



**Events Committee  
Meeting Agenda  
May 7, 2026 3:30 PM  
City Hall Training Room  
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

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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: Miranda Taylor

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
  - A. Draft meeting minutes — 04.02.26
- 3. Announcements/ Public Comment**
- 4. Old Business**
- 5. New Business**
  - A. 6.21.26 - Symbols of the Cemetery Tour - Sponsored by the Kennesaw Cemetery Preservation Commission and Cemetery Preservation Foundation, the walking tour will offer an opportunity to provide education and promotion of the history of the city cemetery.
  - B. 10.23.26 - Haunted Spirits; a Halloween-themed cocktail party/fundraiser for the Kennesaw Museum Foundation. The event will include cocktails and light hors d'oeuvres, film showing, costume contest, and haunted museum tours.

- C. 5.9.26 - City of Kennesaw Shredding Event: A1 Shredding will shred documents on site. Public Works, along with ROTC volunteers, will run the event.
- D. 08.04.26 - National Night Out; a free Touch-a-Truck style event to provide an opportunity for the community to meet and engage with Public Safety Officials. The event would be held at Swift-Cantrell Park and organized by KPD.

**6. Adjourn**

**MINUTES OF EVENTS COMMITTEE MEETING  
CITY OF KENNESAW  
City Hall Training Room  
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)  
April 2, 2026  
3:30 PM**

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**1. Call to Order / Roll Call**

Chair Marty Hughes called the meeting to order at 3:30 pm.

Committee members present: Lee Penton (Building Services), Miranda Taylor (Economic Development), Ricky Stewart & Dave Wilson (Public Works), Robbie Balenger (Building Maintenance), Anna Trapp & Marty Hughes (City Manager), Becca Graham (Communications), Elizabeth Weaver & Bill McNair (Parks), David Buchannan & Rick Shumpert (Police), Vanita Keswani (SGG), Tracy Shehab (Southern Museum).

**2. Approval of the Meeting Minutes**

A. Draft meeting minutes - 03.05.26

The committee reviewed minutes from the March 5 meeting. Bill McNair made a motion to approve the minutes as presented. Ricky Stewart seconded the motion. The motion passed unanimously.

**3. Announcements/ Public Comment**

David Buchannan shared that the concert last weekend was great, and members of the committee agreed it was a successful event.

Marty Hughes announced to the committee that Miranda Taylor will now be serving as Secretary for the group.

**4. Old Business**

Marty Hughes provided an update on the House of Hope outreach event that was previously approved contingent on receiving additional information about the group hosting the event and the number of expected attendees. Marty reported that they expect 20 or less people to attend and that there were no other issues identified with the event as presented. No action required today; this was just an updated report since the prior approval was contingent on updated event details.

**5. New Business**

A. 6/13/26 Unity in the Community Event

David Buchannan presented the application for Unity in the Community on behalf of the Police Department. This event is the same as last year. PD has already reserved the pavilions at Swift-Cantrell Park, and they will need trash cans but should not need additional support. They will coordinate with Public Works if any additional signage is needed for the event. Lee Penton made a motion to approve the event as presented. Robbie Balenger seconded the motion. The vote was taken and the motion passed unanimously.

- 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.

David Buchannan presented the application for the DEA Drug Take Back event. This event requires no city support, as it is a drive-through event for the public to drop off unwanted prescription drugs and all supplies are provided by DEA. PD will have a tent for the event, but there is no need for trash, signage, or barricades. They will set up in the corner of the City Hall parking lot; the event is on a Saturday, so there is no impact on city operations. No action is required since there is no impact on operations.

## **6. Adjourn**

With no further business, the Chair called for a motion to adjourn. Rick Shumpert made a motion to adjourn; seconded by Elizabeth Weaver. Motion passed unanimously, and the meeting was adjourned at 3:35 pm.

[MIN\_SIGNATURES]



## Item Report

**TO:**  
**FROM:**  
**DATE:** May 7, 2026  
**TITLE:** 6.21.26 - Symbols of the Cemetery Tour - Sponsored by the Kennesaw Cemetery Preservation Commission and Cemetery Preservation Foundation, the walking tour will offer an opportunity to provide education and promotion of the history of the city cemetery.

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**

1. Event-Application-Fillable (Dec 2024) - Cemetery Symbols Tour



## 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](mailto: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.

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**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:** May 7, 2026

**TITLE:** 10.23.26 - Haunted Spirits; a Halloween-themed cocktail party/fundraiser for the Kennesaw Museum Foundation. The event will include cocktails and light hors d'oeuvres, film showing, costume contest, and haunted museum tours.

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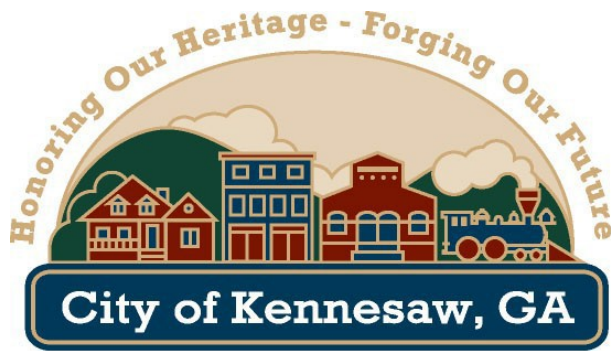
**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**

1. Special Event Application Haunted Spirits



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**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.

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**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:** May 7, 2026  
**TITLE:** 5.9.26 - City of Kennesaw Shredding Event: A1 Shredding will shred documents on site. Public Works, along with ROTC volunteers, will run the event.

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**

1. 2026-05-09 KKB Shredding Event - Application



## City of Kennesaw Special Event Application

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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 \_\_\_\_\_

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Any Other Organizers Name(s) \_\_\_\_\_

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

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- 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 <a href="https://www.kennesaw-ga.gov/hire-off-duty/">https://www.kennesaw-ga.gov/hire-off-duty/</a>	2 hour minimum
Events Committee	Police Officer (Support for City Sanctioned Events)	See prices outlined by Off Duty Management web-based service <a href="https://www.kennesaw-ga.gov/hire-off-duty/">https://www.kennesaw-ga.gov/hire-off-duty/</a>	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 <a href="https://www.kennesaw-ga.gov/hire-off-duty/">https://www.kennesaw-ga.gov/hire-off-duty/</a>	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:** May 7, 2026  
**TITLE:** 08.04.26 - National Night Out; a free Touch-a-Truck style event to provide an opportunity for the community to meet and engage with Public Safety Officials. The event would be held at Swift-Cantrell Park and organized by KPD.

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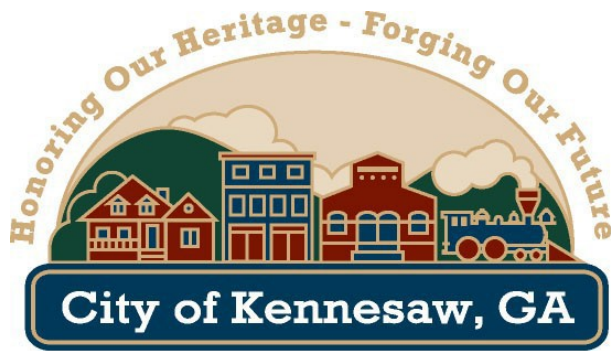
**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**

1. NNO 2026 Event Committee Application



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Purpose of Event \_\_\_\_\_

Details of the Event \_\_\_\_\_

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Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address/Website \_\_\_\_\_

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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 \_\_\_\_\_