

OFFICE USE ONLY:

Permit No:



HISTORIC
FRANKLIN
TENNESSEE

CITY OF FRANKLIN EVENT PERMIT APPLICATION

Application is Due 90 Days Prior to Scheduled Event.
Please read application carefully and fully complete each section.
A non-refundable application fee of \$100 is due at time of filing.

Note: Filing this application does not guarantee that your request will be granted.

Please check
all that apply:

☒ street closure

☐ parade

☐ other special event

☐ beer served (**separate permit required**)

Please supply the following information. For additional space, use separate sheets of paper and attach to the application.

1) Location requested (if Temporary Street Closure only, list major roads to be closed):

____ Aspen Grove Park
____ Fieldstone Farms
____ Jim Warren Park

____ Liberty Park
____ Pinkerton Park
____ Harlinsdale Farm

____ Eastern Flank Battlefield Park

Other: Main Street and Square

2) Name/purpose of event: Wine Down Main Street 15

3) Date or dates of event: November 7, 2015

4) Time of Event: 4 pm to 10 pm

5) Time of Street Closure (if applicable): 3 pm to 11 pm

Set-Up Date/Time: 3 pm Nov. 7

Tear-down Date/Time: 10 pm Nov. 7

*Note: Two (2) hours will be added before set-up time and two hours (2) will be added after tear-down to allow time for clean-up. Event is responsible for payment of Franklin Police Officers during this time. Read Additional Requirements section for more information.

6) Name of Applicant and Organization Requesting Permit:

Boys & Girls Clubs of Middle Tennessee

a) Address: 129 West Fawkes Street Suite 1000

b) Phone: 615-794-4800 c) Cell: 615-554-2302 d) Fax: 615-794-9662

e) E-mail address: dearothers@bgcmt.org

7) Person in charge on day of event: Denise Dearothers

Cell: 615-554-2302

E-mail address: dearothers@bgcmt.org



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- 8) Name and Cell Number of at least two others available on day of event:

Name: Dan Jernigan Cell: 615-971-0770 E-mail address: djernigan@bgent.org
Name: John Winnett Cell: 615-521-2015 E-mail address: jwinnett@bgent.org

- 9) DETAILED description of event (use additional sheets):

Food and wine tasting from 5th Avenue to 3rd Avenue. Street is closed to 2nd.

- 10) **ENCLOSE A DETAILED MAP** of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. **For large-scale events, map should be obtained from the City's GIS division.**

- 11) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:

2000

- 12) Please **attach a list** containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee.

- 13) Is your organization based in Williamson County? Circle Yes or No
(if no, please state where: _____)

- 14) Is your organization authorized to do business in Tennessee? Circle Yes or No

- 15) Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization? Circle Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status.

- 16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. \$45 in advance - then \$85

- 17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.

- 18) Is this event a fundraiser? Circle Yes or No. If yes, what organization will be benefactor of event? What percentage of funds will they receive? Boys' & Girls Clubs of Middle Tennessee 100%

- 19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.



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20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22.

21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?

Entertainment

22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

Bands

23) During what time period is sound amplification requested? 6 PM - 10 PM

24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.).

main stage band at corner of fourth and main or fifth Avenue; Band on the square, musician on main (2)

25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle Yes or No. If yes, Applicant must give specific details as to the location and type of games/activities, i.e. inflatables, Horseshoes, relay races, etc. along with the name of the company providing the stages and/or activities. Applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Franklin as additional insured. ***For stages, tents, inflatables, etc. constructed on site prior to the event, that date must be included on Certificate of Insurance provided to the City of Franklin. Stages MUST be removed from site at end of event. ***Rented inflatables/interactives that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance.

26) What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) **Please provide detailed list.** Use additional sheets.

27) Will food, beverages, or merchandise be sold or given away? Circle Yes or No. If yes, clean-up is required. Please provide name of clean-up provider, contact, and phone number of person on-site during event. See Question #28.

City of Franklin Solid Waste and Street Department

28) Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If clean-up is not done properly, the organization requesting the permit will be fined (See Attachment A). Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event.

- 29) **NOTE:* Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*
- 30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:

- 31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes or No. If yes, a permit from the relevant board is required. *Please read Additional Requirements section of this application for more information.*
- 32) Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or no. Events using tents of size 20 x 10 or larger require permitting from Franklin Fire Department. Safety measures must be provided on all tents, especially those set-up prior to the actual event. Tents should be taken down the date the event has ended. *Please read Additional Requirements section of this application for more information.*
- 33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.*

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil Rights Act, contact the Title VI Coordinator:

Risk Manager
City of Franklin
109 Third Avenue South
Franklin, Tennessee 37064
615.791.3277

The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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**PLEASE READ ATTACHMENTS BEFORE SIGNING
APPLICATION.**

- 1) I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed upon the event by the City Administrator and the Board of Mayor and Aldermen.
- 2) I/We do swear or affirm that all of the information given in this application is true and complete.
- 3) I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.
- 4) I/We agree to provide a copy of this signed Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
- 5) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 6) I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- 7) The application for an event permit shall be filed not less than 90 days nor more than 364 days prior to the scheduled date of such event. Suggested filing is at least 180 days prior to scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of a permit.
- 8) The City reserves the right to require one or more City of Franklin police officers or other emergency personnel be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$30 per hour at a minimum of two (2) hours.

BY: Eric S. Stuckey, Area Director Date: 4-6-15
(Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on _____, 20__.

Dr. Ken Moore, Mayor

Eric S. Stuckey, City Administrator

If you have questions concerning your request, please call 615-550-6606.

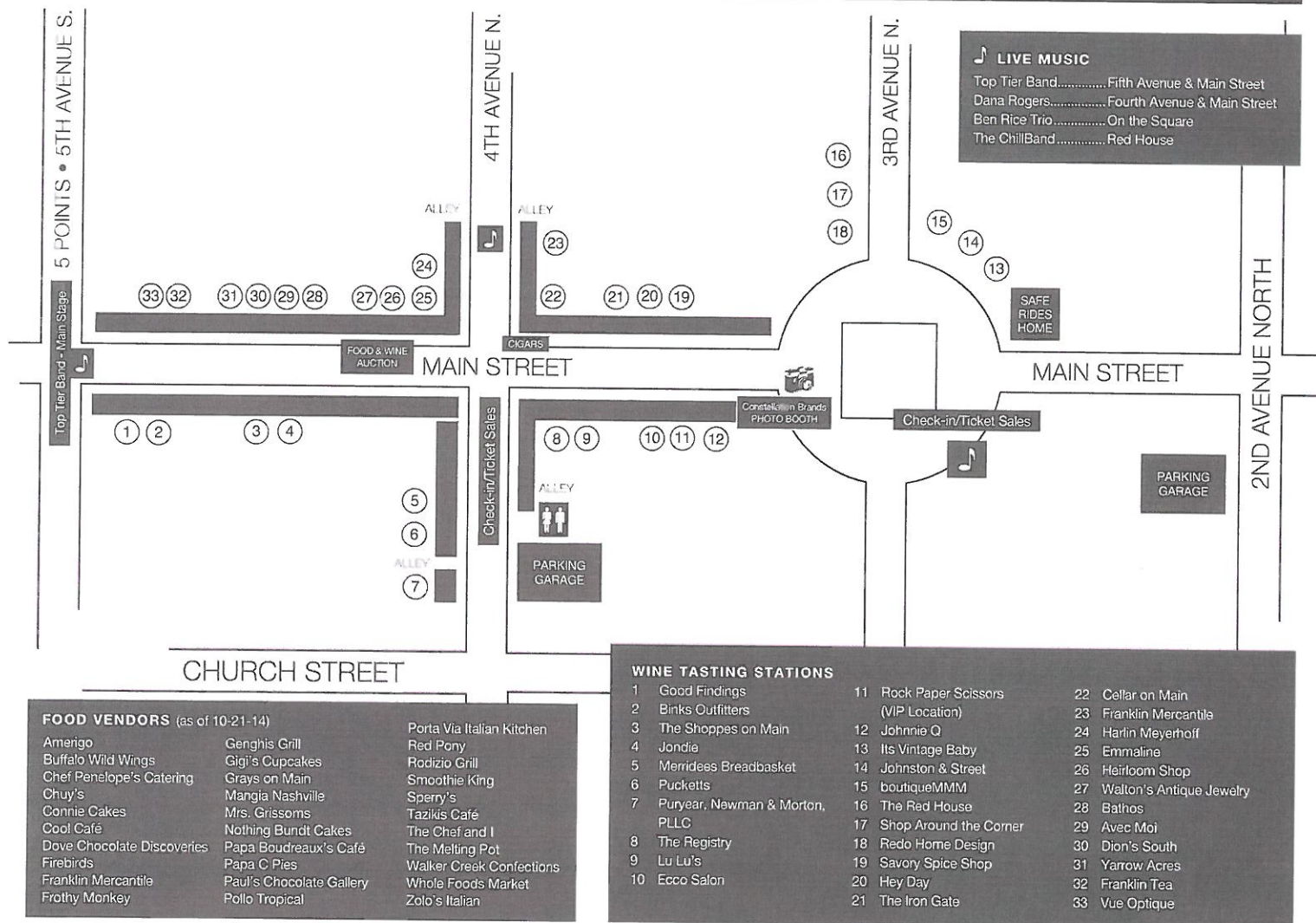
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* **Return application to:** *
* City Administrator's Office *
* City Hall *
* 109 Third Ave South *
* Franklin, TN 37065 *
* 615-791-3217 *
* 615-790-0469 (FAX) *
*
*



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FOR CITY USE ONLY				
Department		Date	Initials	Attach Any Comments
Administration				Comments: _____ Yes _____ No
Business Office				Comments: _____ Yes _____ No
Codes				Comments: _____ Yes _____ No
Engineering				Comments: _____ Yes _____ No
Finance				Comments: _____ Yes _____ No
Fire				Comments: _____ Yes _____ No
Information Technology				Comments: _____ Yes _____ No
Law				Comments: _____ Yes _____ No
Parks				Comments: _____ Yes _____ No
Planning				Comments: _____ Yes _____ No
Police				Comments: _____ Yes _____ No
Risk Manager				Comments: _____ Yes _____ No
Solid Waste				Comments: _____ Yes _____ No
Streets				Comments: _____ Yes _____ No
Water/Wastewater				Comments: _____ Yes _____ No

Enjoy your journey as you WINE DOWN MAIN STREET



BOARD MEMBER BIOGRAPHICAL INFORMATION

(Please indicate principal officers with *)

1	Name: Farzin Ferdowsi* Employer: Management Resources Company	Street: 1728 Gen. George Patton Email: rwell@mrco.net	City: Brentwood	Zip: 37027
2	Name: Lee W. Shaeffer* Employer: Maverick Properties	Street: 722 Newberry Road Email: lee@maverick-properties.com	City: Nashville	Yrs. on Board: 12 Zip: 37205 Yrs. on Board: 13
3	Name: Ward Wilson* Employer: US Bank	Street: 150 4 th Avenue North, 3 rd Floor Email: ward.wilson@usbank.com	City: Nashville	Zip: 37219
4	Name: Gregory Reidy* Employer: United Healthcare	Street: 10 Cadillac Drive Suite 200 Email: Gregory_d_reidy@uhc.com	City: Brentwood	Yrs. on Board: 9 Zip: 37027
5	Name: Peggy Smith Employer: Retired	Street: 210 Gloucester Street Email: peggysmith210@hotmail.com	City: Franklin	Yrs. on Board: 5 Zip: 37064
6	Name: John Wilson Employer: Reliant Bank	Street: 604 Cattail Lane Email: jwilson@reliantbank.com	City: Franklin	Yrs. on Board: 8 Zip: 37064
7	Name: Lisa Carson Employer: Buerger, Moseley & Carson	Street: 617 Hillsboro Road Email: lcarson@buergerlaw.com	City: Franklin	Yrs. on Board: 7 Zip: 37064
8	Name: Phil Fawcett Employer: Boyle, Inc	Street: 2000 Meridian Boulevard Email: pfawcett@boyle.com	City: Franklin	Yrs. on Board: 9 Zip: 37067
9	Name: Phillip Feemster Employer: Franklin Synergy Bank	Street: 200 Valley Ridge Road Email: Philip.feemster@franklinsynergy.com	City: Franklin	Yrs. on Board: 3 Zip: 37064
10	Name: Jim East Employer: Home Page Media Group	Street: 1201 Hourglass Court Email: eastjimeast@aol.com	City: Franklin	Yrs. on Board: 3 Zip: 37067
11	Name: Scott Jones Employer: Daiichi Sankyo Pharmaceutical Company LLC	Street: 107 Warren Place Email: scottjonesbac@gmail.com	City: Hendersonville	Yrs. on Board: 2 years Zip: 37075
12	Name: Cathy Hardcastle Employer: Community Volunteer	Street: 908 Fair Street Email: NA	City: Franklin	Yrs. on Board: 1 year Zip: 37064
13	Name: Derek Smith* Employer: Attorney	Street: 219 3 rd Avenue North Email: dksmith@dksmithlaw.com	City: Franklin	Yrs. on Board: 6 months Zip: 37062
14	Name: Toney Sutton Employer: Williamson County Sheriffs Dept.	Street: 7301 Clearview Drive Email: toney@williamson-tn.org	City: Fairview	Yrs. on Board: 2 years Zip: 37062
15	Name: Jon Cherry Employer: Big Dog Realty	Street: PO Box 233 Email: jcherry@realtracs.com	City: Fairview	Yrs. on Board: 2 years Zip: 37062

BOARD MEMBER BIOGRAPHICAL INFORMATION

(Please indicate principal officers with *)

16	Name: Rick Craven Employer: Dell, Inc	Street: 2430 Douglas Glenn Lane Email: rick_craven@dell.com	City: Franklin Telephone: 512-289-1125	Zip: 37064 Yrs. on Board: 9 mos.
17	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
18	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
19	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
20	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
21	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
22	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
23	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
24	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
25	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
26	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
27	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
28	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
29	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:
30	Name: Employer:	Street: Email:	City: Telephone:	Zip: Yrs. on Board:

Internal Revenue Service

Department of the Treasury

District
Director

Delaware-Maryland District

31 Hopkins Plaza, Baltimore, MD 21201

JULY 14, 1998

BOYS AND GIRLS CLUB OF
MIDDLE TENNESSEE, INC.
PO BOX 110268
NASHVILLE, TN 37222-0268

P.O. Box 13163, Room 817
Baltimore, MD 21203

Employer Identification Number:
62-0540402

Person to Contact:
EP/EO Tax Examiner

Telephone Number:
(410) 962-6058

Dear Sir/Madam:

This is in response to your inquiry received JULY 10, 1998, requesting a copy of the letter which granted tax exempt status to the above named organization.

Our records show that the organization was granted exemption from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code effective SEPTEMBER, 1954.

We have also determined that the organization is not a private foundation because it is described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you under section 170 of the Code.


As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during the calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

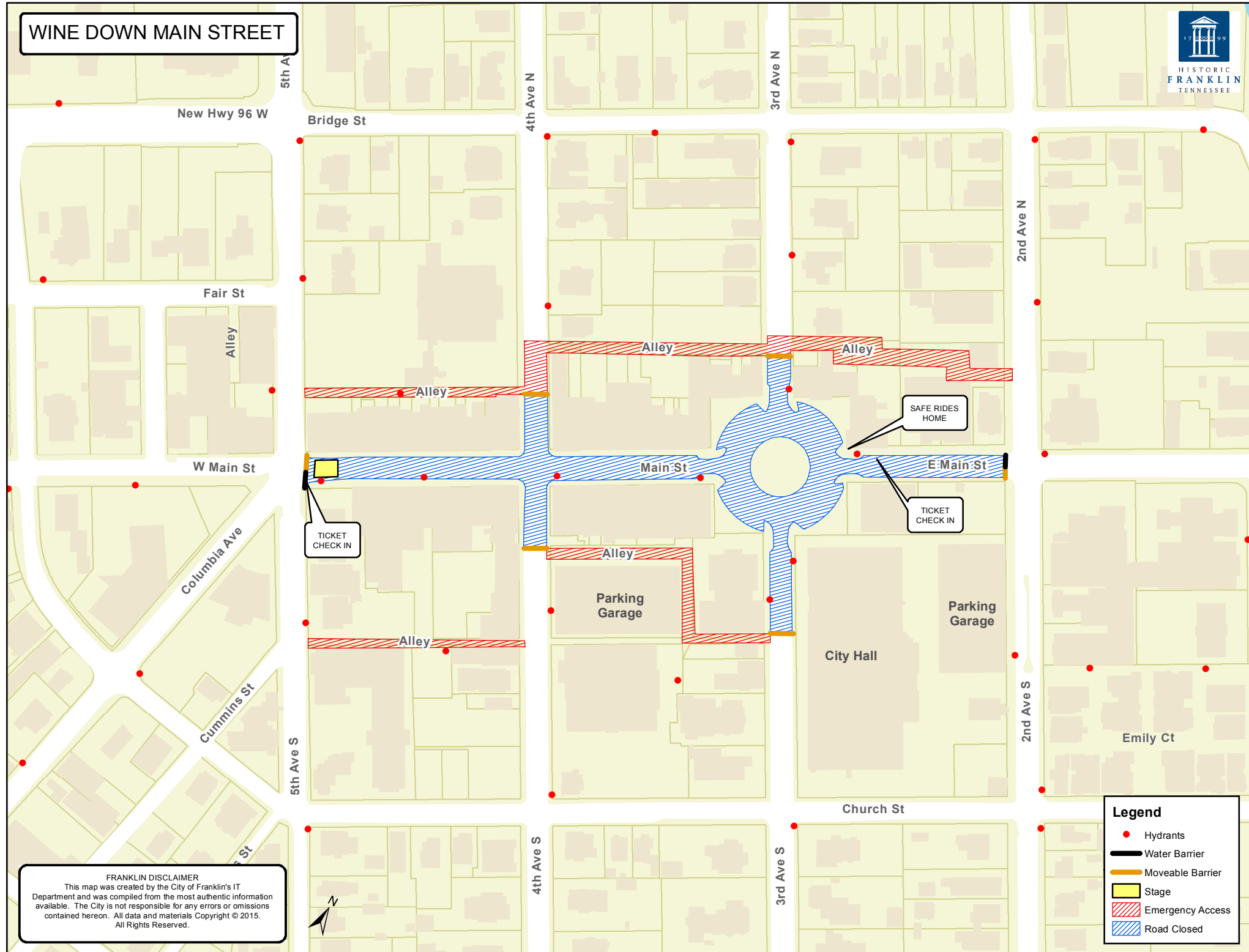
A copy of our letter certifying the status of the organization is not available, however, this letter may be used to verify your tax-exempt status.

Because this letter could help resolve any questions about your exempt status, it should be kept in your permanent records.

Sincerely yours,


Paul M. Harrington

WINE DOWN MAIN STREET



FRANKLIN DISCLAIMER
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Legend

- Hydrants
- Water Barrier
- Moveable Barrier
- Stage
- Emergency Access
- Road Closed