



**Events Committee
Meeting Agenda
March 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 Meeting Minutes from February 5, 2026
- 3. Announcements/ Public Comment**
- 4. Old Business**
- 5. New Business**
 - A. April 16, 2026 - Police Community Forum - Mental Health Summit - Discussions about mental health resources and an opportunity for the community to speak with KPD
 - B. May 17, 2026 - Memorial Day - Honor our veterans by placing flags and poppies on their graves.
 - C. May 9, 2026 - City of Kennesaw Document Shredding Event - A1 Shredding

will shred documents on site alongside Public Works and ROTC volunteers.

6. Adjourn



Item Report

TO:
FROM:
DATE: March 5, 2026
TITLE: April 16, 2026 - Police Community Forum - Mental Health Summit - Discussions about mental health resources and an opportunity for the community to speak with KPD

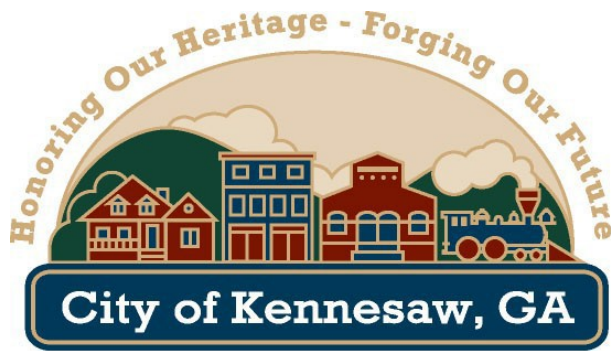
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Police Community Forum 2026 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.

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 Police Community Forum - Mental Health Summit

Type of Event Community Event/Resource

Event Date(s): 1st choice 04/16/26 2nd Choice _____

Event Site being requested: Ben Robertson Community Center

Beginning Time(s) 6:30 PM am/pm to Ending Time(s) 8:30 PM am/pm

Event Set up Time 4:00 PM Event Clean up Time 9:00 PM

Purpose of Event Conversations about mental health, what the Kennesaw Police Department is doing to assist, and community resources

Details of the Event Discussions about mental health resources and an opportunity for the community to speak with KPD

1. Applicant/Organization Kennesaw Police Department/Citizens Advisory Board

Address 2539 J.O. Stephenson Ave

Phone Number 770-429-4535 Fax Number _____

E-mail Address/Website kennesaw-ga.gov/police

2. Name of Organizer/Contact Person Officer David Buchanan

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

Any Other Organizers Name(s) Rod Green

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

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? Yes

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 _____



Item Report

TO:
FROM:
DATE: March 5, 2026
TITLE: May 17, 2026 - Memorial Day - Honor our veterans by placing flags and poppies on their graves.

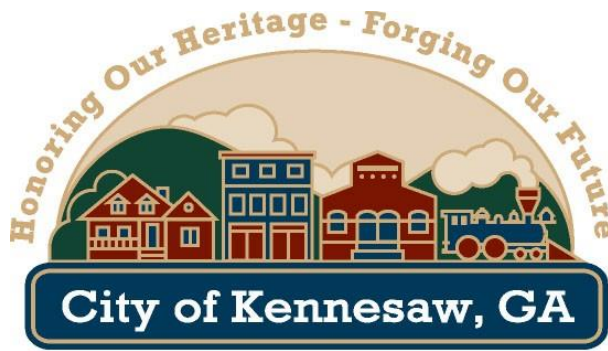
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026 Event Application - Decoration Day



City of Kennesaw Special Event Application

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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: 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: lalvarez@kennesaw-ga.gov

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

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

Email: lalvarez@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: March 5, 2026
TITLE: May 9, 2026 - City of Kennesaw Document Shredding Event - A1 Shredding will shred documents on site alongside Public Works and ROTC volunteers.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026-05-09 KKB Shredding 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.

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