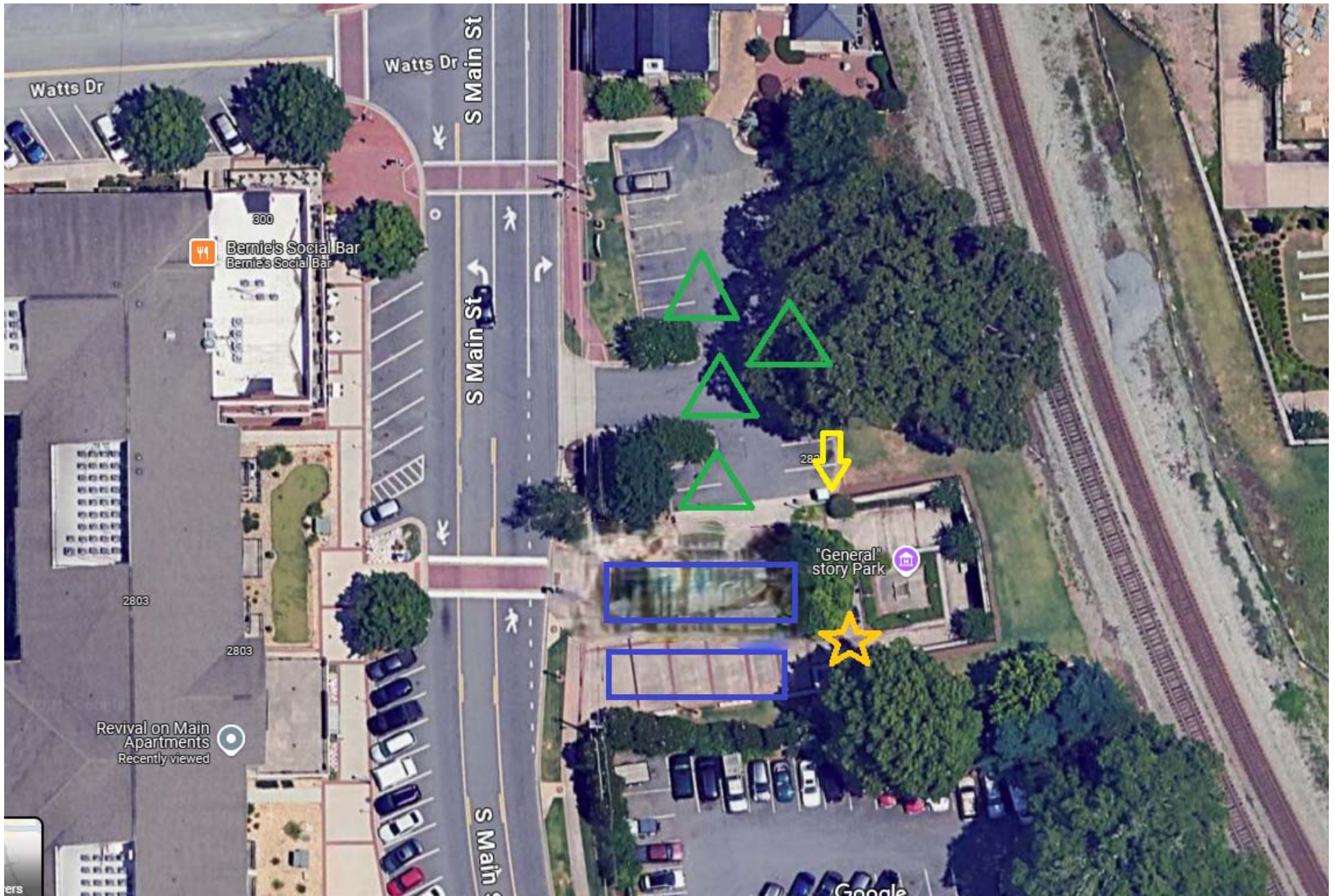
Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____

Notification _____



Map Legend:

Gold Star: Band Setup

Blue Rectangles: VIP Tables

Green Triangles: Free seating (bring own chairs)

Yellow arrow: event portapotty



Item Report

TO:

FROM:

DATE: March 6, 2025

TITLE: **May 3 - Decoration Day**
Clean-up event at Kennesaw City Cemetery

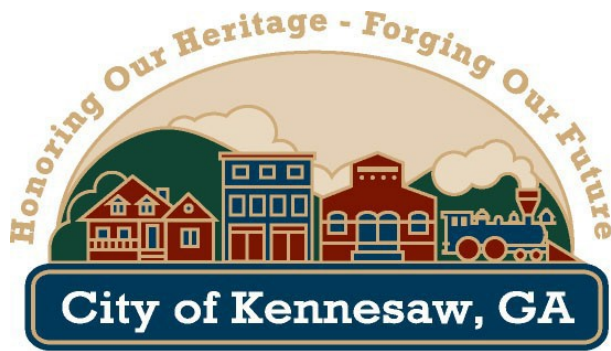
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Decoration Day



City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at City Hall. Direct your applications to Marty Hughes, Events Committee Chair at mhughes@kennesaw-ga.gov.

A NON-REFUNDABLE APPLICATION FEE OF \$50 IS DUE UPON RECEIPT OF THIS APPLICATION. CHECK TO BE MADE TO CITY OF KENNESAW.

You will be notified of the exact Kennesaw Events Committee meeting date so you can be present to discuss your event with the committee members. **You are required to attend that meeting.**

Please note that filling out an application does not guarantee approval of requests. Final approval or denial is determined by the City as well as contingent upon the applicant completing the required actions, submitting the required funds, etc. If you have filed this application without adequate time for processing and coordination, the applicant must re-file the request for a new event date.

Name of Event _____

Type of Event _____

Event Date(s): 1st choice _____ 2nd Choice _____

Event Site being requested: _____

Beginning Time(s) _____ am/pm to Ending Time(s) _____ am/pm

Event Set up Time _____ Event Clean up Time _____

Purpose of Event _____

Details of the Event _____

1. Applicant/Organization _____

Address _____

Phone Number _____ Fax Number _____

E-mail Address/Website _____

2. Name of Organizer/Contact Person _____

Phone Number _____ Email _____

Any Other Organizers Name(s) _____

Phone Number _____ Email _____

3. General Event Information:

Number of person(s) expected _____ Have you previously held this Event? _____

What types of advertising will you use to promote this event? _____

To whom are you marketing _____

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting **City Personnel**? List required assistance: _____

Are you requesting **City Streets** to be closed for your event, if so which ones? _____

Are you requesting **City Facilities** for this event? _____

Are you requesting **City Equipment** for this event? _____

Are you requesting Trash and Recycling? _____

5. Is your event a fundraiser? _____ If yes, for whom or what organization(s)? _____

6. **We will need the Following Supporting Documents along with your Application:**

1. **Property Owner's Affidavit** (if Private Property is to be used in conjunction with your event).

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the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
4. Include your **Cleanup/Recycling Plan**.
5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
7. Attached map showing the event site & set-up.

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____

Notification _____



Item Report

TO:

FROM:

DATE: March 6, 2025

TITLE: **May 18 - Memorial Flag Day Placement**
DAR placing flags at Kennesaw City Cemetery

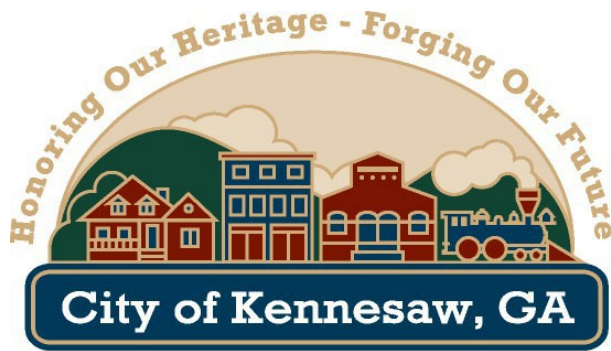
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Memorial Day Flag Placement



City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at City Hall. Direct your applications to Marty Hughes, Events Committee Chair at mhughes@kennesaw-ga.gov.

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Name of Event _____

Type of Event _____

Event Date(s): 1st choice _____ 2nd Choice _____

Event Site being requested: _____

Beginning Time(s) _____ am/pm to Ending Time(s) _____ am/pm

Event Set up Time _____ Event Clean up Time _____

Purpose of Event _____

Details of the Event _____

1. Applicant/Organization _____

Address _____

Phone Number _____ Fax Number _____

E-mail Address/Website _____

2. Name of Organizer/Contact Person _____

Phone Number _____ Email _____

Any Other Organizers Name(s) _____

Phone Number _____ Email _____

3. General Event Information:

Number of person(s) expected _____ Have you previously held this Event? _____

What types of advertising will you use to promote this event? _____

To whom are you marketing _____

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting **City Personnel**? List required assistance: _____

Are you requesting **City Streets** to be closed for your event, if so which ones? _____

Are you requesting **City Facilities** for this event? _____

Are you requesting **City Equipment** for this event? _____

Are you requesting Trash and Recycling? _____

5. Is your event a fundraiser? _____ If yes, for whom or what organization(s)? _____

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City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
4. Include your **Cleanup/Recycling Plan**.
5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
7. Attached map showing the event site & set-up.

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____

Notification _____



Item Report

TO:

FROM:

DATE: March 6, 2025

TITLE: **August 15-16 - Pigs & Peaches**
BBQ festival and competition in downtown

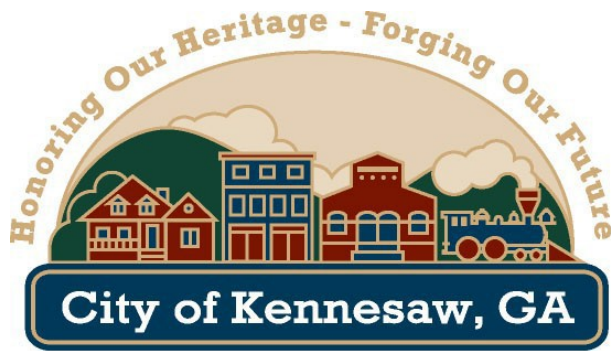
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Aug Pigs and Peaches Request



City of Kennesaw Special Event Application

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Name of Event _____

Type of Event _____

Event Date(s): 1st choice _____ 2nd Choice _____

Event Site being requested: _____

Beginning Time(s) _____ am/pm to Ending Time(s) _____ am/pm

Event Set up Time _____ Event Clean up Time _____

Purpose of Event _____

Details of the Event _____

1. Applicant/Organization_____

Address_____

Phone Number_____Fax Number_____

E-mail Address/Website_____

2. Name of Organizer/Contact Person_____

Phone Number_____Email_____

Any Other Organizers Name(s)_____

Phone Number_____Email_____

3. General Event Information:

Number of person(s) expected_____Have you previously held this Event?_____

What types of advertising will you use to promote this event?_____

To whom are you marketing _____

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting **City Personnel**? List required assistance: _____

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City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

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3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
4. Include your **Cleanup/Recycling Plan**.
5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
7. Attached map showing the event site & set-up.

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____

Notification _____



Item Report

TO:

FROM:

DATE: March 6, 2025

TITLE: **Saturday Night Kick Off**
College Football Viewing at United Bankshares Amphitheater

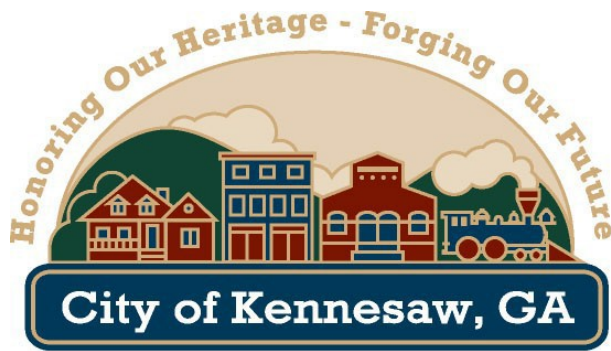
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Aug Football Viewing



City of Kennesaw Special Event Application

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Purpose of Event _____

Details of the Event _____

1. Applicant/Organization_____

Address_____

Phone Number_____Fax Number_____

E-mail Address/Website_____

2. Name of Organizer/Contact Person_____

Phone Number_____Email_____

Any Other Organizers Name(s)_____

Phone Number_____Email_____

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6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
7. Attached map showing the event site & set-up.

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____

Notification _____



Item Report

TO:

FROM:

DATE: March 6, 2025

TITLE: **Movie Series**
Movie viewing at United Bankshares Amphitheater

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Oct-Nov-Dec Movie Series



City of Kennesaw Special Event Application

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Name of Event _____

Type of Event _____

Event Date(s): 1st choice _____ 2nd Choice _____

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Beginning Time(s) _____ am/pm to Ending Time(s) _____ am/pm

Event Set up Time _____ Event Clean up Time _____

Purpose of Event _____

Details of the Event _____

1. Applicant/Organization _____

Address _____

Phone Number _____ Fax Number _____

E-mail Address/Website _____

2. Name of Organizer/Contact Person _____

Phone Number _____ Email _____

Any Other Organizers Name(s) _____

Phone Number _____ Email _____

3. General Event Information:

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6. **We will need the Following Supporting Documents along with your Application:**

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6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
7. Attached map showing the event site & set-up.

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____

Notification _____