



**Events Committee
Meeting Agenda
February 5, 2026 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 December Meeting Minutes
- 3. Announcements/ Public Comment**
- 4. Old Business**
- 5. New Business**
 - A. April 18 & 19, 2026 - Big Shanty Festival - Community festival with arts & crafts, food, entertainment and sponsors.
 - B. May 2, 2026 - Decoration Day- Families are invited to help clean gravesites and enjoy a guided tour
 - C. May 16, 2026 - Art Blooms Downtown Flower Walk - Participants will visit Downtown Kennesaw businesses to collect flowers and build their own

bouquet, with a small artisan market and plaza activities along the way.

- D. May 16, 2026 - Main Street Cruise In - Community car show at fundraiser and raise awareness for Special Olympics Georgia
- E. June 6, 2026 - House of Hope Outreach Ministry - Evangelism Outreach from a local church

6. Adjourn



Item Report

TO:
FROM:
DATE: February 5, 2026
TITLE: April 18 & 19, 2026 - Big Shanty Festival - Community festival with arts & crafts, food, entertainment and sponsors.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Big Shanty Festival 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 Kennesaw Big Shanty Festival

Type of Event Community Arts & Craft Festival

Event Date(s): 1st choice April 18 & 19 2nd Choice _____

Event Site being requested: Downtown Kennesaw Area (See Attached)

Beginning Time(s) Sat. 10 am/ Sun- Noon am/pm to Ending Time(s) Sat 6 pm/ Sun 5pm am/pm

Event Set up Time April 17, 18, 19 Event Clean up Time April 19 - 5 p.m.

Purpose of Event Community event to enhance local business and quality of life for local families

Details of the Event Community festival with arts & crafts, food, entertainment and sponsors

1. Applicant/Organization Kennesaw Business Association (KBA)

Address P.O. Box 777, Kennesaw, GA 30156

Phone Number [REDACTED] Fax Number [REDACTED]

E-mail Address/Website [REDACTED]

2. Name of Organizer/Contact Person Bill Watson

Phone Number [REDACTED] Email [REDACTED]

Any Other Organizers Name(s) _____

Phone Number _____ Email _____

3. General Event Information:

Number of person(s) expected 30,000 Have you previously held this Event? Yes

What types of advertising will you use to promote this event? Print, billboard, 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- see attached

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

Need City Personnel for security-traffic control, parks & recreation, public works

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

Are you requesting **City Equipment** for this event? Yes- see attached - trucks block roads

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)? KBA

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 _____



2026 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 (high and middle school jazz bands) 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 16 – Sunday April 19.
4. General assistance and support from the Parks and Recreation Department, Police Department and Public Works 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, Commemorative Park and in front of the Museum.
 - Check all City water sources for integrity and function along Main St, on the plaza, Commemorative 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. We will staff lot at corner of Cherokee - Sardis – Big Shanty Drive for the event and set-up. Primarily handicap parking with small area designated for loading and unloading to the stage and a couple of vendors.
5. Removal of all vehicles from City Hall after 5:00 p.m. closing on April 17, 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. Behind City Hall area
 - 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 17 at 6:00 p.m. until Sunday, April 19 at 9:00 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.
- B. Beginning Saturday, April 18 at 6:00 a.m. until Sunday, April 19 at 9:00 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 2026 Kennesaw/Big Shanty Festival.



April 18 & 19

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





Item Report

TO:
FROM:
DATE: February 5, 2026
TITLE: May 2, 2026 - Decoration Day- Families are invited to help clean gravesites and enjoy a guided tour

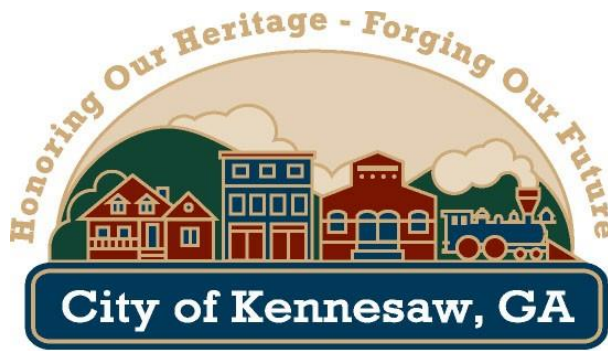
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026 Event Application - 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; or mail at 2529 J.O. Stephenson Ave., Kennesaw, GA 30144.

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Name of Event: Decoration Day

Type of Event: Annual Clean Up Event

Event Date(s): 1st choice Saturday, May 2, 2026 **2nd Choice** _____

Event Site being requested: Kennesaw City Cemetery

Beginning Time(s): 9:00 am to **Ending Time(s)** 12:00 pm

Event Set up Time 8:00 a.m. **Event Clean up Time** 1:00 p.m.

Purpose of Event: A date for family of those interred to clean gravesites and grounds.

Details of the Event: 9 a.m. – introduction, drinks and light breakfast available; remainder of event – clean monuments; 11 a.m. – tour provided by Andrew Bramlett.

1. Applicant/Organization: **Cemetery Preservation Commission // City Clerk's Office**

Address: **2529 J.O. Stephenson Avenue, Kennesaw, GA 30144**

Phone Number: **770-429-4546**

Fax Number _____

E-mail Address/Website: lavarez@kennesaw-ga.gov

2. Name of Organizer/Contact Person: **Lea Alvarez**

Phone Number: **770-429-4546**

Email: lavarez@kennesaw-ga.gov

Any Other Organizers Name(s): **Nick Simpson**

Phone Number: **770-429-4546**

Email: nsimpson@kennesaw-ga.gov

3. General Event Information:

Number of person(s) expected: **20-25**

Have you previously held this Event: **Yes**

What types of advertising will you use to promote this event?: **email and City social media**

To whom are you marketing: **families of those buried in the Kennesaw City Cemetery as well as those who might be interested in participating for volunteer hours.**

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; 2 trash cans & water from PW; 3 tables and 10 chairs from P&R.**

Are you requesting Trash and Recycling? **Yes.**

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

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 Events Committee Fee Schedule

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 \$10 per sign required (based on special event application)	Based on rate for two person crew
Events Committee	Barricade Replacement	\$120 each	Only charged if barricade is damaged or stolen
Events Committee	Maintenance Department	\$20 per hour, per person with 2-hour minimum for custodial support	Charge for non-City events
Events Committee	Maintenance Department	\$25 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. Fee covers City's costs; does not include \$500 Zulu fees; City contract required
Events Committee	Recreation Staff	\$20 per hour, per employee if requested in Special Event Application	

Kennesaw Resolution No. 2022-42 Master Fee Schedule



Item Report

TO:
FROM:
DATE: February 5, 2026
TITLE: May 16, 2026 - Art Blooms Downtown Flower Walk - Participants will visit Downtown Kennesaw businesses to collect flowers and build their own bouquet, with a small artisan market and plaza activities along the way.

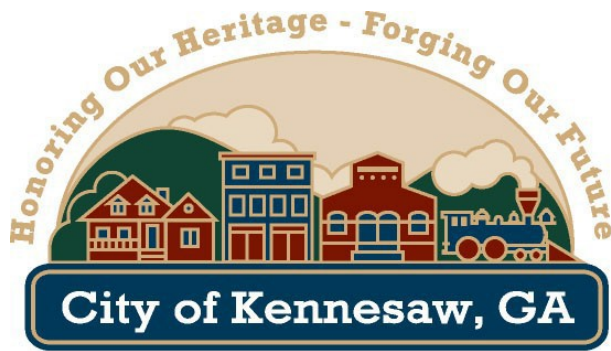
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026 Art Blooms Flower Walk



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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 _____

Check-in will be at the Downtown booth in the plaza. Participants will then go to each participating business, show their ticket, and receive a flower (different flowers will be at each stop) so that by the end of the event they will have a full bouquet to take home. SGG will also have a booth on the plaza and we will host a small (10-12) market with vendors offering handmade art/items related to the Art Blooms theme. We may also have music during the event at the plaza (this is TBD). We'll need some extra trashcans but no barricades or road closure.

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: February 5, 2026
TITLE: May 16, 2026 - Main Street Cruise In - Community car show at fundraiser and raise awareness for Special Olympics Georgia

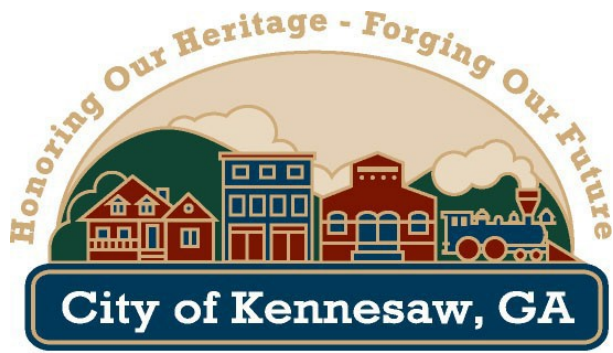
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026 Main Street Cruise-In Event 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.

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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)? _____

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

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- 7. Attached map showing the event site & set-up.

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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: February 5, 2026
TITLE: June 6, 2026 - House of Hope Outreach Ministry - Evangelism Outreach from a local church

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. House of Hope Event



City of Kennesaw Special Event Application

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Name of Event House of Hope outreach ministry

Type of Event street preaching

Event Date(s): 1st choice 06 Jun 2026 2nd Choice same

Event Site being requested: Parking lot main of ~~ministry~~ (move to Commemorative Park)

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

Event Set up Time 11:00 A.M. Event Clean up Time 2:00 pm

Purpose of Event Harvest souls.

Details of the Event Evangelism

1. Applicant/Organization House of Hope Christian Church.

Address _____

Phone Number [redacted] Fax Number Ø

E-mail Address/Website [redacted]

2. Name of Organizer/Contact Person Bishop Louis Holloway Jr

Phone Number same as above Email same as above

Any Other Organizers Name(s) PWP Apostolic Ministry

Phone Number [redacted] Email [redacted]

3. General Event Information: [redacted]

Number of person(s) expected _____ Have you previously held this Event? NO

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

To whom are you marketing Jesus Christ

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: None

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