



**Events Committee
Meeting Agenda
September 4, 2025 3:30 PM
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

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: Rachel Mikell

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Approval of the meeting minutes from August 7, 2025.
- 3. Announcements/ Public Comment**
- 4. Old Business**
- 5. New Business**
 - A. **September 10 – Sip & Social**
A monthly community networking event, held on the second Wednesday of each month.
 - B. **September 18 - Historic Walking Tour**
Kennesaw 101 Walking Tour of Downtown Kennesaw
 - C. **October 4 - Walk A Mile 2025**

A one-mile walk to raise awareness about domestic violence.

D. **October 13 - Faith & Blue**

A collaborative community gathering bringing together law enforcement, faith-based organizations, and residents to build relationships and strengthen connections.

E. **December 13, 2025 – Wreaths Across America Program**

A one-hour program followed by wreath placement.

6. **Adjourn**



Item Report

TO:
FROM:
DATE: September 4, 2025
TITLE: **September 10 – Sip & Social**
A monthly community networking event, held on the second Wednesday of each month.

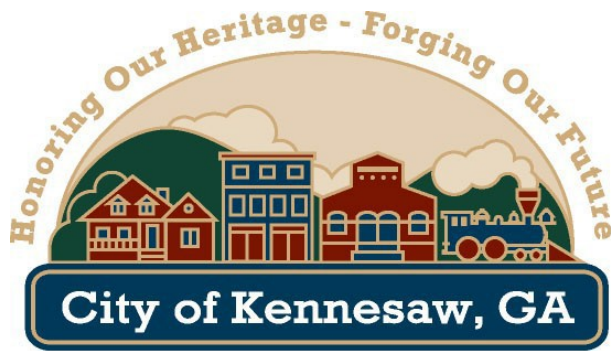
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 1885-SipSocial-EventApp_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 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 Sip and Social

Type of Event Social networking event

Event Date(s): 1st choice second Wednesday of every month 2nd Choice _____

Event Site being requested: The front four parking spots of the parking lot attached to 1885 grill kennesaw

Beginning Time(s) 4:30 PM am/pm to Ending Time(s) 7:00 PM am/pm

Event Set up Time 3:30 PM Event Clean up Time 8:00 PM

Purpose of Event Social networking event

Details of the Event This is a social and networking event for members of the Kennesaw community

Dates for remainder of 2025:

August 13

September 10

October 8

November 12

December 10

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

1. Applicant/Organization 1887 Grill LLC DBA 1885 Grill Kennesaw
Address 2840 S Main Street NW Kennesaw GA 30144
Phone Number 770-833-1614 Fax Number _____
E-mail Address/Website veda@1885grill.com

2. Name of Organizer/Contact Person [REDACTED]
Phone Number [REDACTED] Email [REDACTED]

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

3. General Event Information:
Number of person(s) expected 60 Have you previously held this Event? Yes
What types of advertising will you use to promote this event? Social media + Emails
To whom are you marketing Members of the kennesaw community and customers of 1885 grill.

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: No

Are you requesting **City Streets** to be closed for your event, if so which ones? No

Are you requesting **City Facilities** for this event? No

Are you requesting **City Equipment** for this event? No

Are you requesting Trash and Recycling? No

5. Is your event a fundraiser? No 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).
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 _____

1885

Music
in
garden

Bar

Dumpster

games

games

games

games

Tent

Need First 3
Spaces on
Right + Left
Side.

Clean Up Plan for Monthly Sip + Social

- All trash will be picked up by 1885 staff and disposed of in our dumpster
- All tables and games will be broken down and put away by 1885 staff
- For July's sip and social JRM Event Management will clean up and break down all inflatables



Item Report

TO:
FROM:
DATE: September 4, 2025
TITLE: **September 18 - Historic Walking Tour**
Kennesaw 101 Walking Tour of Downtown Kennesaw

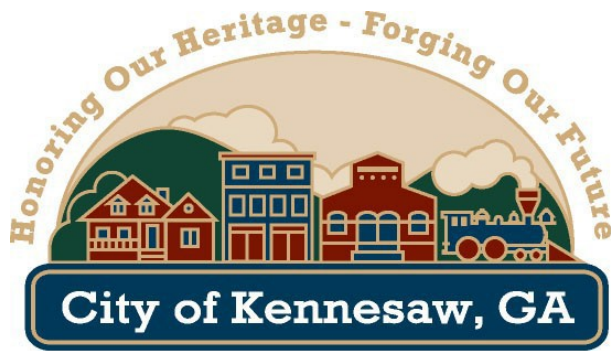
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Kennesaw 101 - Events Committee 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 _____

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).

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 _____



Item Report

TO:

FROM:

DATE: September 4, 2025

TITLE: **October 4 - Walk A Mile 2025**
A one-mile walk to raise awareness about domestic violence.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. WAM 2025_Redacted



City of Kennesaw Special Event Application

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Name of Event Walk A Mile 2025

Type of Event Domestic Violence Awareness

Event Date(s): 1st choice October 4, 2025 2nd Choice _____

Event Site being requested: Swift Cantrell Park

Beginning Time(s) 0900 AM am/pm to Ending Time(s) 1130 AM am/pm

Event Set up Time 0730 AM Event Clean up Time 1130 AM

Purpose of Event Raise Awareness

Details of the Event 1 Mile Walk

1. Applicant/Organization Cobb County Domestic Violence Task Force

Address [REDACTED]

Phone Number [REDACTED] Fax Number [REDACTED]

E-mail Address/Website www.cobbdvtf.com

2. Name of Organizer/Contact Person Lt. Joy Policarpio

Phone Number 404-822-8240 Email jpolicarpio@kennesaw-ga.gov

Any Other Organizers Name(s) Sirpa Vigdorov

Phone Number [REDACTED] Email [REDACTED]

3. General Event Information:

Number of person(s) expected 100 Have you previously held this Event? Yes

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

To whom are you marketing Everyone in all communities

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: No

Are you requesting **City Streets** to be closed for your event, if so which ones? No

Are you requesting **City Facilities** for this event? Yes, Swift Cantrell Park

Are you requesting **City Equipment** for this event? No

Are you requesting Trash and Recycling? Use of park trash cans

5. Is your event a fundraiser? Yes If yes, for whom or what organization(s)? Live Safe Resources

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 _____



Item Report

TO:
FROM:
DATE: September 4, 2025
TITLE: **October 13 - Faith & Blue**
A collaborative community gathering bringing together law enforcement, faith-based organizations, and residents to build relationships and strengthen connections.

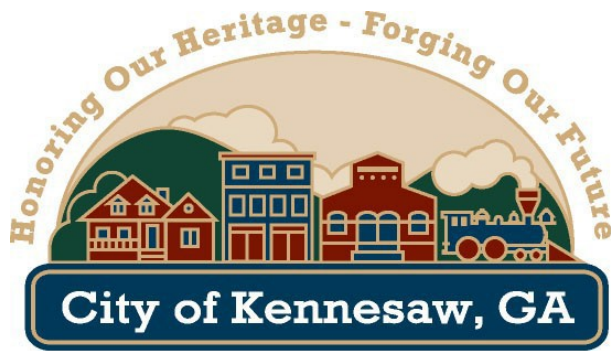
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Faith & Blue Event Application 2025_Redacted



City of Kennesaw Special Event Application

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Name of Event Faith & Blue

Type of Event Community Cookout

Event Date(s): 1st choice October 13, 2025 2nd Choice _____

Event Site being requested: Private Property (Summit Baptist Church)

Beginning Time(s) 6:00 PM am/pm to Ending Time(s) 8:00 PM am/pm

Event Set up Time 5:00 PM Event Clean up Time 8:30 PM

Purpose of Event Community Event with Law Enforcement, Faith Based Organization, and Community

Details of the Event Community Cookout (Free)

1. Applicant/Organization Kennesaw Police Department

Address 2539 J.O. Stephenson Ave, Kennesaw, GA 30144

Phone Number 770424-8274 Fax Number _____

E-mail Address/Website kennesaw-ga.gov

2. Name of Organizer/Contact Person Officer David Buchanan

Phone Number 678-641-0071 Email dbuchanan@kennesaw-ga.gov

Any Other Organizers Name(s) [REDACTED]

Phone Number [REDACTED] Email [REDACTED]

3. General Event Information:

Number of person(s) expected 100 Have you previously held this Event? no

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

To whom are you marketing Everyone in all communities

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: PD

Are you requesting **City Streets** to be closed for your event, if so which ones? No

Are you requesting **City Facilities** for this event? No

Are you requesting **City Equipment** for this event? Yes, police cars

Are you requesting Trash and Recycling? No

5. Is your event a fundraiser? no If yes, for whom or what organization(s)? n/a

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

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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: September 4, 2025

TITLE: **December 13, 2025 – Wreaths Across America Program**
A one-hour program followed by wreath placement.

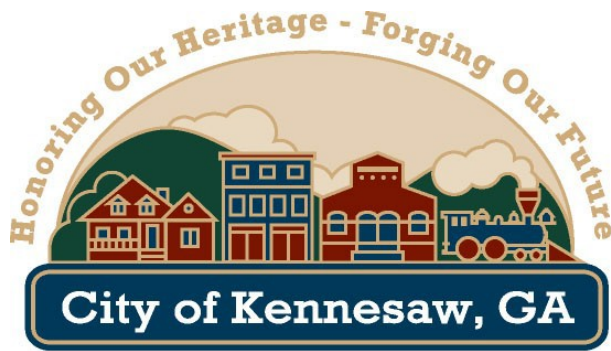
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. DAR 2025-Event-Application-WAA_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 City Hall. Direct your applications to James Friedrich, Events Committee Chair at jfriedrich@kennesaw-ga.gov; or mail at 2529 J.O. Stephenson Ave., Kennesaw, GA 30144.

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Name of Event Wreaths Across America

Type of Event Ceremony and Wreath Placement

Event Date(s): 1st choice 12/13/2025 2nd Choice N/A

Event Site being requested: Kennesaw City Cemetery

Beginning Time(s) 12:00 pm am/pm to Ending Time(s) 2:00 PM & Cleanup am/pm

Event Set up Time 12/12/2025 Event Clean up Time Wreath Pickup 1/12/2026 Est.

Purpose of Event To Honor Veterans

Details of the Event Weaths Across America Program (approx. 1 hr.) with Wreath Placement following

1. Applicant/Organization Kennesaw Mountain Chapter, NSDAR

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 125 Have you previously held this Event? yes

What types of advertising will you use to promote this event? Social Media, Local News

To whom are you marketing General Public/Kennesaw Residents

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: No

Are you requesting **City Streets** to be closed for your event, if so which ones? No

Are you requesting **City Facilities** for this event? Kennesaw City Cemetery

Are you requesting **City Equipment** for this event? Yes - Tent, Chairs, Podium, Sound System, Table, Porta Potty

Are you requesting **Trash and Recycling**? Trash - 12/13/24 for Wreath Shipping Boxes. Chapter will recycle wreaths.

5. Is your event a fundraiser? No If yes, for whom or what organization(s)? N/A

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

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- 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.
3000 Cemetery St, Kennesaw, Georgia

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 _____

City of Kennesaw Events Committee Fee Schedule

KENNESAW RESOLUTION NO. 2023-44

Department	Fee Type	Fee	Reference
Events Committee	Event Application Fee	\$50 nonrefundable application fee for all events	To be waived only when a City department or board is a primary or co-applicant
Events Committee	Police Officer Alcohol Beverage Concession Support	See prices outlined by Off Duty Management web- based service https://www.kennesaw-ga.gov/hire-off-duty/ .	2 hour minimum
Events Committee	Police Officer Support for City Sanctioned Events	See prices outlined by Off Duty Management web- based service https://www.kennesaw-ga.gov/hire-off-duty/ .	The number of required officers at an event is determined by the type of event
Events Committee	Police Officer Special Events at City Facilities for external rentals	See prices outlined by Off Duty Management web- based service https://www.kennesaw-ga.gov/hire-off-duty/ .	2 hour minimum
Events Committee	Public Works Street Closings	\$48 per hour, with 4-hour minimum plus \$20 per sign required (based on special event application)	Based on rate for two person crew
Events Committee	Barricade Replacement	\$275 each	Only charged if barricade is damaged or stolen
Events Committee	Maintenance Dept	\$50 per hour, per person with 4-hour minimum for custodial support	Charge for non-City events
Events Committee	Maintenance Dept	\$50 per hour, per person, with 2-hour minimum for other maintenance (such as electrical)	Charge for non-City events
Events Committee	Race Fee	\$2,000	In effect January 2013. The fee covers the City's costs and does include the \$500 Orion Racing fees the City's contract required
Events Committee	Recreation Staff	\$48 per hour, per employee if requested in Special Event Application	

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