



City of Franklin Special 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 you request will be granted.

Please list all that apply:

- Festival/Fair

1. **Name/purpose of event:** Celebration of Nations: Sister Cities

2. **Location Requested:** (if Temporary Street Closure, list major roads to be closed):

~~4th Ave South at the Main St. intersection and alley near 4th ave garage~~ Bicentennial Park

3. **Date or dates of event:** 10/12/2019

4. **Start/End Times of Event:** 10am to 9pm

What date/time will set-up begin? 10/12/2019 7:00 AM

What date/time will tear-down be complete? 10/12/2019 11:00 PM

**Note: Event is responsible for cost of staff required during this time (including Franklin Police Officers). Read Additional Requirements section for more information).*

5. **Time of Street Closure** (if applicable): 6 or 7 am on 10/12/2019

6. **An estimated number expected to attend during the course of the event:**

Spectators/Attendees: 3,000

Event Staff/Volunteers:100

Total:3,500

7. **Name of applicant and Organization Requesting Permit:**

Doug Sharp - Sister Cities of Franklin & Williamson Co.

a) Address: 306 Addison Avenue
Franklin, TN 37064

b) Phone: 6159692883

c) Cell:

d) Fax:

e) E-mail address: doug.sharp@comcast.net

8. **DETAILED description of event** (*use additional sheets*):

Celebration of Nations is an annual cultural festival hosted by Sister Cities of Franklin and Williamson County. The day long festival will include street/alley art vendors, food vendors, main/side stage live musical acts, and an evening VIP beer garden with main stage concert.

"The mission of the Celebration of Nations is to create global and cultural passion, beginning with a personal knowledge and understanding of the interconnections of people universally. They believe one way to accomplish this goal is through genuine artistic and sensory representations of various nations. This unique affair will consist of booths featuring different products and techniques used around the world. Booths will be displaying representation of one or more cultures. Food and beverages from a variety of nations will also be available.

The event will take place on 4th Avenue South (in front of the parking garage) and the connecting alley from 4th Avenue to the Historic Williamson County Courthouse. Stages featuring music and dance from around the globe will be seen and heard throughout the day."

9. **ENCLOSE A DETAILED MAP** of event site and/or route, 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 Citys GIS division**

Please detail any restricted parking areas on the event map.

Event Map: [Celebration of Nations Map.pdf](#)

10. **Person in charge on day of event:** Doug Sharp

Cell: 615-969-2833

E-mail address: doug.sharp@comcast.net

11. **Name and Cell Number of at least two others available on day of event:**

Name: Kyle Brogan

Cell: 970-556-1901

E-mail address: kylebrogan54@gmail.com

Name: Jason Collins

Cell: 615-887-1216

E-mail address: jason@ilovejuicebar.com

- 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.

Administrative Contact List: [committee members.docx](#)

13. **Where is your organization based?** Williamson County

14. **Is your organization authorized to do business in Tennessee?** Yes

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?** Yes

IRS tax exemption letter: [Blank Doc.docx](#)

16. **Will you charge an admission fee?** No

Average admission fee:

17. **Will you charge a vendor participation fee?** Yes

Average vendor participation fee? 50

18. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:**

19. **Will any charity, gratuity, or offers be solicited or accepted during the event?** No

20. **Is this event a fundraiser?** Yes

What organization will be the benefactor of event? Sister Cities of Franklin & Williamson Co

What percentage of funds will they receive? 50

21. **Will parking in the area of the event need to be restricted or prohibited?** Yes

22. **Will any sound amplification equipment be used during the event?** Yes

23. **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.

If you already have your insurance certificate, please upload it now. Otherwise your insurance certificate will need to be submitted before your event is approved.

Insurance Certificate: [CON Insurance.pdf](#)

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

Vendor tents/trailers

Art and Craft vendor tents

25. **Will food, beverages, or merchandise be sold or given away?** Yes

Clean-up of the area is required. Please attach your clean-up and recycling plan, including name of clean-up provider with contact information for person who will be on on-site during event. See Question #26.

Clean Up Plan and Provider: [cleanup.docx](#)

26. 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 the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Franklin for any costs incurred in restoring the property after the event. Surrender of the deposit in no way relieves the applicant of the responsibility for any costs incurred by the City of Franklin in excess of the deposit. 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. ***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.*

27. **Will you require a temporary water tap?** Yes

If yes, please list exact locations: 4th and Main St.

28. **Will alcohol, beer, and/or wine be given away or sold?** Yes

If yes, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.

29. **Will your event include tents or other temporary structures, propane use, or open flames?** Yes

Tents 400 sq. ft. or larger (or, if cooking operations are under the tent, 200 sq. ft. 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.*

30. **Attach Good Neighbor Letter and Mailing List used.** *Please read Additional Requirements section of this application for more information.*

Good Neighbor Letter: [Good Neighbor Letter.docx](#)

Good Neighbor Letter Mailing List: [mailing list.docx](#)



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Rules and Regulations

Please Read All 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 mayor, 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.
- 4) I/We agree to submit a certificate of insurance prior to the event in an amount determined by the City naming the City of Franklin and its employees as additional insured. The City may require the sponsor and/or vendor provide higher levels of insurance, coverage, and policies as deemed reasonable and necessary based on specific event risk factors and review by the City's insurer.
- 5) I/We agree, if holding the special event on City property, to return the site to its pre-event condition at the conclusion of the event.
- 6) I/We agree to provide a copy of the 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.
- 7) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 8) I/We understand that granting of Special Event Permit does not imply granting of other permits that are separately required.
- 9) 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.
- 10) I/We understand that event permit holders may be responsible for 100 percent of the costs incurred by the City for staff time and resources.

BY: *Eric S. Stuckey* Date: *APRIL 2, 2019*
 (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

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

Event Celebration of Nations: Sister

Name: Cities



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FORM 1

Signature: _____

Buildings, Structures, & Power Sources

If your special event includes any of the following, you may need to obtain a permit from the Building and Neighborhood Services Department. Please check any that apply.

Building permits and/or inspections also may be required whenever deemed necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems.

All Permit applications are subject to permit fees.

If you have any questions about whether you need to apply for a permit from the Building & Neighborhood Services Department, please call 615-794-7012.

Event: Celebration of Nations:

Name: Sister Cities



Signature: _____

Sound Amplification

In accordance with Title 11 Chapter 4 of the Franklin Municipal Code (*Offenses Against the Peace and Quiet*), amplification of sound located in or within 100 feet of a residential property line which is plainly audible is prohibited between the hours of 10:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 11:00 p.m. and 7:00 a.m. Friday and Saturday except for special events where a special permit has been obtained from the City of Franklin authorizing such event. In the event that a special event permit has been obtained from the City of Franklin, no other amplification of sound will be permitted within the area of the special event except that which has been applied for and authorized by the city pursuant to the permit application.

Applicant/Organization: Doug Sharp - Sister Cities of Franklin & Williamson Co.

Event Name: Celebration of Nations: Sister Cities

Event Date(s): 10/12/2019

- Time amplification equipment will be used:** From: 10:00:00 AM To: 08:00:00 PM
- Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:

Main Stage: 4th Ave South near garage entrance

Second small stage: Alley behind courthouse and Mellow Mushroom

Sound Amplification Map: [Celebration of Nations Map.pdf](#)

- For what purpose will sound amplification be used?** Please list all that apply:

- Band/Singers

- Type of Amplifier:**

- PA System

5.

Number of Amplifiers: 2

Number of Speakers: 10

Number of Performers: 10

- Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

Name: Doug Sharp

Cell: 615-969-2833

E-Mail: doug.sharp@comcast.net

Name: Jason Collins

Cell: 615-887-1216

E-Mail: jason@ilovejuicebar.com

Authorized Signature: Stefan Juran

Date: 06/20/2019

The City of Franklin's Municipal Code (Title 11, Chapter 4) allows for exceptions to the City's noise standards for City authorized or sponsored events. However, the City retains the right to ask for a change of an event's location or time in an attempt to decrease the number of people impacted by event noise. The City may refuse a special event application based on noise complaints by neighboring businesses and residents. The City therefore encourages event-holders to work with neighbors to alleviate negative impacts wherever possible. At minimum, you should plan to point speakers away from residences.

Vendor list both arts/crafts and food providers is TBD. We will start the vendor application process in the coming months.

Cleanup will be provided by City of Franklin and Sister Cities of Franklin staff/volunteers.

CELEBRATION OF NATIONS COMMITTEE MEMBERS

Doug Sharp

615 969 2833

306 Addison Avenue

Franklin. 37064

Jason Collins

615-887-1216

232 Fifth Ave North

Franklin, TN 37064

Kyle Brogan

970-556-1901

Pearl Bransford

615-589-9268

334 Natchez St., Franklin

Staff Conditions:

Staff recommends approval of the event application with the following conditions:

- Applicant must provide an updated map and layout.
- **Risk Management:**
 - Applicant will provide certificate of insurance naming the City as additional insured. Certificate should include liquor liability.
- **Streets Department:**
 - Department will set-up closure and provide barricades beginning at 5 a.m.
 - Applicant or designee will stay present at event until all vendors are gone.
 - Department will provide clean-up crew for after the event.
- **Police Department:**
 - Applicant will hire the required number of extra-duty Franklin Police Officers to provide security and crowd control. This cost will not be waived.
 - Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.
- **Building & Neighborhood Services Department:**
 - Electrical permit will be required.
- **Sanitation and Environmental Services Department:**
 - Department will provide cleanup during event.
- **Revenue Management:**
 - Obtain beer permit from the City of Franklin and special event liquor license from the Tennessee Alcoholic Beverage Commission (if needed).
- **Fire Department:**
 - Contact Franklin Fire Department for Tent and event inspections.

DATE

ADDRESS

Dear Neighbor,

I am writing to let you know of a proposed event coming to your neighborhood this summer. On October 12th we are proposing that the downtown streets of Franklin play host to the annual Celebration of Nations cultural fair presented by Sister Cities of Franklin and Williamson Co. This unique affair will consist of booths featuring different products and techniques used around the world. Vendors and main stage acts will be representing one or more cultures through their products and performances. Food and beverages from a variety of nations will also be available. Celebration of Nations is expected to draw upwards of 3,000 people to the 4th Ave. and Main Street area of downtown.

The intersection of 4th Ave. and Main Street near the parking garage will be affected by the event. The event map is attached to this letter. It highlights the streets which will be closed and those with limited access.

Celebration of Nations is proposing a tented beer area in the evening hours of the event wrapping up around 9pm. The evening V.I.P. tented area will offer some of the best local and international craft beers complimenting some of the countries and cultures that will be represented throughout the festival.

These combined events would run from 10 am to 9pm. With set-up and tear-down, we anticipate having the area closed from 7am to 11pm. The event was mapped to ease access to vendors and organizers with the added benefit of drawing increased foot traffic to the festival and into downtown businesses while not impeding access for their existing customer base.

If you would like to contact someone in the City Administration's office regarding the event, you may contact the Public Outreach Specialist by e-mail at ic, by phone at 615-550-6606, or by mail at 109 Third Avenue South, Franklin, TN 37064.

If you or need to contact the event organizer or would like to get involved, or become a sponsor, you may contact Doug Sharp with Sister Cities of Franklin and Williamson Co. at 615-969-2833.

We look forward to sharing this exciting day with you.

Regards,

Doug Sharp
Sister Cities of Franklin and Williamson Co.

Enclosures:
Event Map
Event Poster