

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 application.pdf](#)

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

Cell: 6158307367

E-mail address: 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

Name: Mary Pearce

Cell: 6153007218

E-mail address: 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: [tax exempt letter for pfest 2015.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? 200-15000

18. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:** \$25,000.00

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.** Arts and Crafts Vendors, Food Vendors, and Sponsor Booths. A detailed list will be supplied 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: At Fourth and Main and at Third Ave South (City Hall)
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.docx](#)
Good Neighbor Letter Mailing List:



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: _____ Date: _____
 (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)




HISTORIC
FRANKLIN
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:  Exec. Director Date: 7-13-15
 (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: Pumpkinfest 2015

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: Pumpkinfest 2015

Event Date(s): 10/24/2015

- Time amplification equipment will be used:** From: 10:00 AM To: 8:00 PM
- Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:
Stage at City Hall and East Main @ 1st Ave.
Sound Amplification Map: [sound amp map.pdf](#)
- For what purpose will sound amplification be used?** Please list all that apply:
Announcements/Speeches,Band/Singers,DJ,Sound System
- Type of Amplifier:** Fixed
- Number of Amplifiers:** 50 **Number of Speakers:** 10 **Number of Performers:** 15
- Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

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

Authorized Signature: Abby Williams

Date: 07/17/2015

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.

October 9, 2015

Dear Neighbor,

Autumn is upon us in downtown Franklin, and with it comes Pumpkinfest, our 32nd annual celebration of all things fall. This year's Pumpkinfest, once again produced by the Heritage Foundation of Franklin and Williamson County, will run from 10 a.m. – 7 p.m. on Saturday, October 24th.

As the event grows, the complexity of putting it together grows, too, and in order to facilitate a more efficient set up for the event, this year Main Street between 1st and 5th Avenues will be closed to on-street parking beginning at 5 a.m. on Friday, October 23. Cars will still be allowed to drive on Main Street until 8 p.m., when the street will close to all vehicle traffic. Also closing will be:

- Third Avenue South from the Public Square to S. Margin Street, and Third Avenue North from the Public Square toward Bridge Street. Franklin Tomorrow's Chili Cook Off will again be held on Third Avenue North.
- 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 stage on the Public Square will be back on the southeast quadrant in front of City Hall. Food vendors will be located along the Public Square and on Fourth Avenue South. Church of the City will be sponsoring a free, dedicated children's area on Third Avenue South, and a smaller area of paid children's activities will be located on Fourth Ave. North. A second stage will be located on E. Main Street at First Avenue, with a beer tent in the parking lot of Landmark Booksellers. The 'Ol Smokey Moonshine Truck and Cupcake Vineyard trucks will also be joining us in the 100 block of E. Main Street.

Some 80 arts and crafts vendors, a variety of new and returning food vendors, a pumpkin carving and costume contests, and a first-class entertainment lineup will round out the family-friendly entertainment. We encourage you to come and join us for the festivities.

A special thanks to our sponsors: _____

The event map and performance schedule are both available online at <http://historicfranklin.com/events/event/pumpkin-fest/>

Please don't hesitate to call or email René Evans at 615-591-8500 or revans@historicfranklin.com if you have questions.

My best,

Mary Pearce
Executive Director

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

Main Street Director for Franklin

Kristy Williams

615.591.8500, Ext. 18

kwilliams@historicfranklin.com

Art Scene Coordinator

Linda Childs

615.591.8500, Ext. 16

lchilds@historicfranklin.com

Heritage Ball Manager

Lynne McAlister

615.591.8500, Ext. 20

lmcalister@historicfranklin.com

Accountant

Wendy Dunavant

615.591.8500, Ext. 13

wdunavant@historicfranklin.com

Historian

Rick Warwick

615.591.8500, Ext. 14

rwarwick@historicfranklin.com

Festival Director/Vendor Director

Rene Evans

615.591.8500, Ext. 11

revans@historicfranklin.com

Festivals

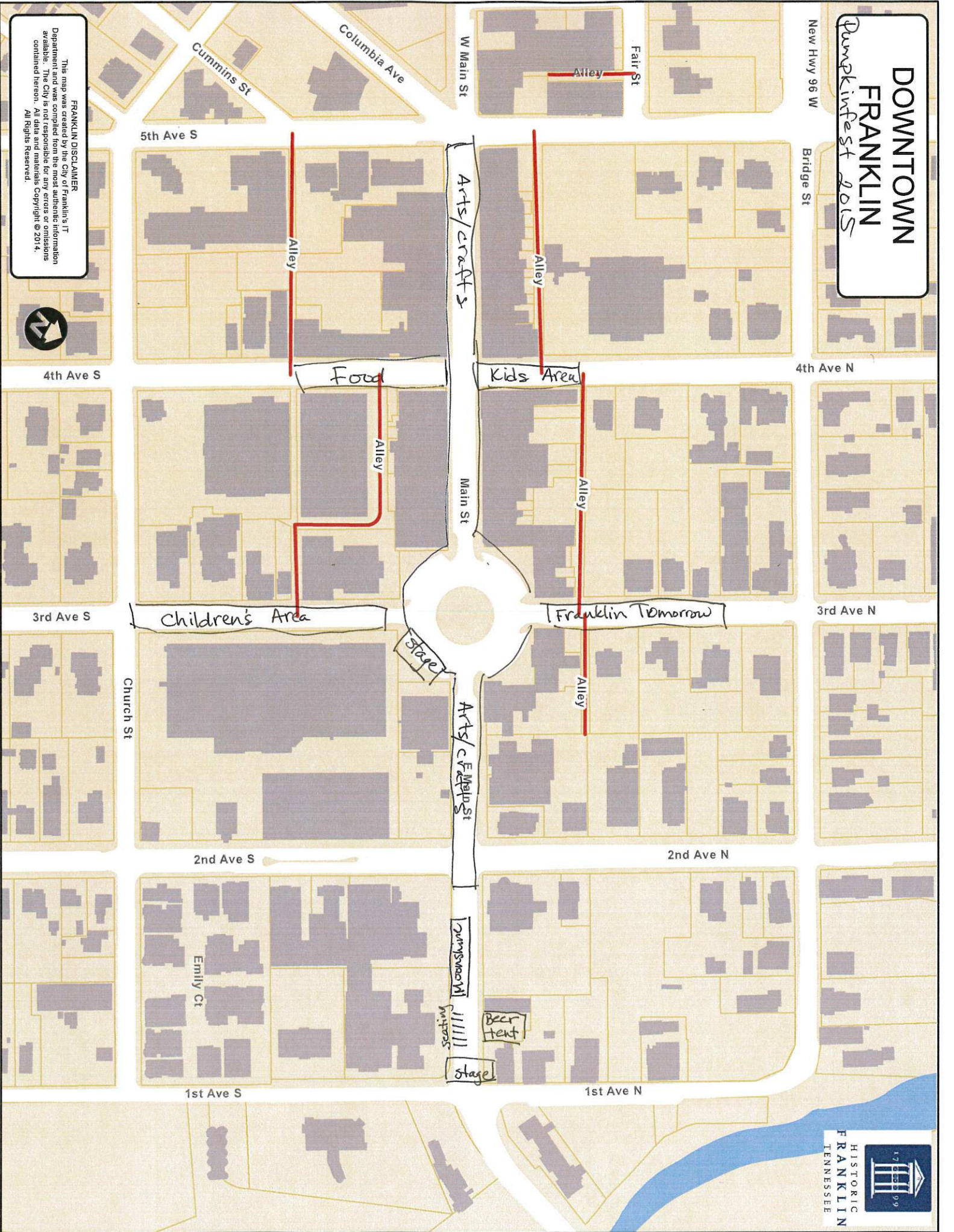
Abby Good Williams

615.591.8500, Ext. 17

awilliams@historicfranklin.com

DOWNTOWN FRANKLIN Pumpkinfest 2015

FRANKLIN DISCLAIMER
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DOWNTOWN FRANKLIN

Pumpkinfest 2015

New Hwy 96 W

Bridge St

4th Ave N

3rd Ave N

2nd Ave N

1st Ave N

W Main St

Main St

Arts/Crafts St

Wilmington St

Cummins St

5th Ave S

4th Ave S

3rd Ave S

2nd Ave S

1st Ave S

Church St

Emily Ct

Fair St

Alley

Alley

Alley

Alley

Alley

Alley

stage

Beer tent

stage

Sand and Amp

Food

Kids Area

Children's Area

Franklin Tomorrow

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TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX
CERTIFICATE OF EXEMPTION

HERITAGE FOUNDATION OF FRANKLIN & W
PO BOX 723
FRANKLIN TN 37065-0723

Effective Date: July 1, 2015

Exemption Number: 100091394

Expiration Date: June 30, 2019

209 E MAIN ST
FRANKLIN TN 37064-2517

The Tennessee Department of Revenue has issued a tax-exemption number for the educational, religious, historical, or charitable non-profit organization or institution named above. State law (Tenn. Code Ann. § 67-6-322) gives the Department the authority to allow this organization to make tax-exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

This authorization for exemption is limited to sales made directly to the above named organization. This certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the above named organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the above named organization.

The organization must furnish its suppliers of goods and services with a copy of this 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 the exempt sale to the organization. Later purchases made before the expiration date do not require the submission of additional copies.

The organization must notify the Department immediately if it ceases to exist or if its location or mailing address changes.

Richard H. Roberts
Commissioner of Revenue

To Be Completed by the Organization

TO: Supplier's Name City of Franklin
Address 109 3rd Ave S.
City Franklin State TN Zip 37064

I, Abby Williams, 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.

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

Print Name of Organization Heritage Foundation of Franklin and Williamson County
Print Name of Purchaser Abby Williams
Signature of Purchaser A Williams Date 07/18/2015

A list of vendors will be supplied close to the event date.

Thanks,

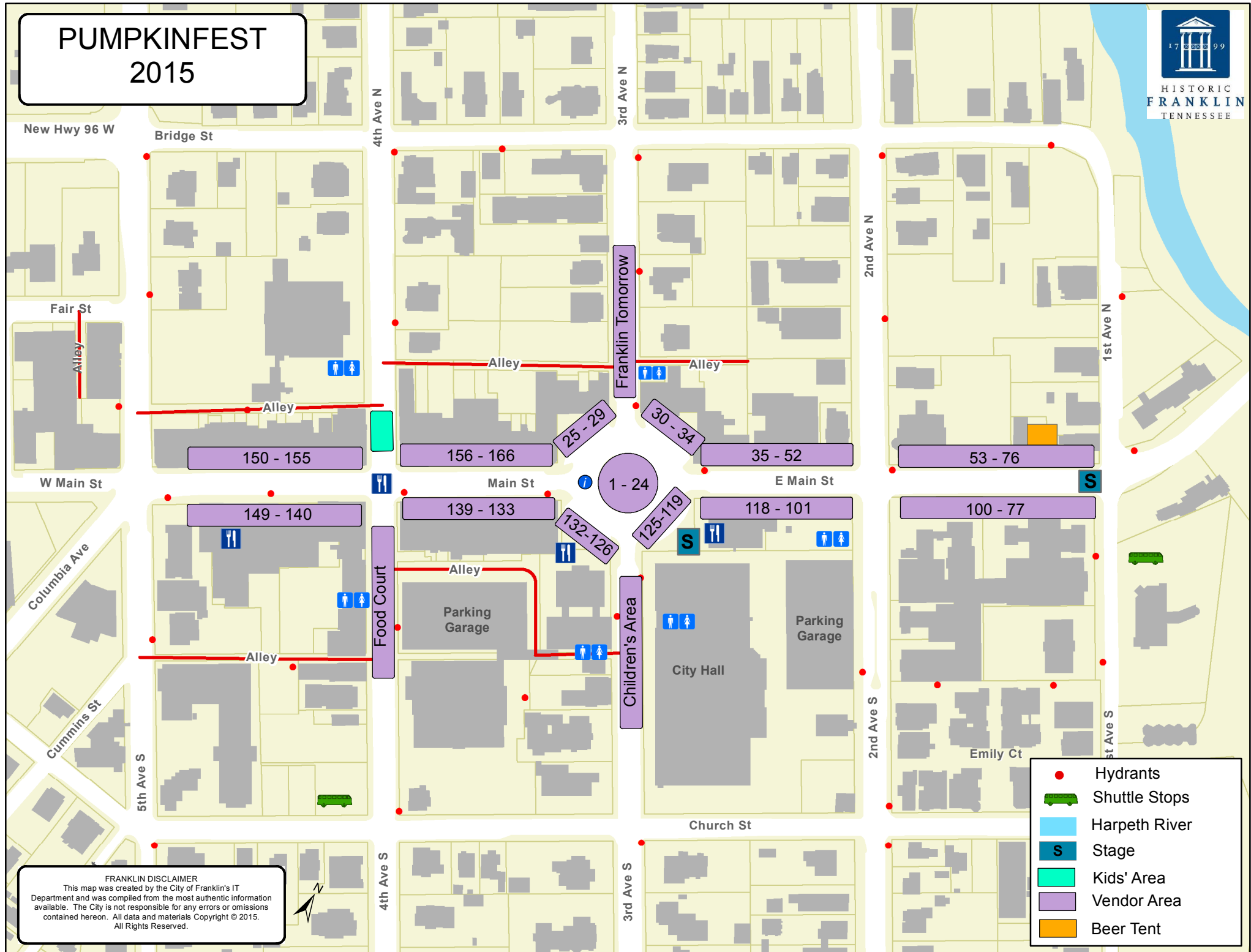
Abby Williams

Clean Up Plan- City of Franklin Solid Waste Department

PUMPKINFEST 2015



HISTORIC
FRANKLIN
TENNESSEE



- Hydrants
- Shuttle Stops
- Harpeth River
- S Stage
- Kids' Area
- Vendor Area
- Beer Tent

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