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Mary Pearce

December 2, 2014

Ms. Monique McCullough
 City Administrator's Office
 City Hall
 109 Third Avenue South
 Franklin, TN 37064

Dear Monique,

Thank you for your time and assistance with the completion of the attached City of Franklin Event Permit Application for the Franklin Main Street Brew Fest on March 14, 2015. Your knowledge and quick response is greatly appreciated!

Please note in past years, this event held Check In for guests under a tent at 4th North and Main typically. I would like to kindly propose that we hold Check In in the hallway space inside City Hall. This request is for the following reasons:

1. Being inside would allow our staff and volunteers to hear and communicate with each other and guests in a more efficient manner.
2. Should it rain, the guests would not need to stand in line exposed to the weather.
3. The supplies would not be exposed to weather.
4. We would have a very official environment for our guests to Check In and there are restrooms available.
5. We would not put up as large a tent blocking 4th Avenue North and Main Street.

Please let me know the next step of this Event Application process. Again, it has been a pleasure to work with you.

Sincerely,

Kristy Williams
 Main Street Program

OFFICE USE ONLY:
Permit No:



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**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 ___ Liberty Park ___ Eastern Flank Battlefield Park
___ Fieldstone Farms ___ Pinkerton Park
___ Jim Warren Park ___ Harlinsdale Farm Other: Main St. from 2nd to 5th St.*

2) Name/purpose of event: Franklin Main Street Brew Fest

3) Date or dates of event: Saturday, March 14, 2015

4) Time of Event: 6 p.m. to 9 p.m.

5) Time of Street Closure (if applicable): 3 p.m. to 11 p.m. *(5 a.m. for sections of 4th Ave.)
Set-Up Date/Time: 4 p.m. March 14* **Tear-down Date/Time:** 11 p.m. March 14*

*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:
Downtown Franklin Association/Heritage Foundation of Franklin & Williamson County

a) Address: 134 2nd Avenue North, P.O. Box 807 Franklin, TN 37065

b) Phone: 615.591.8502 x18 **c) Cell:** 615.305.3610 **d) Fax:** 615.591.8502

e) E-mail address: kwilliams@historicfranklin.com

7) Person in charge on day of event: Kristy Williams

Cell: 615.305.3610 **E-mail address:** kwilliams@historicfranklin.com

* Would like to close sections of 4th Avenue and 4th Avenue N between the alleys and Main Street at 5 a.m. Saturday, March 14, 2015, to allow food vendors and other vendors including a tent for Downtown Franklin Association.



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

Name: Linda Childs Cell: 615, 678, 2171 E-mail address: lchilds@historictrenton.com

Name: Mary Pearce Cell: 615, 300, 7218 E-mail address: mpearce@historicalfranklin.com

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

Beer Tasting in approximately 25 shops along
Main Street. A 2 oz. portion is served for each
product type.

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.** See Question #5 with *

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

2,500

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. See attached

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Tasting tickets - \$45, Sponsors \$1,000 - 7,500
Food Vendors \$250+

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle 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? Downtown Franklin Association

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. Yes
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
Music
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Bands, Bag Pipes
- 23) During what time period is sound amplification requested? 6 p.m. to 9 p.m.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Celtic music on the street. No stages. Up to six musicians in each group with a 20 amp sound system.
- 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. Approximately 10 to 15 Food & Sponsor Vendors
- 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
- 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.

We will pay the \$1,000 Security Deposit if this application is approved.

Revised February 2014



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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:

One tap at 4th and Main hydrant

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.*

We will be using Downtown Franklin Association and the Downtown Neighborhood Association email for notification

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: [Signature], Exec. Director Date: 12/02/14
(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.

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

**CITY OF FRANKLIN
EVENT PERMIT APPLICATION
Question #12**

Mary Pearce, Executive Director
Heritage Foundation
134 2nd Avenue North
Franklin, TN 37064
Work: 615.591.8500, Ext. 15
Cell: 615.300.7218

Kristy Williams, Main Street
Heritage Foundation
134 2nd Avenue North
Franklin, TN 37064
Work: 615.591.8500, Ext. 18
Cell: 615.305.3610

Linda Childs
Heritage Foundation
134 2nd Avenue North
Franklin, TN 37064
Work: 615.591.8500
Cell: 615.678.2171

Jay Sheridan, Event Chair for 2015 Franklin Main Street Brew Fest
Sheridan Public Relations, LLC
1143 Columbia Avenue, Suite C-13
Franklin, TN 37064
Work: 615.472.8879
Cell: 615.364.5143

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: March 19, 2001

Person to Contact:
Richard Owens 31-00913
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
23-7042596

Heritage Foundation of Franklin and Williamson
County Tennessee
% Mary Shearer Pearce
PO Box 723
Franklin, TN 37065

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1970, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

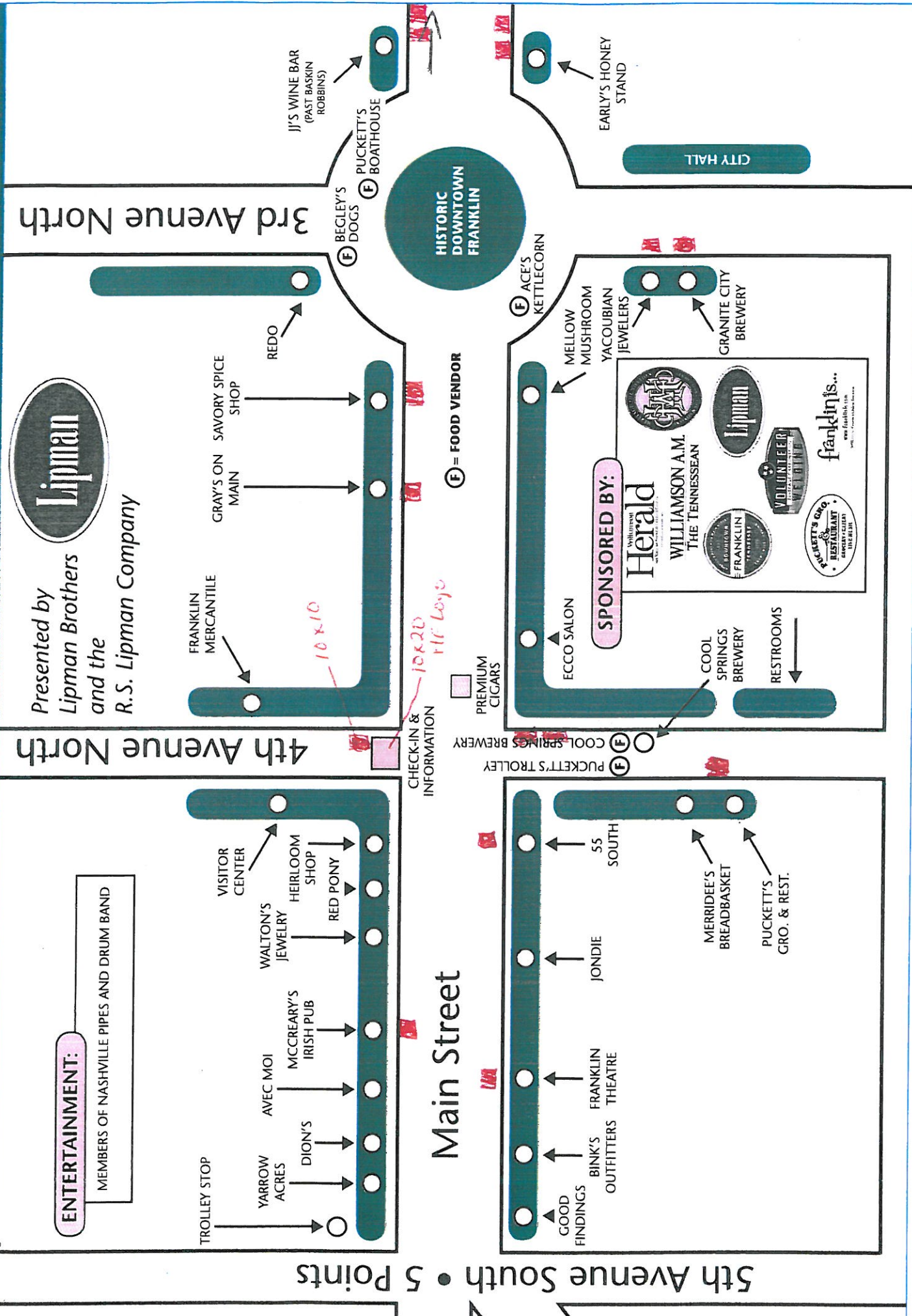
All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

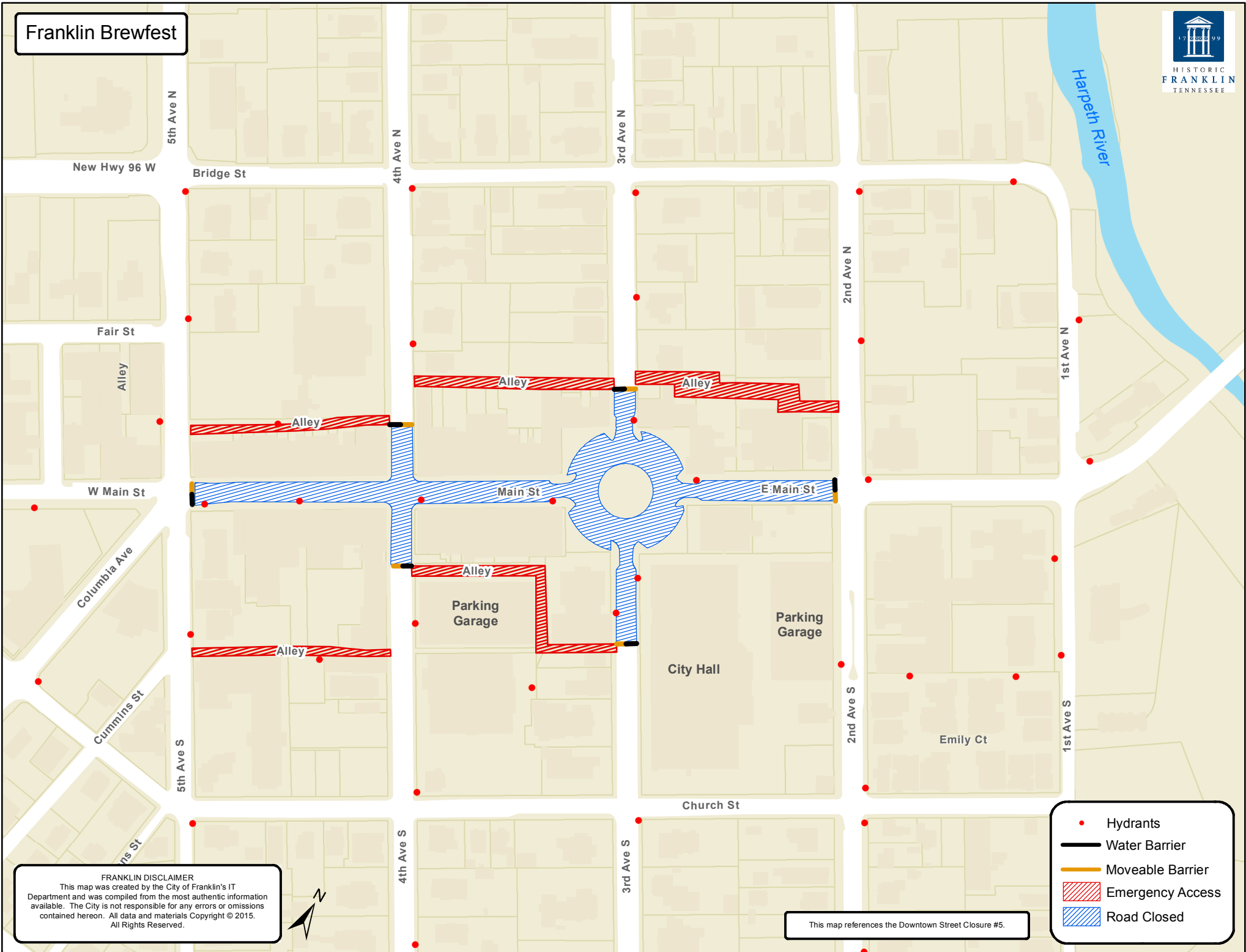
Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

12th INITIAL PLANS

10TH ANNUAL FRANKLIN MAIN STREET BREWFEST MAP



Franklin Brewfest



FRANKLIN DISCLAIMER
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This map references the Downtown Street Closure #5.