



# 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:** Dickens of a Christmas
2. **Location Requested:** *(if Temporary Street Closure, list major roads to be closed):*  
Main Street from 2nd to 5th Avenues; portions of 4th North and South; and 3rd North and South between Church and Bridge Streets.
3. **Date or dates of event:** 12/12/2015, 12/13/2015
4. **Start/End Times of Event:** 10am-5pm on Saturday, 11am-5pm on Sunday  
*What date/time will set-up begin?* 12/12/2015 4:00 AM  
*What date/time will tear-down be complete?* 12/13/2015 7:00 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):* 4am on 12/12/15 until 7pm on 12/13/15
6. **An estimated number expected to attend during the course of the event:**  
Spectators/Attendees: 50,000                      Event Staff/Volunteers:250                      Total:50,250
7. **Name of applicant and Organization Requesting Permit:**  
Abby Williams - Heritage Foundation of Franklin and Williamson County  
**a) Address:**                      134 2nd Ave  
   Franklin, TN 37065  
**b) Phone:** 6155918500                      **c) Cell:**                      **d) Fax:**  
**e) E-mail address:** awilliams@historicfranklin.com
8. **DETAILED description of event** *(use additional sheets):*  
Dickens of a Christmas is Franklin's Victorian-themed Christmas street festival. Now in its 31st year, the event features characters from Charles Dickens's stories roaming the street and interacting with festival goers; horse-drawn carriage rides; Victorian-era food including chestnuts and sugar plums; an arts and crafts bazaar featuring about 80 vendors; a stage on the public square as well as dancers and musicians in the street.

9. **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**

**Please detail any restricted parking areas on the event map.**

**Event Map:** [map for event application.pdf](#)

10. **Person in charge on day of event:** Rene Evans

**Cell:** 6158307367

**E-mail address:** [revans@historicfranklin.com](mailto:revans@historicfranklin.com)

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

**Name:** Abby Williams

**Cell:** 6156302018

**E-mail address:** [awilliams@historicfranklin.com](mailto:awilliams@historicfranklin.com)

**Name:** Mary Pearce

**Cell:** 6153007218

**E-mail address:** [mpearce@historicfranklin.com](mailto:mpearce@historicfranklin.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:** [HF contacts.jpg](#)

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: [501c.pdf](#)

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

*Average admission fee:*

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

*Average vendor participation fee?* 210

18. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:** \$15,000.00

19. **Will any charity, gratuity, or offers be solicited or accepted during the event?** Yes

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

*What organization will be the benefactor of event?* Heritage Foundation of Franklin and Williamson County

*What percentage of funds will they receive?* 100

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:**

24. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.**  
There will be approximately 80 arts and crafts vendors and a dozen food vendors at the event. A detailed list will be provided closer to the event.
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:** [clean up plan.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 and 3rd North*
28. **Will alcohol, beer, and/or wine be given away or sold?** No  
*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 Dickens '15.docx](#)  
**Good Neighbor Letter Mailing List:** [Good neighbor letter Dickens '15.docx](#)



# Rules and Regulations

**Please Read All Attachments Before Signing Application.**

1. 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. We do swear or affirm that all of the information given in this application is true and complete.
3. 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. 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. 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. 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. We understand that we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
8. 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. 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: Attiliana, Festival Date: 11/6/15  
 (Signature and title – must be officer of organization) Coordinator

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: Dickens of a  
Name: Christmas

Signature: \_\_\_\_\_



FORM D

## 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:** Abby Williams - Heritage Foundation of Franklin and Williamson County

**Event Name:** Dickens of a Christmas

**Event Date(s):** 12/12/2015, 12/13/2015

1. **Time amplification equipment will be used:** From: 9:00 AM To: 5:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:  
The stage on the public square and a small amplification system may be present at the intersection of 4th and Main for street dancers.  
**Sound Amplification Map:** [sound amp map.pdf](#)
3. **For what purpose will sound amplification be used?** Please list all that apply:  
Announcements/Speeches,Band/Singers,Sound System
4. **Type of Amplifier:** Fixed,PA System
5.  

<b>Number of Amplifiers:</b> 200	<b>Number of Speakers:</b> 6	<b>Number of Performers:</b> 200
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6. **Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**  

<b>Name:</b> Rene Evans	<b>Cell:</b> 6158307367	<b>E-Mail:</b> revans@historicfranklin.com
<b>Name:</b> Abby Williams	<b>Cell:</b> 6156302018	<b>E-Mail:</b> awilliams@historicfranklin.com

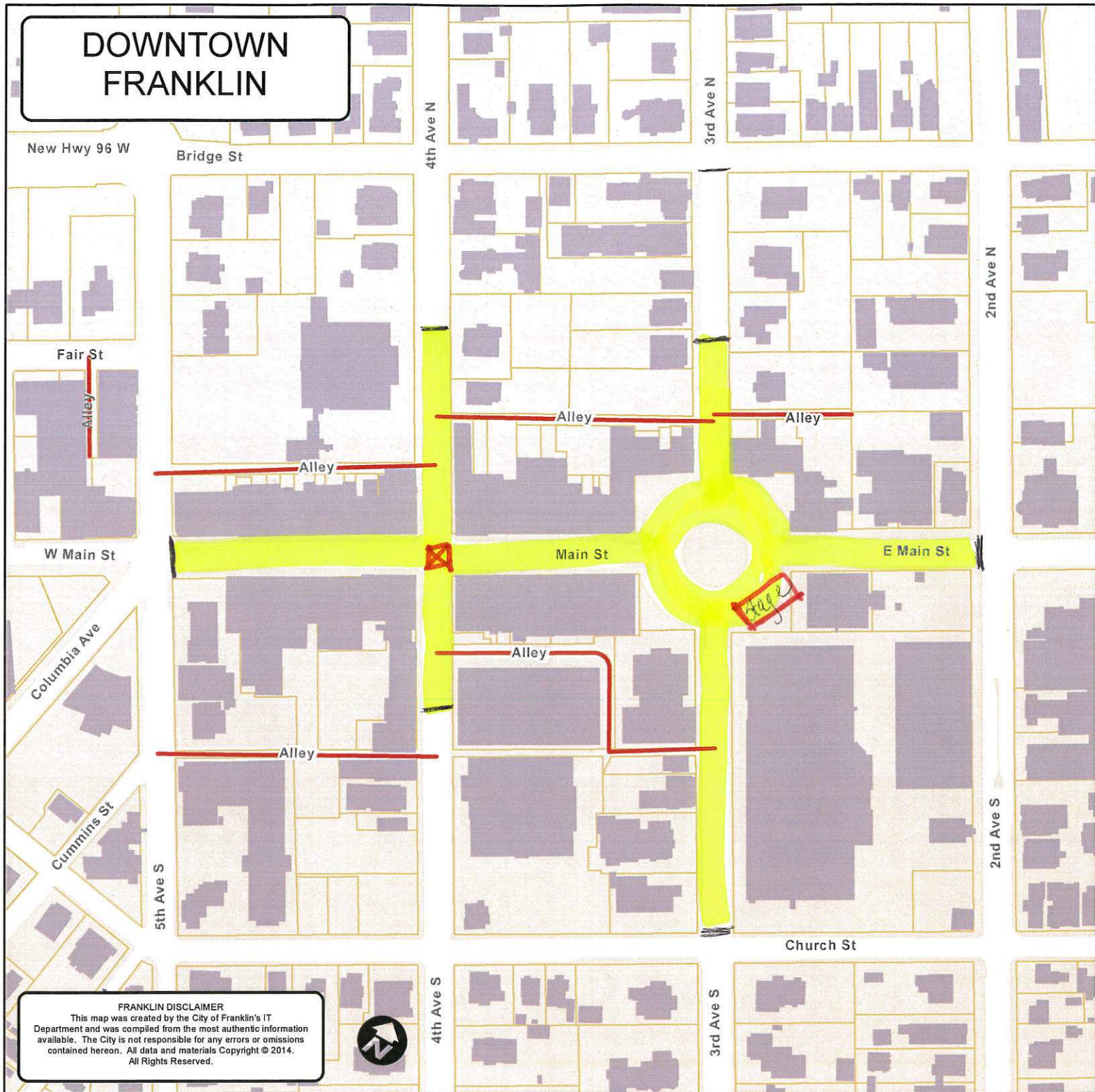
**Authorized Signature:** Abby Williams

**Date:** 08/19/2015

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.



# DOWNTOWN FRANKLIN



Street closure

Sound amplification



**TENNESSEE DEPARTMENT OF REVENUE**

# Certificate of Exemption

HERITAGE FOUNDATION OF FRANKLIN & W  
209 E MAIN ST  
FRANKLIN TN 37064-2517

July 20, 2007

Account Type: S&amp;U EXEMPT

Account No.: 100091394

Under the provisions of T.C.A. Section 67-6-322, the organization named above is granted authority from the Tennessee Department of Revenue to make purchases, without payment of the Sales or Use Tax, of tangible personal property or taxable services to be used or consumed by the organization itself or to be given away.

The organization must furnish the suppliers of goods and services with a COPY of this exemption certificate. The lower portion of the certificate must be properly completed. The organization MUST retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of exemption. Later purchases do not require the submission of additional copies. Invoices must contain the name of the organization and the number given above.

This authority does not extend to purchases made by representatives of the organization when the items purchased or services rendered are paid for with personal funds. It does not extend to items purchased to be resold.

THE ORGANIZATION MUST NOTIFY THE DEPARTMENT IMMEDIATELY IF IT CEASES TO EXIST, MOVES, OR IN ANY WAY CHANGES THE ORGANIZATION FROM ITS PRESENT FORM.

EFFECTIVE DATE July 1, 2007

**Reagan Farr**  
COMMISSIONER OF REVENUE

TO BE COMPLETED BY THE ORGANIZATION (please print)

TO: SUPPLIER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

I \_\_\_\_\_ as an authorized representative of the organization named above affirm that the purchases made under this authority will be used and consumed by the organization or will be given away. I further affirm that the organization will not use this authority to purchase items for resale.

Under penalty of perjury, I affirm this to be a true and correct statement.

PRINT NAME OF ORGANIZATION : \_\_\_\_\_

PRINT NAME OF PURCHASER: \_\_\_\_\_

SIGNATURE OF PURCHASER: \_\_\_\_\_



jay@sheridanpr.com

macey@sheridanpr.com

holly@sheridanpr.com liz@sheridanpr.com

## HERITAGE FOUNDATION CONTACT LIST

Executive Director

Mary Pearce

615.591.8500, Ext. 15

mpearce@historicfranklin.com

Accountant

Wendy Dunavant

615.591.8500, Ext. 13

wdunavant@historicfranklin.com

Main Street Director for Franklin

Kristy Williams

615.591.8500, Ext. 18

kwilliams@historicfranklin.com

Historian

Rick Warwick

615.591.8500, Ext. 14

rwarwick@historicfranklin.com

Art Scene Coordinator

Linda Childs

615.591.8500, Ext. 16

lchilds@historicfranklin.com

Festival Director/Vendor Director

Rene Evans

615.591.8500, Ext. 11

revans@historicfranklin.com

Heritage Ball Manager

Lynne McAlister

615.591.8500, Ext. 20

lmcalister@historicfranklin.com

Festivals

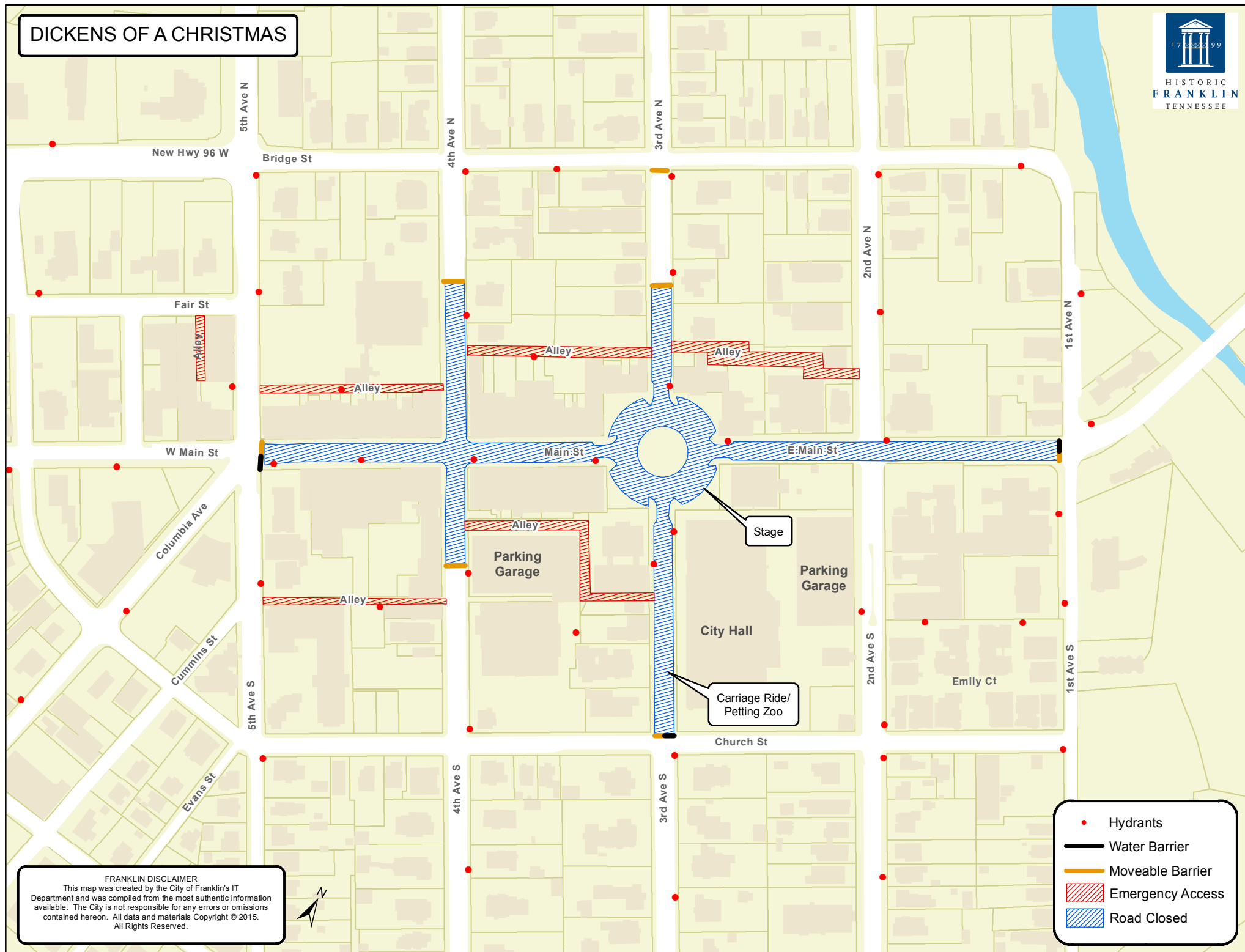
Abby Good Williams

615.591.8500, Ext. 17

awilliams@historicfranklin.com



# DICKENS OF A CHRISTMAS



December 4, 2015

Dear Neighbor,

Downtown Franklin's biggest Christmas celebration returns on December 12 and 13 when the Heritage Foundation of Franklin & Williamson County and the Downtown Franklin Association produce the 30<sup>th</sup> annual Dickens of a Christmas.

This year the event will run from 10 a.m. – 5 p.m. on Saturday, December 12, and again from 11 a.m.– 5 p.m. on Sunday, December 13. Streets will be closing to vehicle traffic at 4 a.m. on Saturday and reopening at 7 p.m. on Sunday. Affected streets are:

- Main Street from Second Avenue to Fifth Avenue
- Third Avenue South from Church Street to the Public Square
- A portion of Third Avenue North from the Public Square toward Bridge Street
- Portions of Fourth Avenue in the first block each direction off Main Street

The parking garages on Second and Fourth Avenues will remain open the entire time.

The event will feature one stage on the Public Square and smaller performance areas on the street at 4<sup>th</sup> and Main and at Five Points. The Historic Presbyterian Church will also be a performance venue, and we anticipate some strolling carolers.

More than 80 arts and crafts vendors, a variety of Victorian-era food options, and an assortment of Dickensian characters will grace the streets. This year we have added several locations for photo opportunities, including one where it will “snow.”

We invite you to get in the spirit by donning your best Victorian attire and taking part in the costume contest on Sunday, or simply by strolling the streets with fellow Franklinites and visitors alike.

The event map and performance schedule are both available online at <http://www.historicfranklin.com/events/dickens-of-a-christmas>.

Please don't hesitate to call or email René Evans at [revans@historicfranklin.com](mailto:revans@historicfranklin.com) if you have questions.

My best,

Mary Pearce  
Executive Director