



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

Main Street from 2nd to 5th Ave and

____ Jim Warren Park

____ Harlinsdale Farm

Other: portions of 4th Ave N. & S.

2) Name/purpose of event: Dickens of a Christmas

3) Date or dates of event: December 13 & 14, 2014

4) Time of Event: 10am - 5pm on Saturday; 11am - 5pm on Sunday

5) Time of Street Closure (if applicable): Saturday 4am - Sunday 7pm

Set-Up Date/Time: 4am Dec 13

Tear-down Date/Time: 5pm Dec 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:

Heritage Foundation of Franklin & Williamson County

a) Address: 134 2nd Avenue South

b) Phone: 591-8500

c) Cell: 618-841-7676

d) Fax: _____

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

7) Person in charge on day of event: Krista Dial

Cell: 618-841-7676

E-mail address: kdial@historicfranklin.com



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

Name: Rene' Evans Cell: 615-830-7367 E-mail address: revans@historicfranklin.com

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

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

Dickens of a Christmas is a Victorian-themed holiday festival with 250+ costumed characters,
100 arts/crafts booths, a stage, numerous street performers, carriage rides, Victorian food & caroling.

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.***

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

50,000

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.

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Free admission for guests. Vendor fees range from \$175 - \$15,000.

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or 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? The Heritage Foundation of Franklin & Williamson
County will receive 100% of the proceeds of this event.

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.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
There will be one stage at this event - City Hall Stage. There will be bands, dance groups and announcements from the stage. There will also be a sound system used at the intersection of 4th & Main during street area performances on Saturday. There will be no other amplified sound at this event.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Bands, dance groups, announcements.
- 23) During what time period is sound amplification requested? 10am - 5pm Saturday; 11am - 5pm Sunday.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). There will be several bands. Community bands can be about 50 members, but not all amplified. Maximum use per stage is 200 amps per stage.
- 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.
- 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 Department
- 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. ***\$1000 deposit on file.

! We will provide lists for 25 & 26 closer to the event.

- 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:
4th & Main and 3rd South (City Hall side)
-
- 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.*
This is a widely publicized event that is free to the public. In addition, we have email addresses for more than 5,000 downtown neighbors, businesses and citizens who will be notified.

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: _____ 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

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) ★
★
★

Dickens Of a Christmas, December 13-14, 2014



5TH AVENUE / 5 POINTS

BRIDGE STREET

4TH AVENUE

3rd AVENUE

2ND AVENUE

1ST AVENUE

MAIN STREET

CHURCH STREET

Five Points Schedule

Saturday

Sunday

Fourth & Main Schedule

Saturday



101—107

100-89

Street Performers

Street Performers

108-115

88-82

PARKING

24-29

81-76



CHILDREN'S AREA



1-23

Festival Headquarters



30-34

75-71

Main Stage



35-52

70-53

PARKING

City Hall Main Stage Schedule

Saturday

10 AM	TBD
11 AM	TBD
NOON	TBD
1 PM	TBD
2 PM	TBD
3 PM	TBD
4 PM	TBD

Sunday

NOON	TBD
1 PM	TBD
2 PM	TBD
3 PM	TBD
4 PM	TBD
5 PM	Town Sing Lead by Jean Thomason & The Vintage Vocals

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.

Heritage Foundation of Franklin and Williamson County Tennessee
23-7042596

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

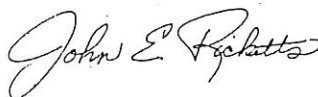
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in cursive script that reads "John E. Ricketts".

John E. Ricketts, Director, TE/GE
Customer Account Services

The Heritage Foundation
Board Member List & Staff List
Year 2014-2015

		Mailing Address	Telephone			Fax	e-mail	1st/2nd Term Ends
			Home	Work	Cell			
Brian	Beathard	704 Fair Street Franklin, TN 37064	656-4661		752-8628	800-513-0173	brianbeathard@outlook.com	2015/2018
Julian	Bibb III	918 Fair Street Franklin, TN 37064	794-5076	782-2227		791-8481	julian.bibb@stites.com	2015/2018
Angela	Calhoun	1005 Scramblers Knob Franklin, TN 37069	794-5090		642-2890		anpcalhoun@mindspring.com	2014/2017
Sean	Carroll	1419 Clairmonte Circl Franklin, TN 37064	790-5909	415-7595	936-4544		seanpcarroll@gmail.com	2017/2020
Pam	Chandler	502 Braylon Circle Franklin TN 37064	790-0250		243-4404		pchandler@live.com	2017/2020
Josh	Denton	104 Battle Avenue Franklin, TN 37064	794-1454	921-4286	430-6444		identon@qsrn.com	2017/2020
Philip	Dial	102 Granville Road Franklin, TN 37064			931-334-4040		dialphilip@gmail.com	NG
Donna	Douglas				861-5501		donna.douglas@jackson.com	2017/2020
Bryan	Echols	5016 Jackson Lane Brentwood, TN 37027	661-8921		400-3123		ibechols@comcast.net	2014/2017
Connie	Haley	5205 Stillhouse Hollow Rd., Franklin 37064	791-5640		476-2557	591-1702	connietaylor8@gmail.com	2012/2015
Kelly	Harwood	3706 Estes Road Nashville, TN 37215	383-0052	472-1134	260-0170		kellyharwood@comcast.net	2014/2017
Craig	Holland	417 Doe Ridge Court Franklin TN 37067	599-2109	771-6484	210-1409		craig.holland@myfirstfarmers.com	2017/2020
Ann	Johnson	c/o300 Mallory Station Rd#C6, Franklin 37067	715-1800	771-6602	500-1234	771-6686	aj@wastetechservices.com	2012/2015
Rudy	Jordan	231 Second Ave. South Franklin, TN 37064	790-1400	791-4508	479-5920		rudyardhouse@mindspring.com	2015/2018
Emily	Magid	1208 Hillview Lane Franklin TN 37064	595-8021		479-7936		emmyam@hughes.net	2017/2020
Andy	Marshall	94 East Main Street Franklin, TN 37064	595-9255	478-2216	478-6445		andy@puckettsgrocery.com	2015/2018
Bill	Powell	5395 Old Highway 96 Franklin, TN 37064	790-1940	390-4162	390-4162	790-0633	billpowell2@msn.com	2012/2015
Fred	Reynolds	510 South Margin Street Franklin, TN 37064	390-5982		390-5982		freynolds@rockcityconstruction.com	2013/2016
Bob	Roethemeyer	418 Main Street Franklin, TN 37064		791-9121	521-6789		AvecMoiFranklin@gmail.com	DFA
Marianne	Schroer	512 Boyd Mill Avenue	794-0668		519-5812		schroer.marianne@gmail.com	2016/2019
Allen	Sills	1067 Natchez Valley Lane, Franklin 37064	794-4393	875-7054			allen.sills@vanderbilt.edu	2016/2019
Joe	Walker	First Tennessee 231 Public Square Franklin, TN 37064	498-4999	790-5100			imwalker@ftb.com	2014/2017

Executive Committee/Officers:

Julian Bibb III	President
Joe Walker	VP of Finance
Fred Reynolds	VP of Preservation
Bob Roethemeyer	VP of Main Street
Connie Haley	VP of Membership & Development
Angela Calhoun	Secretary
Andy Marshall	VP of the Franklin Theatre
Philip Dial	President of Next Gen.

HF Staff:

Mary Pearce	Executive Director	mpearce@historicfranklin.com	591-8500	Ext. 15
Kristy Williams	Membership & Development	kwilliams@historicfranklin.com	591-8500	Ext. 18
Wendy Dunavant	Accounting	wdunavant@historicfranklin.com	591-8500	Ext. 13
Torrey Barnhill	Events Manager	tbarnhill@historicfranklin.com	591-8500	Ext. 20
Rick Warwick	Historian	rwarwick@historicfranklin.com	591-8500	Ext. 14
Rene Evans	Vendor Relations Manager	revans@historicfranklin.com	591-8500	Ext. 11
Linda Childs	Office Manager	lchilds@historicfranklin.com	591-8500	Ext. 16

Theatre Staff:

Dan Hays	Director	dan@franklintheatre.com	351-4832	
Joseph Logdson	Technical Director	joseph@franklintheatre.com	473-3634	
Dolly Chandler	Program Director/Marketing	dolly@franklintheatre.com		
Evan Freeze		evan@franklintheatre.com	478-1882	
Brian Solomon		brian@franklintheatre.com		