



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

- Name/purpose of event:** The Great Americana BBQ Festival
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):
Harlinsdale Farm Park
- Date or dates of event:** 08/23/2019, 08/24/2019
- Start/End Times of Event:** August 23, Flavor of Franklin. This will run from 5:00 p.m. to 10:00 p.m.
August 24, The Great Americana BBQ Festival. This will run from 10:00 a.m. to 8:00 p.m.
What date/time will set-up begin? 8/21/2019 7:00 AM
What date/time will tear-down be complete? 8/25/2019 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).*
- Time of Street Closure** (if applicable):
- An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 5,000 Event Staff/Volunteers:100 Total:5,100
- Name of applicant and Organization Requesting Permit:**
Scott Hubbard - The Franklin Noon Rotary Charitable Foundation, Inc.
a) Address: 707 Dorris Court
 Franklin, TN 37069
b) Phone: 615-377-3319 **c) Cell:** 615-294-2977 **d) Fax:** 615-377-0644
e) E-mail address: scott@mhclosings.com
- DETAILED description of event** (use additional sheets):
Flavor of Franklin will include restaurants and local brewers and distillers on site that will have food and drink samples for attendees that purchase a ticket. Live music and vendors will be on hand.

The Great Americana BBQ Festival will be a Kansas City BBQ Society (KCBS) sanctioned competition. We expect between 70-100 teams to participate. Craft and food vendors will be selling to attendees and there will be live music will be played 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 City's GIS division*

Please detail any restricted parking areas on the event map.

Event Map: [event map-2019 BBQ Festival.pdf](#)

10. **Person in charge on day of event:** Scott Hubbard

Cell: 615-294-2977

E-mail address: scott@mhclosings.com

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

Name: Jeff Nicholls

Cell: 972-569-0900

E-mail address: home@jeffnicholls.com

Name: Patrick Baggett

Cell: 615-955-0411

E-mail address: pbaggett@fullserviceins.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: [BOARD OF DIRECTORS-2018-2019 Foundation.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: [Foundation 501C3 Letter.pdf](#)

16. **Will you charge an admission fee?** Yes

Average admission fee: 5.00

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

Average vendor participation fee? 100.00

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? The Franklin Noon Rotary Charitable Foundation, Inc.

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.** A few select craft vendors and service company vendors will be at the event. Some food vendors will be there as well.
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 -2019.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: 2 water taps needed at fire hydrant located near the north end of the stables and hydrant located at the east end of the horse barn next to the entrance road.
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.2019.docx](#)
Good Neighbor Letter Mailing List: [Good neighbor letter mailing list.xlsx](#)



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TENNESSEE

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: A. G. [Signature] Authorized Agent Date: 1-8-19
 (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 The Great Americana BBQ

Name: Festival



HISTORIC
FRANKLIN
TENNESSEE

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.

- Any electrical work utilizing site-constructed equipment or wiring
- Any electrical equipment or work utilizing in excess of 120 volts

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.



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: Scott Hubbard - The Franklin Noon Rotary Charitable Foundation, Inc.

Event Name: The Great Americana BBQ Festival

Event Date(s): 08/23/2019, 08/24/2019

1. **Time amplification equipment will be used:** From: 04:00:00 PM To: 09:00:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). *Provide map/layout if necessary.:*
 On August 23, music will begin at 5:00 p.m. and end at 10:00 p.m.
 On August 24, music will begin at 10:00 a.m. and end at 8:00 p.m.

A music stage will be located at the North end of the stables.

Sound Amplification Map: [event map-2019 BBQ Festival.pdf](#)

3. **For what purpose will sound amplification be used?** *Please list all that apply.*
 - o Announcements/Speeches
 - o Band/Singers
4. **Type of Amplifier:**
 - o Mobile
5.

Number of Amplifiers: 8	Number of Speakers: 8	Number of Performers: 10
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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:**

Name: Jeff Nicholls	Cell: 972-569-0900	E-Mail: home@jeffnicholls.com
Name: Ken Buettner	Cell: 615-630-0515	E-Mail: kenbuettner@comcast.net

Authorized Signature: Scott Hubbard

Date: 01/08/2019

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.

Americana BBQ Festival Overall Area Harlinsdale Farm



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

— Fence
▭ Tents & Areas

CLEAN UP PLAN FOR THE GREAT AMERICANA BBQ FESTIVAL
AUGUST 25, 2019

Cleanup of the park will be by members of the Franklin Noon Rotary Club. Cleanup will take place throughout the day of the event and final cleanup should be completed by 7:00 p.m. on August 25th.

Cleanup and waste removal to be coordinated with the City of Franklin solid waste department as was done for the 2016, 2017, and 2018 events. The number of dumpsters was adequate for the 2018 event but will need to be reallocated to other areas.

Dumpsters rented from the City of Franklin will be located in multiple areas of the park for use throughout the event. BBQ teams will have four dumpsters located in their area.

BBQ teams will have special containers dedicated for grease disposal.

Dumpsters will need to be delivered to the park by Friday morning August 23rd.

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

DEPARTMENT OF THE TREASURY

Date: **MAY 14 2013**

FRANKLIN NOON ROTARY CHARITABLE
FOUNDATION INC
130 4TH AVE S
FRANKLIN, TN 37064-4626

Employer Identification Number:
46-2064920
DLN:
17053052381023
Contact Person:
EDWARD J POMERANTZ ID# 31326
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
February 13, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

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FRANKLIN NOON ROTARY CHARITABLE

Sincerely,



Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

**2018 and 2019 BOARD OF DIRECTORS
THE FRANKLIN NOON ROTARY CHARITABLE FOUNDATION, INC.**

Zane Martin 615-852-0759; 1421 Adams St., Franklin, TN 37064
Patrick Baggett 615-955-0411; 422 Murfreesboro Rd., Franklin, TN 37064
Valerie Clarke 615-578-0074; 358 4th Ave. S., Franklin TN 37064
Mark Tumblin 615-405-8657; 425 Crofton Park Lane, Franklin, TN 37069
John Abbott 615-425-8479; 325 Gun Club Rd., Nashville, TN 37215
Chas Morton 615-519-3263; 716 Peave Springs Way, Franklin, TN 37064
Patti Parsons 615-794-4313; 234 4th Ave. N., Franklin, TN 37064
Patty Bearden 615-973-2481; 513 Dunwoody Ct., Franklin TN 37069
Derby Jones 615-804-0642; 806 Hunterboro Ct., Brentwood, TN 37027
John Ligon 615-351-8114; 305 Stewart St., Franklin, TN 37064
Jill Fitzgerald 615-517-5019; 3268 Clear Creek Rd., Pulaski, TN 38478
Doug Buttrey 571-266-9764; 529 Forrest Park Circle, Franklin, TN 37064
David Comer 615-473-5629; 1276 Lewisburg Pike, Franklin, TN 37064
Bill Fitzgerald 615-394-9292; 3268 Clear Creek Rd., Pulaski, TN 38478

August 1, 2019

Dear Neighbor:

I am writing to let you know of two events coming to your neighborhood this summer. The Franklin Noon Rotary Charitable Foundation, Inc., is producing and will be hosting the “Flavor of Franklin” on Friday, August 23, 2019, and “The Great Americana BBQ Festival” on Saturday August 24, 2019, at Harlinsdale Farm Park.

Flavor of Franklin will begin at 6:00 p.m. on Friday, August 23, and will end at 10:00 p.m. Several local restaurants, craft brewers and distillers will be on hand to offer food and drink samples for a paid ticket.

The Great Americana BBQ Festival has been sanctioned as an approved barbeque competition by the Kansas City Barbeque Society and as many as one hundred (100) professional and backyard teams will compete for the chance at winning a large cash purse and bragging rights. The festival will open at 10:00 a.m. and will end at 8:00 p.m. In addition to the BBQ competition, some of Tennessee’s finest musical talent will be on hand to entertain festival-goers throughout the day. Other features of the event will include a separately judged whole hog BBQ competition, a bourbon tasting tent presented by the Tennessee Distillers Guild, a vendor market featuring local artisans, a kids’ zone, as well as local food vendors.

We expect both events combined to draw more than 5,000 spectators into Harlinsdale Park. No streets will be closed for the event but there may be some traffic congestion on Franklin Road at various times on event days. Both events will feature live music but it will end by 10:00 p.m. on both nights. All temporary tower lights will be located in the interior of the park and arranged so that they will have minimal effect on the surrounding neighbors.

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 need to contact the event organizer, would like to get involved, or become a sponsor, you may contact Jeff Nicholls at 972-569-0900, via email at home@jeffnicholls.com or Scott Hubbard at 615-294-2977, via email at scott@mhclosings.com or by mail to Franklin BBQ Society, P.O. Box 1557, Franklin, TN 37065-1557.

We look forward to sharing this exciting day with you.

Regards,

A. Scott Hubbard
Franklin Noon Rotary Charitable Foundation, Inc.
Event Organizer

Staff Conditions:

Staff recommends approval with the following conditions:

- Applicant will provide Good Neighbor Letter which will be distributed to area residents.
- **Risk Management:**
 - Certificate of Insurance that includes all the activities, alcohol liability, equipment, vendors, booths and food trucks including the dates from set up to clean up to put on this event. Any hired providers must have insurance covering their activity, equipment and service, naming the City of Franklin as additional insured for the duration of the event from set up to clean up. The certificate of insurance will be due 30 days prior to the event (July 23, 2019). The certificate of insurance must include the dates of set up through equipment pickups and teardown.
- **Building and Neighborhood Services:**
 - Special Event Electrical Permit may be required if generators are used.
- **Police Department:**
 - Applicant will hire recommended number of extra-duty Franklin Police Officer to provide traffic control and security, including overnight.
 - Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.
- **Sanitation and Environmental Services:**
 - Dumpsters will be provided by department at a cost of \$110 each
- **Fire/EMS Department:**
 - Tent permit and inspection will be required for any tents larger than 200 square feet.
 - The applicant will contact the Fire Department to determine if on-site EMS services are needed.
- **Revenue Management**
 - Applicant will contact Revenue Management to determine if Beer permit is needed.
- **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.
 - Any major changes to the event after approval, must be reviewed by the Special Events Advisory Team and the Department