

**TOWN OF JONESBOROUGH  
Town Hall Board Room  
123 Boone Street  
Jonesborough, TN 37659**

**CALLED MEETING NOTICES**

**THURSDAY, OCTOBER 10, 2024**

**9:30 AM**

**PUBLIC COMMENTS REGARDING AGENDA ITEMS**

Members of the public wishing to speak concerning any item on the agenda during the Public Comment period must sign up by calling the Town Administrative Office at 423-753-1030 with their name, address, and subject about which they wish to speak no later than 2 hours before the meeting if the meeting occurs during normal business hours or by 4:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the Town Recorder at meetings of the Board of Mayor and Aldermen, or the secretary or staff of any board, commission or committee constituting any other governing body under this resolution.

Each individual shall be given three (3) minutes to address the Board regarding Agenda items. Comments shall be limited to items on the meeting's Agenda

**CALLED MEETING**

1. Call to Order
2. Opening Prayer
3. Pledge to the Flag
4. Roll Call
5. Discussion and possible action concerning approval of a Special Event Application for the purpose to assist merchants in the aftermath of the flooding and for donations to assist flood victims.
6. Adjournment.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: October 10, 2024 AGENDA ITEM #: 5

SUBJECT: Special Event Application Request – Rising Above

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**BACKGROUND:**

Melinda Copp of the Mill Springs Makers Market is requesting approval of a Special Event Permit application for Rising Above: Downtown Jonesborough Helping Neighbors in Need to be held on Saturday, October 19, 2024, from 10:00 am to 4:00 pm. The purpose is to support local handmade makers by offering free event space to local makers who depend on income that has been lost due to the cancellation of many area events, and also provide foot traffic to downtown businesses.

The plan is to have the local makers spread out throughout downtown including the area of the lawn at the Central Christian Church, Fox Street green space, International Storytelling Center Plaza, the front of the Courthouse, Christopher Taylor Lawn and the lawn in front of the library, which can accommodate approximately 40 makers in those areas. There is a possibility that if the response is overwhelming there may be a need to close Spring Street to Franklin Ave.

Melinda Copp is working with her insurance company and will have the event insurance certificate as soon as the event is approved. The Hold Harmless Agreement has been received.

The required exhibits are attached with the Event Permit application. No street closure is needed, all sidewalks will be left open and use for pedestrians. The Jonesborough Police Department will be contacted, if needed, for crowd control and in emergency situations. It is being requested for Town's assistance for trash collection and sending out PSA to media outlets. Each site will be cleaned up accordingly by the person occupying their assigned area.

**RECOMMENDATION:**

Approve the Special Event Permit for the Special Event Permit application for Rising Above: Downtown Jonesborough Helping Neighbors in Need to be held on Saturday, October 19, 2024, from 10:00 am to 4:00 pm, as presented.

# Town Of Jonesborough, Tennessee

## Special Event Permit Application

A *Special Event* is any occasion including but not limited to fairs, shows, exhibitions, city-wide celebrations and festivals taking place within a specifically defined area of the Town of Jonesborough for a period of time. A special event may include the use of public facilities in the Town of Jonesborough, including, but not limited to parks, streets, alleys, sidewalks, restrooms or other municipal owned facilities, and which includes a general invitation to all members of the public to either participate in and/or view such event, or part thereof, Special Events may be one-time or recurring occasions.  
12-1002 Jonesborough Municipal Code

Whenever any person, group, association, club, business, firm or corporation desires to sponsor a Special Event such person, group, association, club, business, firm or corporation shall first obtain a "Special Event Permit" from the Town of Jonesborough.  
12-1003 Jonesborough Municipal Code

Person(s) completing Application \_\_\_\_\_ Date \_\_\_\_\_  
Name Melinda Copp \_\_\_\_\_ Oct. 7, 2024  
Address 144 E. Main Street \_\_\_\_\_  
Jonesborough, TN 37659 \_\_\_\_\_  
Phone (423) 302-9186 \_\_\_\_\_ Fax \_\_\_\_\_  
Email melinda.fayecopp@gmail.com \_\_\_\_\_

### Instructions:

- 1) Each question on this application must be answered in some fashion for your application to be considered for approval. Please attach an additional sheet(s) if necessary to completely and accurately provide the requested information in each question, labeling any additional sheet(s) clearly as such.
- 2) **Incomplete applications will be returned to the address you have provided above without further consideration until a complete application, including exhibits is filed.**
- 3) The **original** application and your exhibits of the entire package should be filed with the Town Administrator's office at least **90 days** in advance of your event. See Schedule of Approval, Chapter 10 Title 12 of the Jonesborough Municipal Code, a copy of which is attached.

**Sponsoring Organization Information:**

Name Mill Spring Makers Market

Purpose Supporting local hand made makers

Is this a recurring Special Event?  Yes  No

Special Events that are recurring require the annual approval of the Board of Mayor and Aldermen. This permit application shall provide a schedule for the term of a recurring event:

\_\_\_\_\_  
\_\_\_\_\_

**Event Information:**

Name of Event Rising Above: Downtown Jonesborough Helping Neighbors in Need

Description & Purpose of Event offer free event space to local makers who depend on income that has been lost due to the cancellation of many area events. Also provide foot traffic to downtown businesses

Dates and hours of event Oct. 19, 10am-4pm Estimated number expected to attend 500

Estimated number of town citizens expected to either participate in and/or view the event 300

Is a request for public safety assistance included in your Security Plan attached as per the list of items below?  Yes  No

## Required Exhibits to Application

Please attach the following exhibits to this application (each item should be clearly labeled with the number in this list to facilitate a prompt review of your application). If your event will not involve one or more of these items you should attach an exhibit with appropriate number and heading explaining that fact:

1. **Hold Harmless Agreement** executed on form approved by the Town of Jonesborough (copy provided with this application and available from the Town Recorder)
2. **List of pre-events and post-events** to be held in conjunction with the main event (including parade, fireworks, etc.)
3. **Map with city streets** showing event boundary and registration area, tents, booths, food, office/administration, etc.)
4. **Outline of your publicity plan** with examples of previous efforts, if available
5. **Security Plan**, including crowd control, pedestrian safety, any special parking provisions including handicap spaces, vendor and/or performer parking, a parking map and list and samples of any special parking permits that will be issued, etc. and any request for public safety assistance (a request for public safety assistance should also be included with your Town Services Request in the next section of this application).
6. **Emergency Plan**, including emergency procedures, provisions for first aid services and provisions for appropriate emergency communication. Include an outline of any activities involving moving vehicles and safety procedures used to avoid or prevent injury.
7. **Event Sponsors List** including all sponsors' names, addresses, and telephone numbers along with their title and area of responsibility for the event.
8. **Proof of your liability insurance** provided by your insurance company (if requested by the Town Recorder, this information must be sent directly to the Town from the insurance company).
9. **Anticipated vendors and concession booth list.** (A final and complete list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours before the event begins.
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.** List should include erection of temporary stages or facilities including tents, lighting, sound, efforts to address refuse collection, security, etc.
11. **Clean-up Plan** detailing person or persons responsible for site clean-up, schedule and any repairs or grounds remediation that is expected.
12. **Street Closure Request** listing of all streets or portions of streets including the dates and hours of closure (failure to list a portion of a street will result in your application being considered under the assumption you are requesting the entire street to be closed within the town limits.)

## **Rising Above: Downtown Jonesborough Helping Neighbors in Need**

Our purpose for this event is to support all our neighbors in need. Taking place on Saturday, October 19<sup>th</sup> from 10 am – 4 pm

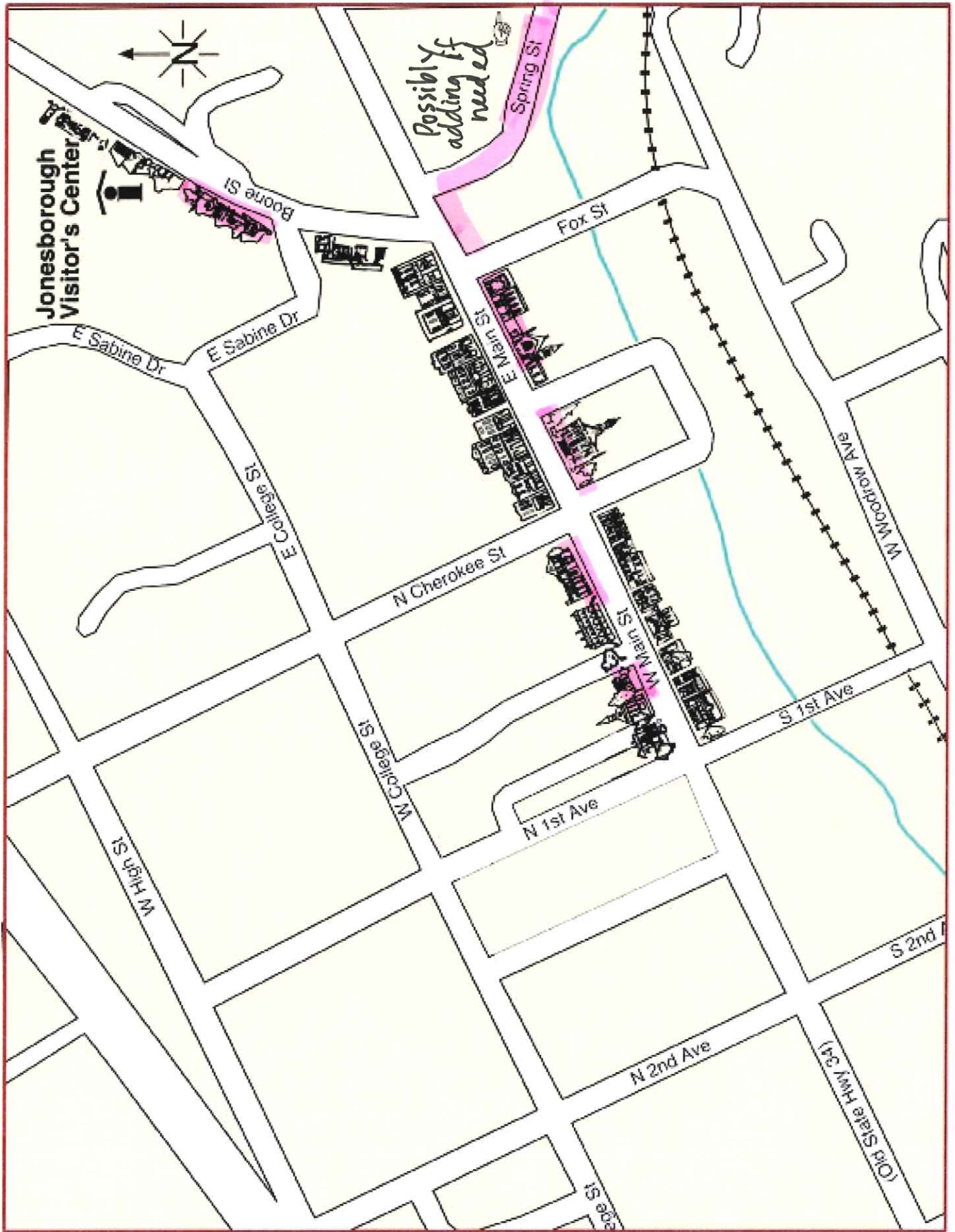
With the focus being a handmade market, we are providing local makers an outlet to sell their goods, as many local events in disaster areas have been cancelled, like the Apple Festival, Woolly Worm Festival, etc. This event will also bring foot traffic to downtown shops and restaurants and them with some some needed stimulus. And lastly and most importantly, we will also collect and accept donations for those in need. We are currently talking with the Jonesborough Community Chest and JAMSA about donations that people can bring as well as a way to collect volunteers who can assist with their efforts.

We plan to have the local makers spread out throughout downtown including the areas of the lawn at the Christian Church, Fox St Green Space, International Storytelling Center Plaza, in front of the Courthouse, Christopher Taylor lawn and the lawn in front of the Library. We can accommodate right around 40 makers in those areas. If the response is overwhelming, we may also have a need to close Spring Street to Franklin and add some spaces there. But at this time, we are not planning to do so. The makers will not be charged any fees for participating but if they would like to make a donation or have part of their proceeds go to the the relief efforts, that would be appreciated.

I am working with my insurance and will have the event insurance certificate ready as soon as the event is approved, with the Town of Jonesborough listed as an Additional Insurance.

### Required Exhibits

1. See Attached
2. No pre or post events
3. See Attached
4. Will be shared through social media and we will also send out a PSA and try to get some medias spots
5. All sidewalks will be left open and used for pedestrians. We will reach out to JPD if needed for security or crowd control.
6. Jonesborough Public Safety will be called in an emergency situation.
7. Melinda Copp, Organizer along with several other merchants
8. Insurance will be provided by Mill Spring Makers Market
9. Will be included before the event
10. We need the towns assistance with trash collection and sending out PSA to media outlets
11. Each site will be cleaned up accordingly by the person occupying
12. No street closure is needed



Jonesborough  
Visitor's Center

Possibly adding if  
needed



Boone St

Spring St

Fox St

E Sabine Dr

E Sabine Dr

E New St

E College St

N Cherokee St

W Main St

W College St

S 1st Ave

W High St

N 1st Ave

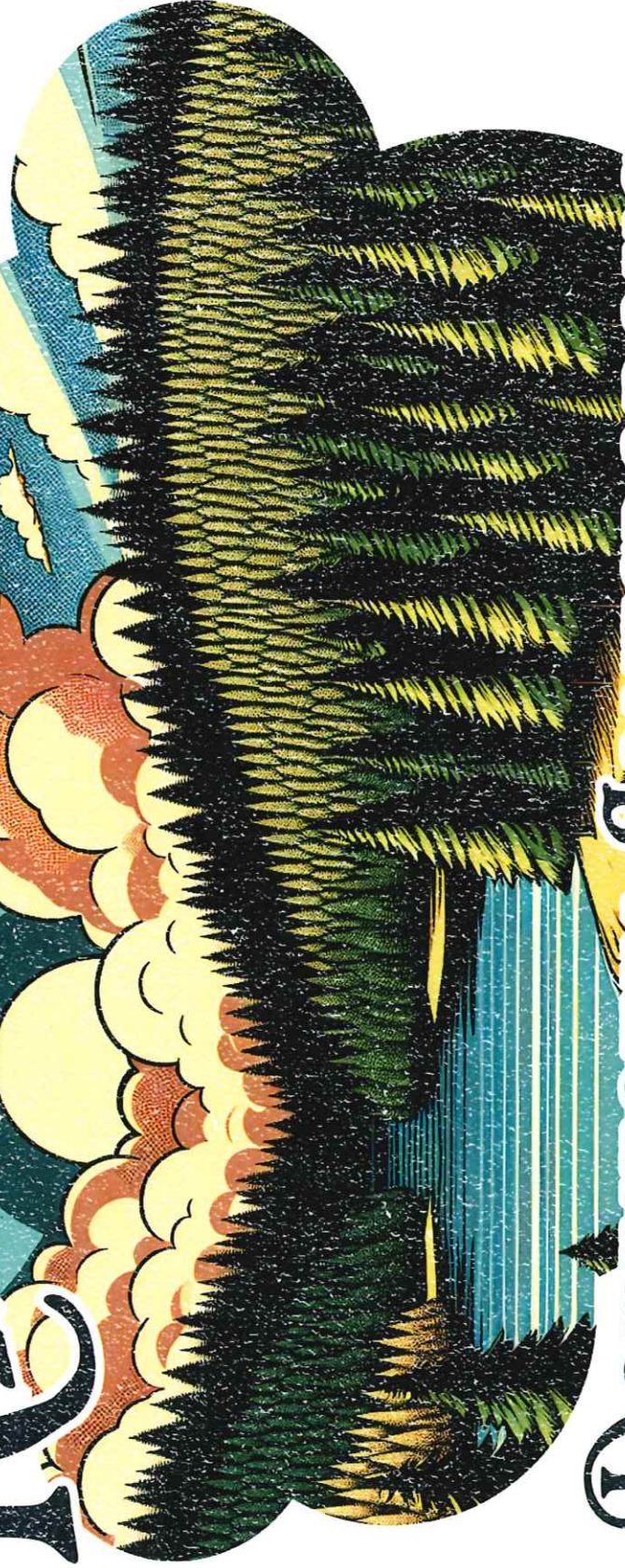
N 2nd Ave

S 2nd Ave

Old State Hwy (34)

# RISING ABOVE

2024



DOWNTOWN JONESBOROUGH  
HELPING NEIGHBORS IN NEED



**Request for Services from the Town of Jonesborough**


Please indicate any services you request for your event from the Town of Jonesborough\*. (A fee may be Levied by the Town for additional services per the Municipal Code, see 12-1007)

<input type="checkbox"/> Police and Security	<input checked="" type="checkbox"/> Refuse Collection
<input type="checkbox"/> Street Cleaning	<input checked="" type="checkbox"/> Event Preparation/Beautification
<input type="checkbox"/> Signage	<input type="checkbox"/> Parking
<input type="checkbox"/> Use of facilities – Facility _____	Dates & Hours _____
<input type="checkbox"/> Space and staffing needs	<u>Possibly using the lawn in front of Library or</u>
<input checked="" type="checkbox"/> Communications and/or publicity	<u>Visitors Parking Lot as needed for additional vendors.</u>

\* For each such service requested please provide a detailed description of your request as Exhibit 13

**Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code**

I/We the undersigned representatives of the sponsoring organization listed above acknowledge receipt of a copy of Chapter 10 of the Jonesborough Municipal Code governing special events and agree to comply with all provisions of that Chapter.

Date: Oct. 7, 2024 Signature: 


Print Name: Melinda Copp

Title: Organizer

Witness: \_\_\_\_\_

The undersigned certifies that the information contained in both this application and the attached exhibits is complete and accurate and further agrees to amend this application immediately if any such information changes. The undersigned understands the Board of Mayor and Aldermen may approve, reject or modify this request in whole or in part under the Jonesborough Municipal Code.

**Please note, your application should include this form and 13 Exhibits**

Date: Oct. 7, 2024 Signature: 

Print Name: Melinda Copp

Title: Organizer

Witness: \_\_\_\_\_

# Town Of Jonesborough, Tennessee

## Special Event Permit Application

### EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 7<sup>th</sup> day of October, 2024, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Mill Spring Markets Market,  
(Name of Organization or Sponsor)  
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnitee."

Indemnitor has submitted a Special Event Permit Application to indemnitee. The agreement is attached as Exhibit 1 to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnitee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's special event to take lace within the limits of the Town of Jonesborough in consideration of the indemnitee's allowing the event to take lace and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

## SECTION I

### Scope of Indemnity

Indemnitor undertakes to indemnify and to save harmless indemnitee from any liability, loss or damages indemnitee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the special event outlined in the application or the management thereof.

Indemnitor assumes full responsibility for all damages and injury that may result to any person or persons or to adjoining property by reason of the excavation for, and the erection, construction, and maintenance of, any structures put in place for the event, and agrees and covenants to indemnify indemnitee against any such claim or claims.

Indemnitor expressly undertakes to indemnify and to save harmless indemnitee from all liability and/or loss or damages for or arising out the special event outlined in the application, whether it be caused by the negligence of indemnitee, indemnitee's agents or employees, indemnitee's contractors or otherwise.

## SECTION II

### Period Covered

The indemnity will extend from the date of this agreement to and including the date the special event concludes, including cleanup.

## SECTION III

### Expenses, Attorney's Fees, and Costs

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorney's fees or court costs, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitor of the incurring of such expenses, attorney's fees or costs.

## SECTION IV

### Interest

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum or any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obligated to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

## SECTION V

### Notice of Claim Against Indemnitor

Indemnitor agrees to give indemnitee ten days' written notice of any claim made against indemnitor on the obligations indemnified against.

Executed on the date first written above

Organization: Mill Spring Makes Market

By: \_\_\_\_\_

Printed Name: Melinda Copp

Title: Owner

STATE OF TENNESSEE  
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Melinda Copp, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the owner (title) of Mill Spring Maker's Market (organization), and that he/she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 8<sup>th</sup> of October, 2024.

Donna Freeman  
NOTARY PUBLIC

My Commission Expires:  
04-29-2026

