

OFFICE USE ONLY:
Permit No:



HISTORIC
FRANKLIN
TENNESSEE

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	
_____ Jim Warren Park	_____ Harlinsdale Farm	Other: <u>4TH AVENUE SOUTH</u> <u>THE ALLEY NEXT TO THE</u> <u>WITN AL. GARAGE</u>

2) Name/purpose of event: CELEBRATION OF NATIONS

3) Date or dates of event: SATURDAY, OCTOBER 10TH

4) Time of Event: 10 A.M. - 9 P.M.

5) Time of Street Closure (if applicable): 6 A.M. - 11:30 P.M.

Set-Up Date/Time: 6am - 10/10/2015 **Tear-down Date/Time:** 9pm 10/10/2015

*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:

SISTER CITIES OF FRANKLIN + WILLIAMSON COUNTY

a) Address: P.O. BOX 977, FRANKLIN, TN 37065

b) Phone: (615) 790-5815 **c) Cell:** 615-512-9551 **d) Fax:** _____

e) E-mail address: SBBARC@THEARCWC.ORG

7) Person in charge on day of event: SCOTT DUCAJ

Cell: 615-479-7751 **E-mail address:** TNBUGLE@AOC.COM



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

Name: MIKE WYATT ⁽⁶¹⁵⁾ Cell: 260-24563 E-mail address: MKEINT@COMCAST.NE

Name: SHARON BOTTO ⁽⁶¹⁵⁾ Cell: 790-5815 E-mail address: SBBARC@THEARCWC.ORG

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

(SEE INSERT)

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:

500

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, 20 FOOD + CRAFT VENDORS

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No ^{ALSO}

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? SISTER CITIES OF FRANKLIN

100% AFTER EXPENSE'S

19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.

(JUST OFF THE CLOSED STREET.)
4TH AVENUE SOUTH



- 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.)?
ANNOUNCEMENTS + ENTERTAINMENT
THROUGHOUT THE DAY
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
~~INTERACTIVE~~ 2 STAGES - MEDIUM SIZE SPEAKERS
- 23) During what time period is sound amplification requested? 10 AM - 9 P.M.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). INTERNATIONAL DANCING
+ BANDS. BAND SIZE - 1-8.
NOTHING LARGE OR TOO LOUD.
- 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. 8 FOOD VENDORS, 1 BEER TASTING
9 CRATTERS (SEE MAP) VENDOR,
- 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. SISTER CITIES OF FRANKLIN
SCOTT DUCAJ 615-479-7751
- 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.



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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: Sharon Bottorff Sec-Treas Date: 2-13-15
(Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on _____, 20__.

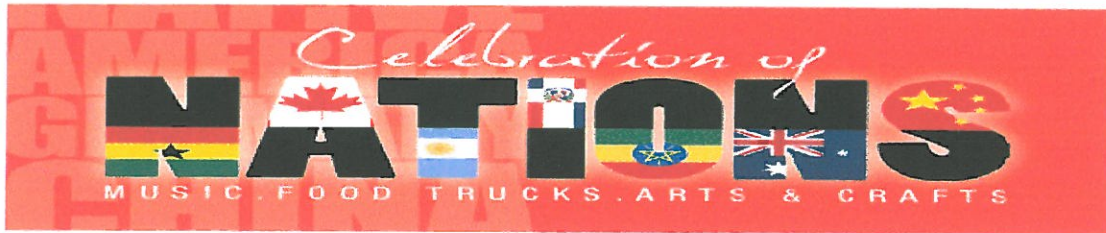
Dr. Ken Moore, Mayor

Eric S. Stuckey, City Administrator

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) *
 * *****

2015



**Sister Cities of Franklin and Williamson County
Present
8th Annual Celebration of Nations
Festival
in Downtown Historic Franklin, TN**

Welcome to the "8th Annual Celebration of Nations". This event is set for Saturday, October 10th. The Sister Cities' goal for the Celebration of Nations is to create a passion for global diversity and understanding of the interconnectedness of people through presenting the ethnic traditional arts, foods and sensory experiences of various immigrant cultures. The festival is a unique experience for citizens of the surrounding community to learn more about our neighbors both here and abroad. This event happens in Historic Downtown Franklin and includes 2 Stages, Beer Tasting Station (10 x 20 tent), and multiple craft and food vendors. They will be in 20 different 10 X 10 spaces. 8 food Vendors, 1 Beer tasting Station, 9 craft vendors.

Thank you for your consideration.

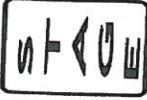
For more information, please visit: www.TNeventINFO.com.



All information provided by Scott Ducaj,

ROAD CLOSED

Changing Tent



Food & Craft Vendors

Food & Craft Vendors

ROAD CLOSED

4th Avenue South

4th Avenue North

Power Pole

Parking Garage

Ice Machine
Porta Pottis

Old Court House

STAGE

Food & Craft Vendors

Alley Beer Tasting Stations 1-10

Mellow Mushroom

Back Solid ID Check

Back Solid ID Check

Parking Lot

2013 Celebration of Nations

City Hall



Parking Garage

3rd Avenue South

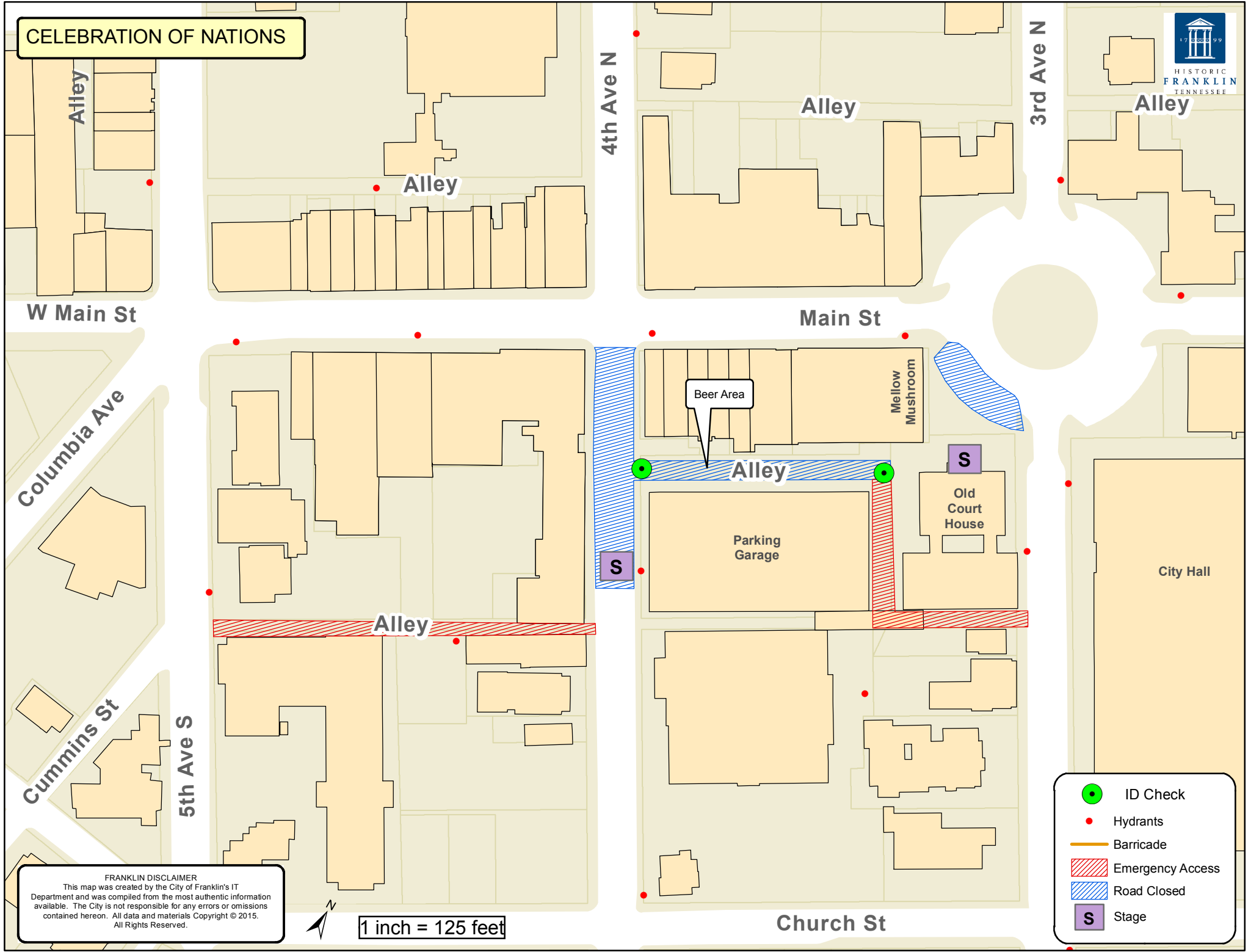


Baskin Robbins

2nd Avenue South

2nd Avenue North

CELEBRATION OF NATIONS



W Main St

4th Ave N

3rd Ave N

Columbia Ave

Main St







Cummins St

5th Ave S

Church St

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 materials Copyright © 2015. All Rights Reserved.

1 inch = 125 feet

-  ID Check
-  Hydrants
-  Barricade
-  Emergency Access
-  Road Closed
-  Stage