



**Events Committee
Meeting Agenda
June 4, 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: Miranda Taylor

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Draft meeting minutes - 05-07-26
- 3. Announcements/ Public Comment**
- 4. Old Business**
- 5. New Business**
 - A. 9.20.26 - Bells Across America — Sponsored by Daughters of the American Revolution, they will present the history of the U.S. Constitution and have bell ringers perform at 4 00 p.m. The applicant requests 3 parking spaces to be reserved for loading/unloading, a podium, and the use of the portable sound system from Parks & Recreation.
 - B. 10.03.26 - Cemetery Cleanup Day - Hosted by the Kennesaw Cemetery Preservation Commission, this event invites community members to clean

headstones inside of the historic Kennesaw City Cemetery. An environmentally safe product used by the Veterans Administration is used to clean headstones. The event will require water from Public Works and two trash cans.

- C. 11.01.26 - Veterans Day event by NSDAR - the local chapter will place flags and poppies on Veteran's graves at the City Cemetery, and will return to remove the poppies on either Nov 15 or 22. No city resources or equipment are requested.
- D. 07.18.26 - Kennesaw Cemetery Walking Tour — The Atlanta Preservation Center, in partnership with the Kennesaw Cemetery Preservation Commission, is proposing a walking tour of the Kennesaw City Cemetery. The event would be similar to the 2022 Life in the Cemetery tour, but without actors. The applicant is not requesting use of any city equipment or resources.

6. Adjourn

**MINUTES OF EVENTS COMMITTEE MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
May 7, 2026
3:30 PM**

1. Call to Order / Roll Call

Vice-Chair Ricky Stewart called the meeting to order at 3:32 pm.

Committee members present: Ricky Stewart (Public Works); Robbie Balenger (Building Maintenance); Miranda Taylor (Economic Development); Bill McNair, Elizabeth Weaver (Parks); Andrew Woodard, Rick Shumpert, Kevin Mitchell, David Buchannan (Police); Tracy Shehab, Bill Clark (Southern Musuem); Becca Graham, Ally Allen (Communications).

The Vice-Chair noted that the agenda required an amendment to remove Item 5C, as this application has already been approved by the committee. Becca Graham made a motion to amend the agenda to remove item 5C from consideration. Elizabeth Weaver seconded and the motion passed unanimously.

2. Approval of the Meeting Minutes

A. Draft meeting minutes — 04.02.26

The committee reviewed minutes from the April 2, 2026 meeting. Rick Shumpert made a motion to approve the minutes as presented. Elizabeth Weaver seconded the motion. The motion passed unanimously.

3. Announcements/ Public Comment

Miranda Taylor shared with the committee that the Cobb Farm Bureau will be bringing their "Ag on Wheels" trailer for the June 4 Farmers Market. This is an interactive educational trailer that they will use for community engagement. It will be parked in the Depot parking lot next to the Farmers Market area. The purpose of sharing this with the committee is to make everyone aware so that when they see a trailer in the area they will know it is supposed to be there. It will be set up on June 3 and will be removed following the June 4 market.

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.

Lea Alvarez presented the applicaiton on behalf of the Cemetery Preservation Commission and Foundation. The walking tour on 6/21 requests no city resources

beyond access to the cemetery and social media posting. Kevin Mitchell made a motion to approve the application. Bill McNair seconded the motion. The motion passed unanimously.

- 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.

Tracy Shehab presented the application for Haunted Spirits at the Southern Museum. This is a ticketed event for the Museum Foundation, and they anticipate around 100 guests. City resources requested are for signage from Public Works and an officer for the closed function. Kevin Mitchell made a motion to approve the event as presented. Robbie Balenger seconded, and the motion passed unanimously.

- 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.

This item was removed from the agenda, as it was previously acted on by the committee.

- 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.

David Buchanan presented the application for National Night Out for KPD. The pavilions at Swift-Cantrell have already been reserved. They will need access to power and extra trash cans for the event. Elizabeth Weaver made a motion to approve the event as presented. Rick Shumpert seconded the motion. The motion passed unanimously.

6. Adjourn

With no further business to discuss, Kevin Mitchell made a motion to adjourn, seconded by Bill McNair. The motion passed unanimously and the meeting was adjourned at 3:39 pm.

[MIN_SIGNATURES]



Item Report

TO:
FROM:
DATE: June 4, 2026
TITLE: 9.20.26 - Bells Across America — Sponsored by Daughters of the American Revolution, they will present the history of the U.S. Constitution and have bell ringers perform at 4 00 p.m. The applicant requests 3 parking spaces to be reserved for loading/unloading, a podium, and the use of the portable sound system from Parks & Recreation.

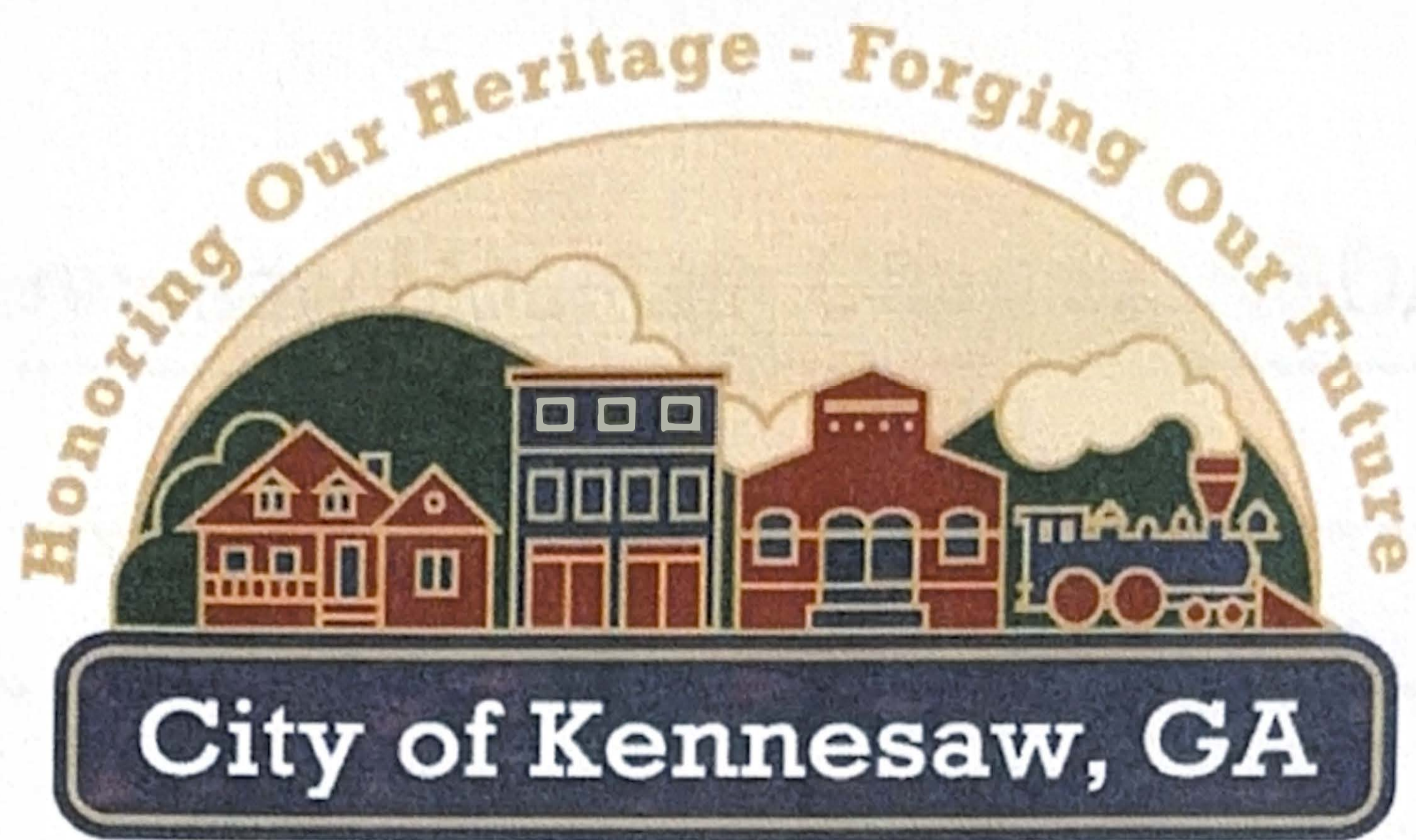
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026 Event-Application-BAA_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.

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 Bells Across America

Type of Event DAR - Patriotic Event

Event Date(s): 1st choice Sun. September 20, 2026 2nd Choice Sun. September __, 2026

Event Site being requested: Main Street area by tunnel entrance

Beginning Time(s) 3:30 p.m. am/pm to Ending Time(s) 4:00 p.m. am/pm

Event Set up Time 3:00 p.m. Event Clean up Time 4:20 p.m.

Purpose of Event To celebrate the signing of the U.S. Constitution

Details of the Event We will present history of U.S. Constitution and have bell ringers perform. At 4:00 p.m., the Baptist Church will toll their bells. Mayor may speak.

1. Applicant/Organization Kennesaw Mountain Chapter, NSDAR

Address _____

Phone Number _____ Fax Number _____

E-mail Address/Website _____

2. Name of Organizer/Contact Person Dawn Easterling

Phone Number Email

Any Other Organizers Name(s) Betsy Wampler

Phone Number Email

3. General Event Information:

Number of person(s) expected 50 Have you previously held this Event? yes

What types of advertising will you use to promote this event? Flyers at local businesses, The Brightside

To whom are you marketing citizens

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? * would like 3 parking spaces reserved for loading/unloading

Are you requesting **City Equipment** for this event? Yes - Parks and Rec - portable sound system with speakers and podium.

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



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.

~~3000 Cemetery St, Kennesaw, Georgia~~

Main St area by tunnel entrance

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: _____

Dawn M. Easterling
Events Committee Chairperson

Date 5-10-26

Notification _____



Item Report

TO:
FROM:
DATE: June 4, 2026
TITLE: 10.03.26 - Cemetery Cleanup Day - Hosted by the Kennesaw Cemetery Preservation Commission, this event invites community members to clean headstones inside of the historic Kennesaw City Cemetery. An environmentally safe product used by the Veterans Administration is used to clean headstones. The event will require water from Public Works and two trash cans.

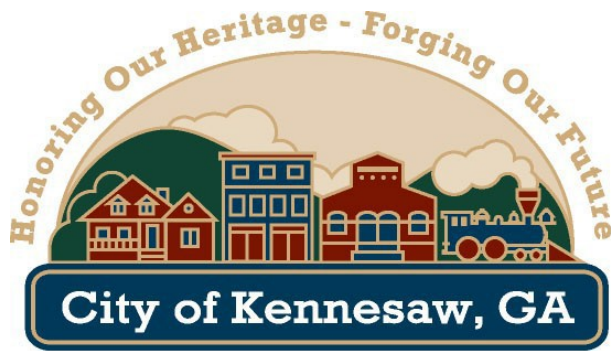
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026 Clean Up Day 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.

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).

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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 _____



Item Report

TO:

FROM:

DATE: June 4, 2026

TITLE: 11.01.26 - Veterans Day event by NSDAR - the local chapter will place flags and poppies on Veteran's graves at the City Cemetery, and will return to remove the poppies on either Nov 15 or 22. No city resources or equipment are requested.

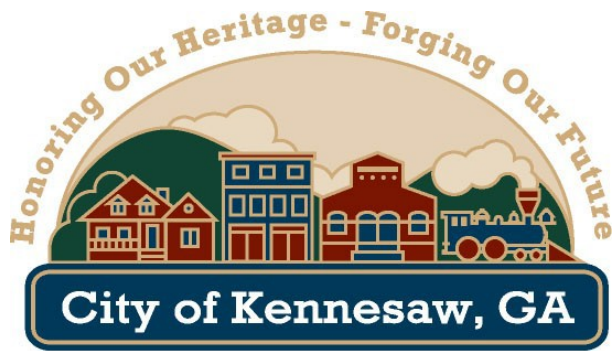
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026-Event-Application-Veteran's Day



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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)? _____

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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: _____

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	



Item Report

TO:

FROM:

DATE: June 4, 2026

TITLE: 07.18.26 - Kennesaw Cemetery Walking Tour — The Atlanta Preservation Center, in partnership with the Kennesaw Cemetery Preservation Commission, is proposing a walking tour of the Kennesaw City Cemetery. The event would be similar to the 2022 Life in the Cemetery tour, but without actors. The applicant is not requesting use of any city equipment or resources.

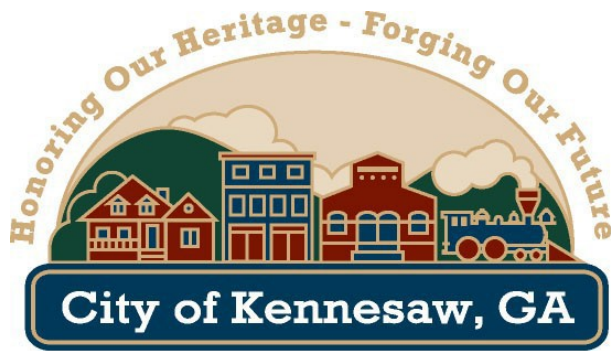
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026.7.18 - Atlanta Preservation Center



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Type of Event _____

Event Date(s): 1st choice _____ 2nd Choice _____

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DEPARTMENT CHECKS

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Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____

Notification _____