

RESOLUTION NO. 2017-63

A RESOLUTION ADOPTING THE POLICIES, FEES, AND RENTAL APPLICATION FOR EASTERN FLANK BATTLEFIELD PARK

WHEREAS, the Parks Department of the City of Franklin manages the rental and use of many parks facilities, including the Eastern Flank Battlefield Park facility (“Facility”); and

WHEREAS, the City incurs costs when Facility is used, and the City desires to recover such costs by the individual or group renting Facility; and

WHEREAS, the City desires to set forth clear policies and rules for those wishing to rent Facility; and

WHEREAS, in order to accomplish these goals, the Board of Mayor and Aldermen of the City of Franklin, Tennessee, believes it is in the best interest of the citizens of the City of Franklin to adopt policies, fees, and a rental application for Facility.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF FRANKLIN, TENNESSEE, THAT:

The Board of Mayor and Aldermen hereby approve and adopt the Eastern Flank Event Facility Application, which is attached as Exhibit A, effective upon adoption of this resolution.

Adopted this ___ day of _____, 2017.

ATTEST:

BY: _____
Eric S. Stuckey, City Administrator

BY: _____
Dr. Ken Moore, Mayor

APPROVED AS TO FORM:

BY: _____
Kristen L. Corn, Assistant City Attorney



Eastern Flank Event Facility Application

Any event to be held at the Eastern Flank Event Facility requires prior approval. Rental dates can be reserved 364 days in advance, and applications must be submitted at least 30 days prior to requested rental date. Events with an expected attendance of more than 200 may require completion of the Large Event application pursuant to the Franklin Municipal Code and must be submitted to the City Administrator at least 90 days in advance of the event.

HOW TO

1. Choose a date and time (refer to Parks staff).
2. Complete and submit application by email, fax, mail, or drop off to City of Franklin Parks office along with the application fee of \$100.00. Complete rental fee is due 30 days prior to scheduled event. Events are scheduled no later than **30 days prior** to event date.
3. All applications must be accompanied by documents to satisfy the following insurance requirement: **A Certificate of Insurance in the minimum amount of \$1,000,000 worth of General Liability coverage that names the City of Franklin as “Additional Insured” on a primary, non-contributory basis** must be submitted for the event and the date(s) of all set-up and tear down for such event occurring on City of Franklin Park property. Additional liability coverage may be required depending on the nature of the event. No permit will be issued if the Certificate of Insurance and the Endorsement have not been received.
4. Additional City permits or insurance will be required for large tents, alcohol, generators, and use of electrical.
5. Parks staff will review the request and follow up with you regarding the status of your application. Please note that all applications are subject to review and may require submission of additional information. Some activities may require additional risk management steps to minimize risk, and there may be additional requirements to obtain a permit depending on the nature of the event (including, but not necessarily limited to obtaining a tent permit, etc.). Submittal of an application does not secure your reservation. If your application is approved, the City of Franklin Parks will provide you with a copy of your approved permit that should be present on-site at the time of your event. Please be advised that the City of Franklin Parks are public spaces and are open to use by the community during park hours.
6. Applicants are required to inform the City of Franklin Parks of any and all changes to the original application prior to the date of your event.

All forms may be submitted to:
 City of Franklin Parks
 1368 Eastern Flank Circle (OR PO Box 305)
 Franklin, TN 37064
 Ph: 615-794-2103 | Fax: 615-791-3250
www.franklintn.gov/parks
suzanne.carter@franklintn.gov

POLICIES AND PROCEDURES

CONTRACT/DEPOSITS

- Full rental fee and a Certificate of Insurance is due 30 days prior to rental date; no advance reminders will be given by the Parks Dept./ Programming Division. City of Franklin Parks Department reserves the right to cancel the event if the fees and Certificate of Insurance (naming the City of Franklin as the additional insured in the minimum amount of one million dollars (\$1,000,000.00)) have not been received in the Parks Department Administrative Office 30 days prior to the scheduled reservation date.
- If after the event has occurred the Parks Department staff determines there is damage or that unreasonable cleaning was required, additional fees will be applied. Renter’s Initial _____

FOR OFFICE USE ONLY: please initial			
_____ Date Received	_____ Entered in ETrak	_____ Rental Fee	_____ Insurance
_____ Entered in Calendar	_____ Application Fee	_____ Entered in Report	_____ Floor Plan

- In order to receive a full refund of fees, cancellations must be made in writing to the City of Franklin Parks Department, P.O. Box 305, Franklin, TN 37065, 30 days prior to the date of your event. If written cancellation is received in our office less than 30 days prior to the event, the Parks Department will retain 25% of the rental fee. All application fees are non-refundable.

RENTAL AVAILABILITY, DECORATIONS AND DISPLAYS (Indoor/Outdoor)

- Applicants/Event organizers must be 21 years or older. Events organized specifically for age groups under 21 must be chaperoned at a ratio of 1 adult per 10 youth.
- Facility reservations may be made up to 364 days in advance of the activity and no less than 30 (thirty) days of requested reserved date for group participation of 199 or less; 90 (ninety) days for group participation of 200 or more.
- The City of Franklin and the Parks Department sponsored events have precedence over all groups.
- All live entertainment, DJs, and any amplified sound may be permitted only after getting prior approval from Parks Department staff. Noise must be maintained within the requirements of the Franklin Municipal Code. The City of Franklin reserves the right to monitor and regulate the volume of amplified sound.
- A copy of this signed Eastern Flank Event Facility Application must be provided to any vendors, planners, and related parties associated with the event to insure they are familiar with these guidelines.
- Parks Department employees are NOT authorized to sign for or accept any deliveries or pickups. A person involved with the activity must accept all deliveries within their reserved time.
- The City of Franklin Parks Department does not provide any storage for equipment or supplies. All rental equipment must be removed from the premises immediately following the event.
- Smoking is prohibited inside the facility and within 25 feet of any doorway or window. The outdoor patio/deck areas may be used as a smoking area. Please use cigarette urns provided. **DO NOT THROW CIGARETTES, CIGARS, ETC., ON THE GROUND, IN THE FLOWER BEDS, OR INTO THE GRASS.**
- Decorations may be permitted; however, the Parks Department must approve all plans for decorations. All props must be free standing. Nails, staples, tacks, tape, etc., may not be used on the walls, ceiling, or windows. Decorations must be approved 30 days prior to the event.
- All candles must be contained in a globe. No open flames are allowed under any circumstances. Wax drippings causing damage or cleanup labor will result in additional fees being charged.
- Only birdseed and real flower petals may be thrown outside the building. Rice, glitter, confetti, smoke or bubble effects, airborne streamers, etc., are prohibited.
- Setup and cleanup is the responsibility of the Applicant and/or Caterer. Everything brought onto the premises is to be removed at the conclusion of the event.
- No doorways can be obstructed, and fire code occupancy requirements must be in compliance. All fire exit doors shall remain unlocked during the event.
- Animals, other than guide dogs, are not permitted inside facilities and must be leashed when outside.
- All trash must be bagged and placed in containers provided by the Parks Department. All boxes must be flattened and placed in the containers. Do not leave trash on top of the containers or on the ground.
- Any tents and/or awnings must be inspected and permitted by the Franklin Fire Department. It is the responsibility of the Applicant to obtain these permits prior to the event. Please call (615) 791-3270 Monday through Friday, 8 a.m.-5p.m.
- Any additional power supply or generator must be inspected and permitted by the City of Franklin Codes Department. It is the responsibility of the Applicant to obtain the application forms, pay application fees, acquire permit, and arrange for inspection prior to the event. Please call (615) 794-7012 for more information.
- Event signage may be placed in locations designated by the Parks Department on the day of the event. All signage MUST be removed at the conclusion of the event.

FOOD AND BEVERAGE

- Alcoholic beverages may only be sold by an ABC-licensed caterer or a non-profit organization that has received a Special Occasion Permit from the Tennessee Alcoholic Beverage Commission. Tennessee Alcoholic Beverage Commission can be contacted by calling 615-741-1602.
- Alcoholic beverages may only be served to persons 21 years of age or older and must be served by a licensed bartender (this includes champagne toasts). The open container law will be strictly enforced.
- If an applicant chooses to sell beer or take donations on beer, a special permit must be obtained by applying with the City of Franklin Beer Board. Contact may be made by calling 615-791-3217.
- When alcohol is served, the applicant and caterer are required to add the City of Franklin as the Additional Insured and include an Alcohol Liability Insurance Rider to the Certificate of Liability showing coverage of a minimum of \$1,000,000.
- The term "sold" refers to: (1) cash bar, and (2) events that charge admission and serve, give away, or sell alcohol during the event, including previous ticket sales.
- Applicant must take all reasonable precautions to ensure the safety of all guests with regard to alcohol consumption. The City of Franklin Parks Department reserves the right to evict from the premises any member of any party, who because of intoxication or other consideration, may be found to be creating a disturbance or threatening the peace, tranquility, or safety of guests or property. Applicants are held responsible for the behavior of their guests and any damage to the property caused by a guest.

- Applicant may choose to use any fully licensed and insured caterer. All caterers must have a business license and possess the proper permits required by the City of Franklin. Caterers shall comply with all city, county, and state foodservice and/or health regulations and laws.
- All catering and food suppliers must provide a minimum \$1,000,000 per occurrence Certificate of Liability Insurance with the City of Franklin named as the additional insured.
- The Eastern Flank Event Facility DOES NOT have a full-service kitchen (facility has catering kitchen); therefore, all caterers must come prepared to serve and clean up on a “self-contained” basis. All catering and food supplies must be removed at the conclusion of the event. The City of Franklin is not responsible for any items left on the premises.
- Outdoor grilling is confined to a specific area designated by the Parks Department. Commercial-size charcoal grills and gas/propane grills are allowed ONLY in the areas specified by the Parks Department. Do not leave grills unattended. Disposal of hot or cold coals on the property is prohibited.

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. The primary event sponsor is required to remove all cooking grease from the premises.

OVERFLOW PARKING

- Overflow/grass parking areas will be designated by Parks Department. The Parks Department retains the right to cancel and/or deny approval of overflow and/or grass parking due to weather conditions, as late as the day of event.
- Applicant may be required to have additional lighting or parking attendants if using overflow parking.
- The City of Franklin Parks Department does not provide additional lighting or parking attendants.

LIABILITY AND INSURANCE

- The City of Franklin has the right to full access to the facility at anytime.
- Applicant does 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, including death, to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of, or as a consequence, known or unknown, of such event and the activities permitted in connection therewith, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.

IMPORTANT:

- All guests must stay in rented areas of the Eastern Flank Event Facility at all times (before, during, and after the event).
- Use of amusement rentals or props (e.g., carnival games, dance floors, stages, tents, and canopies, etc.) must have prior written approval.
- Bounce houses are prohibited.
- A Certificate of Insurance (**ACORD 25 2012/05 form**) for General Liability naming the City of Franklin as an additional insured plus the endorsement page, in an amount of not less than one million dollars (\$1,000,000.00) and when applicable. A Certificate of Worker’s Compensation (if operators will be on site) must be provided by any rental company.
- Individuals and organizations must be able to demonstrate a reasonable degree of control and responsibility for the conduct of all guests. The City reserves the right to require one or more City of Franklin police officers or other emergency personnel to be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$40.00 per hour at a minimum of two (2) hours.
- The City of Franklin Parks Department at its sole discretion may cancel and/or suspend the use of the facility by the group or individual if found to be in non-compliance with the established policies and procedures. The City of Franklin Parks Department reserves the right to refuse clients the privilege of renting the facility if the client and/or client’s guest rental history was disruptive, out of compliance with City policies, or the requested does not comply with City policies.

AMENITIES INCLUDED IN RENTAL

Patio Areas

There are three patio areas in the rear of the Eastern Flank Event Facility that have furniture pieces. These pieces are available for use, but cannot be taken off of the patio areas.

Television

1 television in the large meeting room (with HDMI cords)
1 television in the small meeting room (with HDMI cords)

Kitchen

A catering kitchen is available for food preparation and storage. It includes a refrigerator, a freezer, and two sink areas. There is no cooking equipment. Warming units are available.

Tables

8 – 8ft. x 3 ft. rectangle tables
8 – 6ft. x 3ft. rectangle tables
4 – 6ft. x 18” rectangle tables
12 – 5ft. round tables (60 inches in diameter)

Chairs

150 padded chairs

Parking Spaces

100 parking spaces are available

RENTAL FEES

In accordance with conservation easements, certain activities are restricted and/or limited at Historical Parks. Events at Historical Parks will be evaluated on a case by case basis.

Application Fee: \$100.00

Rental Fee: Monday—Thursday 8:00 AM—11:00 PM* \$1,100.00
 Friday—Sunday 11:00 AM—11:00 PM* \$1,400.00

Fee includes the following: Eastern Flank Event Facility indoor and outdoor event space, staff fees (1 Staff member throughout your rental), set-up and tear-down, and cleaning fees.

Weekday Rental Fees: Monday—Friday 8:00 AM—5:00 PM* \$100.00/hour
 Minimum 4 hours. If event is scheduled to go after 5PM, a full day rental is required.
 No application fee, must pay in full to reserve date.

*Rentals will be charged an additional \$100.00 for every half hour (30 minutes) over the facility hours of Monday—Friday 8:00 a.m.—5:00 p.m. and Friday—Sunday 9:00 a.m.—11:00 p.m.

THE ABOVE RENTAL FEES INCLUDE THE FOLLOWING:

Rooms Available for use:

- Large meeting room: 1,120 sq. ft.
- Small meeting room with area and sink: 912 sq. ft.
- Men’s/Women’s restrooms with multiple stalls
- Men’s/Women’s dressing rooms

Maximum Building Occupancy:

- Table seating: 100
- Assembly: 150

Outdoor Space:

- 3 covered porches
- Open-air event space with stage and power

Additional Rental Spaces: East Patio for \$100.00 per day, or West Patio for \$100.00 per day

APPLICATION INFORMATION

Instructions: Please carefully read the Eastern Flank Event Facility Application Instructions (page 1) and Terms and Conditions for Events (page 2) before completing this application. Incomplete applications will not be processed.

APPLICANT INFORMATION

Contact:	
Organization:	
Address:	
Phone Number:	
Email Address:	
2nd Contact:	Name: _____ Phone Number: _____

Application information continued on next page.

EVENT INFORMATION

Name/Purpose of Event:			
Date of Event:			
Rental Request:	<input type="checkbox"/> Hourly Rental M-F (min. 4 hours)	<input type="checkbox"/> Daily Rental M-F	<input type="checkbox"/> Daily Rental F-Sun.
Time of Event:	Start Time:	End Time:	
Set-Up/Tear Down Time:	Start Time:	End Time:	
Anticipated Attendance:			
Event Description:			
Vendors: What, if any, will be present at the event (i.e. medical related, food, beverages, etc.)? Please provide a detailed list.			
Temporary Structures: Will your event include tents or other temporary structures? Please explain.			
Entertainment: Please describe any entertainment being provided.			
Will Alcohol be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, additional insurance will be required.

Please enclose a map of the event site, detailing any temporary structures, location of vendors, vendor parking, volunteer parking, etc.

I/We have read and understand all rules, regulations and rental terms for this facility and agree to abide by same. I/We do agree to abide by all ordinances of the City of Franklin and all conditions placed by the Parks Director on this event permit request. I/We do swear and affirm that all information provided on this application is true and complete. 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, including death, to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of, or as a consequence, known or unknown, of such event and the activities permitted in connection therewith, and to submit a certificate of insurance prior to the event in an amount acceptable to the City's Risk Manager and the City Administrator. I/We understand that granting an Event Permit does not waive the obligation of obtaining additional permits that may be separately required. I/We recognize that 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. **I have read and agree to abide by all Rules and Regulations for Events at Eastern Flank Event Facility.**

Applicant Signature and Title	Date
Program Specialist	Date
Suzanne Carter, Recreation Foreman	Date