



**Events Committee
Meeting Agenda
April 2, 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. Draft meeting minutes - 03.05.26
- 3. Announcements/ Public Comment**
- 4. Old Business**
- 5. New Business**
 - A. 6/13/26 Unity in the Community Event
 - B. 4/25/26 DEA Drug Takeback Event - Sponsored by the Drug Enforcement Agency, the public will have an opportunity to safely dispose of unused prescription medications.
- 6. Adjourn**

**MINUTES OF EVENTS COMMITTEE MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
March 5, 2026
3:30 PM**

1. Call to Order / Roll Call

Vice Chair Ricky Stewart (Public Works) called the meeting to order at 3:31 p.m. Committee members present: Rachel Mikell (Communications), Bill McNair & Elizabeth Weaver (Parks & Recreation), Kevin Mitchell & Ricky Shumpert (Police), Anna Trapp (City Manager's Office), Vanita Keswani (Smith-Gilbert Gardens), Robbie Balenger (Building Maintenance) and Tracy Shehab (Southern Museum).

Guests present: Lea Alvarez (City Clerk)

2. Approval of the Meeting Minutes

A. Approval of Meeting Minutes from February 5, 2026

Kevin Mitchell moved to approve the February 5, 2026, Events Committee meeting minutes. Bill McNair seconded the motion. There was no discussion. A vote was taken, and the motion was unanimously approved.

3. Announcements/ Public Comment

Vice-Chair Ricky Stewart announced that FIFA had requested information regarding road closures between June 1, 2026, and July 20, 2026. Mr. Stewart noted that the only two events currently requesting road closures during that timeframe are the Summer Sun Run on June 8 and Salute to America on July 3. Elizabeth Weaver mentioned the possibility of adding an event on July 15 that would likely require road closures. Mr. Stewart stated that, for these events, the primary road closures would be along Cherokee Street and Main Street in Downtown Kennesaw.

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

Kevin Mitchell presented the Police Community Forum. He noted that the event will follow the same format as previous forums but will focus specifically on mental health professionals and resources.

Elizabeth Weaver moved to approve the request, and Robbie Balenger seconded. There was no discussion. A vote was taken, and the motion was unanimously

approved.

- B. May 17, 2026 - Memorial Day - Honor our veterans by placing flags and poppies on their graves.

Lea Alvarez presented the Memorial Day Wreath Placement event. She noted that the event is organized by the Daughters of the American Revolution and will involve placing flowers on veterans' graves. At this time, there are no requests for tables, sound systems, or trash services.

Bill McNair moved to approve the request, and Kevin Mitchell seconded. There was no discussion. A vote was taken, and the motion was unanimously approved.

- C. May 9, 2026 - City of Kennesaw Document Shredding Event - A1 Shredding will shred documents on site alongside Public Works and ROTC volunteers.

Vice-Chair Ricky Stewart presented the Document Shredding Event. He noted that the event will follow the same format as in previous years. The event will be held on the Splash Pad side of Swift-Cantrell Park. Setup will begin at 8:00 a.m., the event will conclude at 12:00 p.m., and cleanup will be completed by 1:00 p.m.

Kevin Mitchell moved to approve the request, and Anna Trapp seconded. There was no discussion. A vote was taken, and the motion was unanimously approved.

6. Adjourn

Kevin Mitchell moved to adjourn the meeting at 3:37 p.m., and Robbie Balenger seconded the motion. There was no discussion. A vote was taken, and the motion was unanimously approved.

Rachel Mikell



Item Report

TO:

FROM:

DATE: April 2, 2026

TITLE: 6/13/26 Unity in the Community Event

Summary:

Unity in the Community is an annual Juneteenth celebration hosted by Kennesaw Police Dept & their Citizens Advisory Board. It will feature music, food, games, and public service vendors.

Recommendation:

Fiscal Impact:

Attachments:

1. Unity in the Community Event Committee Application April 2026_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 Unity in the Community

Type of Event Community Event - Juneteenth Celebration

Event Date(s): 1st choice 06/13/26 2nd Choice 06/20/26 (rain date)

Event Site being requested: Swift-Cantrell Park

Beginning Time(s) 11:00 AM am/pm to Ending Time(s) 2:00 PM am/pm

Event Set up Time 8:00 AM Event Clean up Time 4:00 PM

Purpose of Event Juneteenth Celebration, Police Community Relations

Details of the Event Music, food, games, public service vendors

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 Chaplain Rod Green

Phone Number _____

Any Other Organizers Name(s) Officer David Buchanan

Phone Number _____

Email dbuchanan@kennesaw-ga.gov

3. General Event Information:

Number of person(s) expected 150

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, Parks

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? 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
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: April 2, 2026
TITLE: 4/25/26 DEA Drug Takeback Event - Sponsored by the Drug Enforcement Agency, the public will have an opportunity to safely dispose of unused prescription medications.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. DEA Drug Takeback Event Committee Application April 2026



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
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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 _____