

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 City's GIS division**

Please detail any restricted parking areas on the event map.

Event Map: [Harlinsdale Campus RTR- Addendum.pdf](#)

10. **Person in charge on day of event:** Torrey Barnhill, Executive Director of Friends of Franklin Parks
Cell: 615-674-5388 **E-mail address:** torrey@friendsoffranklinparks.org
11. **Name and Cell Number of at least two others available on day of event:**
Name: Stacey Perry **Cell:** 615-613-6538 **E-mail address:** downtothewire.nashville@gmail.com
Name: Adam Ballash, **Cell:** 615-415-3393 **E-mail address:** aballash@boyle.com
President

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: [FOFP Board of Directors Contact Information 2019.xlsx](#)

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: [Friends of Franklin Parks 501\(c\)3.pdf](#)
16. **Will you charge an admission fee?** Yes
Average admission fee: 125
17. **Will you charge a vendor participation fee?** No
Average vendor participation fee?
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?** Yes
20. **Is this event a fundraiser?** Yes
What organization will be the benefactor of event? Friends of Franklin Parks
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

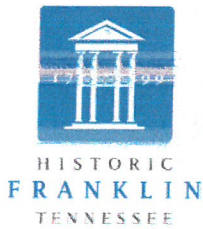
23. **Applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Franklin as additional insured.**

***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.** We will have food vendors attending.
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: [Raise the Roofs 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?** No
If yes, please list exact locations:
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: [RTR Good Neighbor Letter.docx](#)
Good Nieghbor Letter Mailing List:



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: *Jerry Barnhill* Date: 5/21/18
 (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 Name: Eighth Annual Raise the Roofs

Signature: _____



FORM 1

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: Eighth Annual Raise the
Name: Roofs



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: Torrey Barnhill - Friends of Franklin Parks

Event Name: Eighth Annual Raise the Roofs

Event Date(s): 08/17/2019

1. **Time amplification equipment will be used:** From: 06:00:00 PM To: 01:00:00 AM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:

We will use a the existing sound system in the TSC arena for equestrian event. We will have light music and announcements during the main event. We will have an audio for a live band at the end of the evening.

Sound Amplification Map: [Harlinsdale Campus RTR- Addendum.pdf](#)

3. **For what purpose will sound amplification be used?** Please list all that apply:
 - o Announcements/Speeches
 - o Band/Singers
 - o Sound System
4. **Type of Amplifier:**
 - o Fixed
 - o PA System

5. **Number of Amplifiers:** 1 **Number of Speakers:** 6 **Number of Performers:** 6

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

Name: Jacob McDaniel with **Cell:** 615-613-2301 **E-Mail:** jacob@springtree.net
Springtree

Name: Torrey Barnhill **Cell:** 615-406-9230 **E-Mail:** torrey@friendsoffranklinparks.org

Authorized Signature: Torrey Barnhill

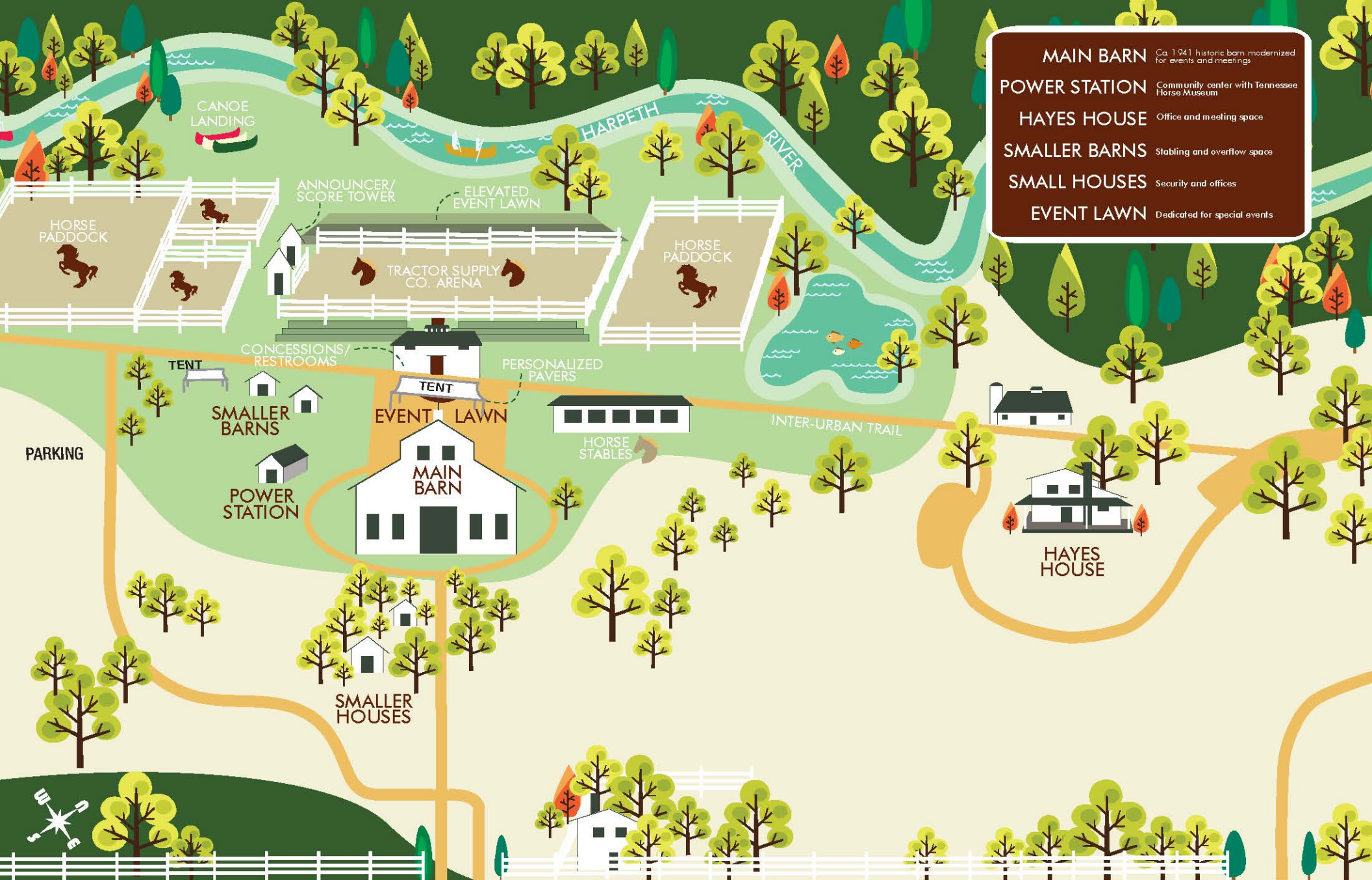
Date: 05/22/2019

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.

Raise the Roofs Clean-Up Plan

Friends of Franklin Parks is contracting with Stacey Perry with Down to the Wire Events and her team of 6-8 will manage the clean-up process of all areas of Harlinsdale used for Raise the Roofs. There are also 15-20 volunteers who assist with this fundraiser that continually clean during and after the event.

Torrey Barnhill, Ex. Director of FOFP is also on site and oversees the process. FOFP also will go back on Sunday am to ensure grounds are back to original state and also after the tent has been removed.



- MAIN BARN** Ca 1941 historic barn modernized for events and meetings
- POWER STATION** Community center with Tennessee Horse Museum
- HAYES HOUSE** Office and meeting space
- SMALLER BARNs** Stabling and overflow space
- SMALL HOUSEs** Security and offices
- EVENT LAWN** Dedicated for special events

PARKING



SOUTH GATE

FRANKLIN ROAD

NORTH GATE

LIBERTY PIKE

THE FACTORY

HARPETH INDUSTRIAL

THE PARK AT HARLINDALE FARM
AN EDUCATIONAL PARK THAT TELLS THE STORY OF OUR RICH HORSE HISTORY



KVD

100% DESIGNED BY FREEPIE.COM

Raise the Roofs



TSC Arena

Concession Stand

Parking

Access

Access

Hooper Ln

239

Franklin Rd

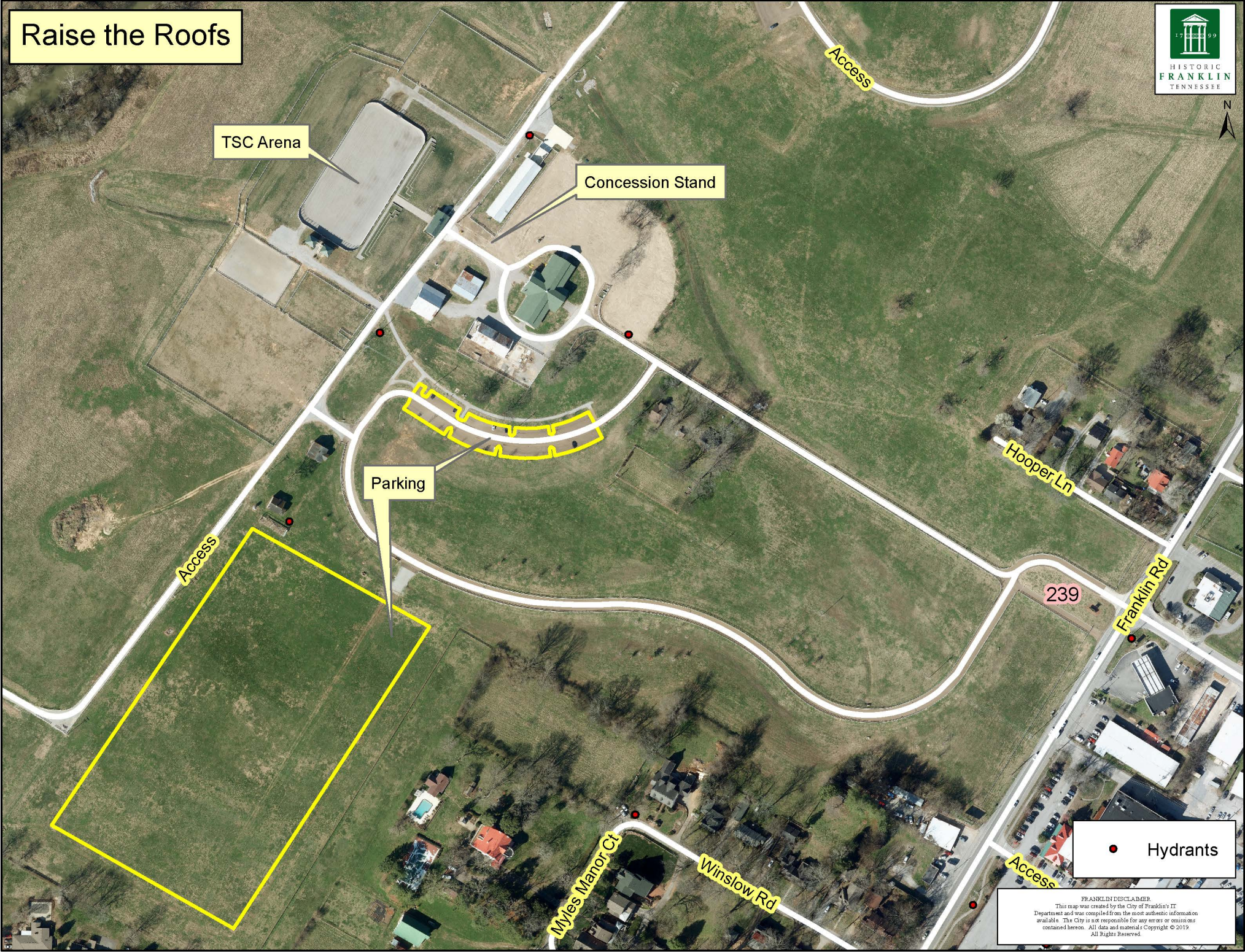
Myles Manor Ct

Winslow Rd

Access

● Hydrants

FRANKLIN DISCLAIMER
This map was created by the City of Franklin's IT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained hereon. All data and material Copyright © 2019. All Rights Reserved.





May 21, 2019

Dear Neighbor,

I am writing to let you know of a proposed event coming to your neighborhood this summer. On August 17th we are hosting our 8th Annual Raise the Roofs event at The Park at Harlinsdale Farm.

Raise the Roofs is Friends of Franklin Park's Annual fundraiser to raise funds for projects at Harlinsdale and the city's other parks.

This event would run from 4pm until 11:00 pm with an interscholastic polo match, dinner and band. With set-up and tear-down, we anticipate having the area closed from 8 a.m. until approximately 11 p.m.

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 CityofFranklin@FranklinTN.gov, 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 Torrey Barnhill, 615-674-5388, torrey@friendsoffranklinparks.org. Thank you in advance for your support of this event.

Sincerely,

Torrey Barnhill
Executive Director

Board of Directors

Adam Ballash, President
Boyle Investment Company

Michael Barker
F & M Bank

Hamilton Bowman
EnableComp

Ken Chin
KAC Sports & Events

Chad Dannenfelser
Avanir

Clay Harlin
Harlin Farms LP

Ashley Hill
Franklin Synergy Bank

David Landrum
Landrum Stables
Williamson Co. Commissioner

Braton Machleit
Buzz'd Fly Fishing &
Harpeth River Shuttle

Jan Marshall
A. Marshall Family Foods

Monty McInturff, DVM
Tennessee Equine Hospital

Amy Cross Nance
Amy Cross, Attorney at Law

Jamey Parker
Parker McCoy Group, Morgan
Stanley

Ashley W. Roberts
Roberts Appraisal Company, Inc.

Matt Roberts
Stites & Harbison

Jay Sheridan
Sheridan Public Relations

Susan Smallwood
Susan Smallwood Interiors

Katie Spence
Jackson

Kevin Thompson
Thompson Burton PLLC

Name	Company	Position	Street	City/State/Zip	Cell Number	Email	Spouse
Adam Ballash	Boyle Investment Company	Development Manager	333 Adams Court	Franklin, TN 37064	(615) 415-3393	aballash@boyle.com	Natalie
Michael Barker	F & M Bank	VP Commercial Relationship Manager	1415 Adams Street	Franklin, TN 37064	(615) 512-5980	mab101@bellsouth.net	Flucy
Hamilton Bowman	EnableComp	Chief Operating Officer	6270 Lampkins Bridge Road	College Grove, TN 37046	(615) 294-6616	hbowman@enablecomp.com	Emily
Ken Chin	KAC Sports & Events	Owner	409 Melander Court	Franklin, TN 37064	(720) 724-5592	ken@kacsportsandevents.com	Ellie
Chad Dannenfelser	Neuroscience Area Manger	Avanir	315 4 th Avenue South	Franklin, TN 37064	(615) 498-0588	chaddannenfelser@yahoo.com	Kelly
Clay Harlin	Harlin Farms LP	Owner	1100 Colonial Court	Franklin, TN 37064	(615) 587-4769	clayharlin@gmail.com	Faye
Ashley Hill	Franklin Synergy Bank	Executive Vice-President	722 Columbia Ave	Franklin, TN 37064	(615) 504-1555	Ashley.Hill@franklinsynergy.com	Rene
David Landrum	Franklin Riding Academy and Wms. County Commisioner	Owner	242 Myles Manor Court	Franklin, TN 37064	(615) 351-2224	landrumstables@aol.com	Karla
Braton Machleit	Buzz'd Fly Fishing and Harpeth River Shuttle	Owner	1317 Bostic Street	Franklin, TN 37064	(615)948-5877	braton@buzzdflyfishing.com	Molly
Jan Marshall	A. Marshall Hospitality	Owner	1003 West Main Street	Franklin, TN 37064	(615) 478-2216	jan@amarshallhospitality.com	Andy
Monty McInturff, DVM	Tennessee Equine Hospital	Owner	3077 Old Hillsboro Road	Franklin, TN 37064	(615) 972-7684	mmcinturff@tnequinehospital.com	Lisa
Amy Cross Nance	Amy Cross, Attorney at Law	Owner	103 Forrest Crossing Blvd. Suite 205	Franklin, TN 37064	(615)794-5644	amy@amycrossnance.com	Rex
Jamey Parker	Parker McCoy Group, Morgan Stanley	First Vice President	1210 Echo Lane	Franklin, TN 37069	(615) 415-7777	james.parker@morganstanley.com	Jennifer
Ashley Roberts	Roberts Appraisal Company, Inc.	Director of Operations	119 Battle Ave.	Franklin, TN 37064	(615) 429-4424	ashleywroberts82@gmail.com;	
Matt Roberts	Stites & Harbison PLLC	ATTY	604 West Main Street	Franklin, TN 37064	(615) 782-2315	mroberts@stites.com	Lauren
Jay Sheridan	Sheridan Public Relations, LLC	President	1006 Fair Street	Franklin, TN 367064	(615) 364-5143	jay@sheridanpr.com;	Jessica
Susan Smallwood	Susan Smallwood Interiors	Owner	103 Harlinsdale Court	Franklin, TN 37069	(615) 429-0752	susan.smallwood@comcast.net	Brian
Katie Spence	Jackson	Audit Manager	1807A 5th Ave N.	Nashville, TN 37208	(303) 906-4280	Katie.spence@jackson.com	
Kevin Thompson	Thompson Burton, PLLC	Partner	840 Crescent Centre Dr., Ste. 260	Franklin, TN 37069	(615) 268-3540	kevin@thompsonburton.com	Sharon
Gary Vogrin	Kiser + Vogrin Design, LLC	Founder	727 Azalea Court	Franklin, TN 37064	(615) 708-0567	gary@kiservogrin.com	Michelle

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 05 2016

FRIENDS OF FRANKLIN PARKS INC
PO BOX 549
FRANKLIN, TN 37064

Employer Identification Number:
81-0993195
DLN:
17053243347016
Contact Person:
ROGER W VANCE ID# 31173
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 28, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

FRIENDS OF FRANKLIN PARKS INC

Sincerely,

A handwritten signature in dark ink, appearing to read "Jeffrey I. Cooper". The signature is written in a cursive style with a long horizontal flourish at the end.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Staff Conditions

Staff recommends approval with the following conditions:

- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured.

Building & Neighborhood Services Department:

- Applicant will contact the Department to determine if Special Event Electrical Permit is needed.
- The Main Barn is limited for use and occupant load

Police Department:

- Applicant will hire required number of extra-duty Franklin Police Officers.

Revenue Management:

- Applicant must obtain a Beer Permit from the City's Beer Board.
- If wine is served, applicant must obtain separate permit from the Tennessee Alcohol Beverage Commission.

Fire Department:

- The barn at Harlinsdale does not meet fire safety requirements and is not designed to be occupied by the public.
- Any canopy larger than 400-SF must be inspected and approved by the Fire Inspector
 - Note the following requirements for tents
 - Tents must have a certificate stating the tent fabric meets the requirements of NFPA 701
 - Tents must be securely anchored
 - No cooking or open flames permitted

Parks Department:

- All coordinating regarding the event, including fees and pre-event site meetings, will be done with the Programming Division at the Parks Department.