

OFFICE USE ONLY:  
Permit No:  
\_\_\_\_\_

REVISED 5/30/19



HISTORICAL  
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: Westhaven

**2) Name/purpose of event:** Westhaven Porchfest

**3) Date or dates of event:** Saturday, October 5, 2019

**4) Time of Event:** 2pm - 6pm

**5) Time of Street Closure (if applicable):** 1:30 - 6:30pm

**Set-Up Date/Time:** 10/5/19 2pm      **Tear-down Date/Time:** 10/5/19 6pm

\*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:**

The Westhaven Foundation

a) Address: 188 Front St Suite 116-25 Franklin TN 37064

b) Phone: 615-791-6740      c) Cell: 615-642-2948      d) Fax: N/A

e) E-mail address: amy.law@southernland.com

**7) Person in charge on day of event:** Amy Law

Cell: 615-642-2948      E-mail address: amy.law@southernland.com



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

Name: Jan Cooper Cell: 770-876-0991 E-mail address: jan.cooper@southernland.com

Name: Mark McCutcheon Cell: 615-397-7036 E-mail address: mark@westhavenfoundation.org

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

This will be the 8th year for this event. We will have approx 16 porches hosting music. We've moved the event to Oct to reduce attendance. We have eliminated the evening concert. We will need to close the streets around the areas where music will take place.

Need  
Link  
to Google  
Map

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:

not sure - 1,000 - 2,000?

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. No

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? \_\_\_\_\_

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



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.)?

PA systems on porches

22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

Small PA systems

23) During what time period is sound amplification requested? 3pm - 6pm

24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.).

Small bands or acoustic / singer-songwriter type performers

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. TBD - Food trucks

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. Volunteer Committee

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.



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:

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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.*

**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

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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.



HISTORICAL  
FRANKLIN  
TENNESSEE

**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: Alex Westhaven Date: 4/23/19  
(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

*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)  
 \*  
 \*  
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THE WESTHAVEN  
— est. 2007 —  
F O U N D A T I O N

## 2019 Porchfest Event Description

Porchfest is scheduled for October 5, 2019. This is the 8th year for this event, but we are scaling the event back this year. Historically, we have done music on porches followed by an evening concert at the lake with food trucks and vendors.

This year, we are eliminating the evening portion of the event and only doing music on porches from ~~3~~pm to 6pm. We have not identified the porches but hope to do so soon. Music will be played on porches from ~~3~~pm until 6pm.

We will use the Westhaven Residents' Club as the hub this year, with a few food trucks and several portable toilets.

We will also be using a large undeveloped area north east of Townsend Blvd as a parking area and people will walk down Townsend Blvd (or shuttle) to begin accessing porch music.

We will provide more detailed information soon, but wanted to get the preliminary date on the calendar.

This event is put on by the Westhaven Foundation with support from Southern Land Company, LLC.

**2018 Westhaven Porchfest Committee**  
**Presented by the Westhaven Foundation**

Amy Law

[amy.law@southernland.com](mailto:amy.law@southernland.com)

(615) 791-6740 (office)

(615) 642-2948 (cell)

Jan Cooper

[jan.cooper@southernland.com](mailto:jan.cooper@southernland.com)

(770) 876-0991

Mark McCutcheon

[mark@westhavenfoundation.org](mailto:mark@westhavenfoundation.org)

(615) 394-7782 (cell)

**Other committee Members:**

Jenni Vaught

Barbra Watkins

John Mallory

Dana Hardy

Larry Yarborough



TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX
CERTIFICATE OF EXEMPTION

THE WESTHAVEN FOUNDATION, INC.
188 FRONT ST PHB 116-25
FRANKLIN TN 37064-5078

Effective Date: July 1, 2015
Exemption Number: 780286648
Expiration Date: June 30, 2019
401 CHELTENHAM AVE
FRANKLIN TN 37064-0564

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
Address
City State Zip

I, 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
Print Name of Purchaser
Signature of Purchaser Date



## Draft of Good Neighbor Letter for Porchfest 2019

(Insert Date)

Westhaven residents,

We are excited to announce that the 8<sup>th</sup> annual Westhaven Porchfest event is taking place in the Westhaven community on Saturday, October 5, 2019 from 3pm until 6pm. We're changing things up a bit this year! Here are the details:

1. We heard you telling us it was too hot in past years and we agree! We're going to give early October a try this year!
2. We're scaling the event back a little bit this year for a few reasons:
  - a. We wanted to go back to more of a "grassroots" feel for the event. We still want lots of people to attend and enjoy this incredible event but "de-commercialize" it a bit.
  - b. This year, we do not have access to an area by the lake to do the evening festivities, but we think that is a positive in order to reset the event.
3. Basically, here's how it works. From 3pm until 6pm, artists/bands will be playing music throughout the neighborhood on various pre-assigned porches. The locations of the porches are identified on the attached map and on the westhaventn.com website.
4. Streets will be blocked off around most porches from 2:30pm until 6:30pm.
5. This year, like last year, we will not allow street parking in the heart of the community where porches are. New this year, we have identified a large area near off of the construction road where we will route outside attendees to park and then they will walk or shuttle to porches to hear music. We will be turning some streets into "pedestrian only" streets.
6. Joy Rides and Nissan will be providing a shuttle service again this year.

We are continuing to work with the Franklin Police and Fire Departments to make sure this event meets the following common goals:

1. To ensure a safe and pleasant environment/experience for all participants;
2. To ensure access to every home in case of an emergency;
3. And to continue to provide a quality, high caliber music event!

Two of the items we have let folks know about for the past two years will still apply to the 2018 event:

1. All golf carts (other than utility carts used by event organizers) must be street legal and licensed.
2. Open containers of alcohol are not allowed on public streets.

We are excited to be able to provide this amazing event in the Westhaven community and thank you for volunteering porches, attending the event, inviting out-of-town friends in for the event, etc. The event would not be successful without engagement, support, and participation by all residents.

If you have any questions, please feel free to contact our committee at [porchfest@southernland.com](mailto:porchfest@southernland.com).

Best regards-

Amy Law  
Director of Community Management  
Southern Land Company

# Westhaven Porchfest



Helicopter Landing Option 4

Helicopter Landing Option 2

Helicopter Landing Option 1

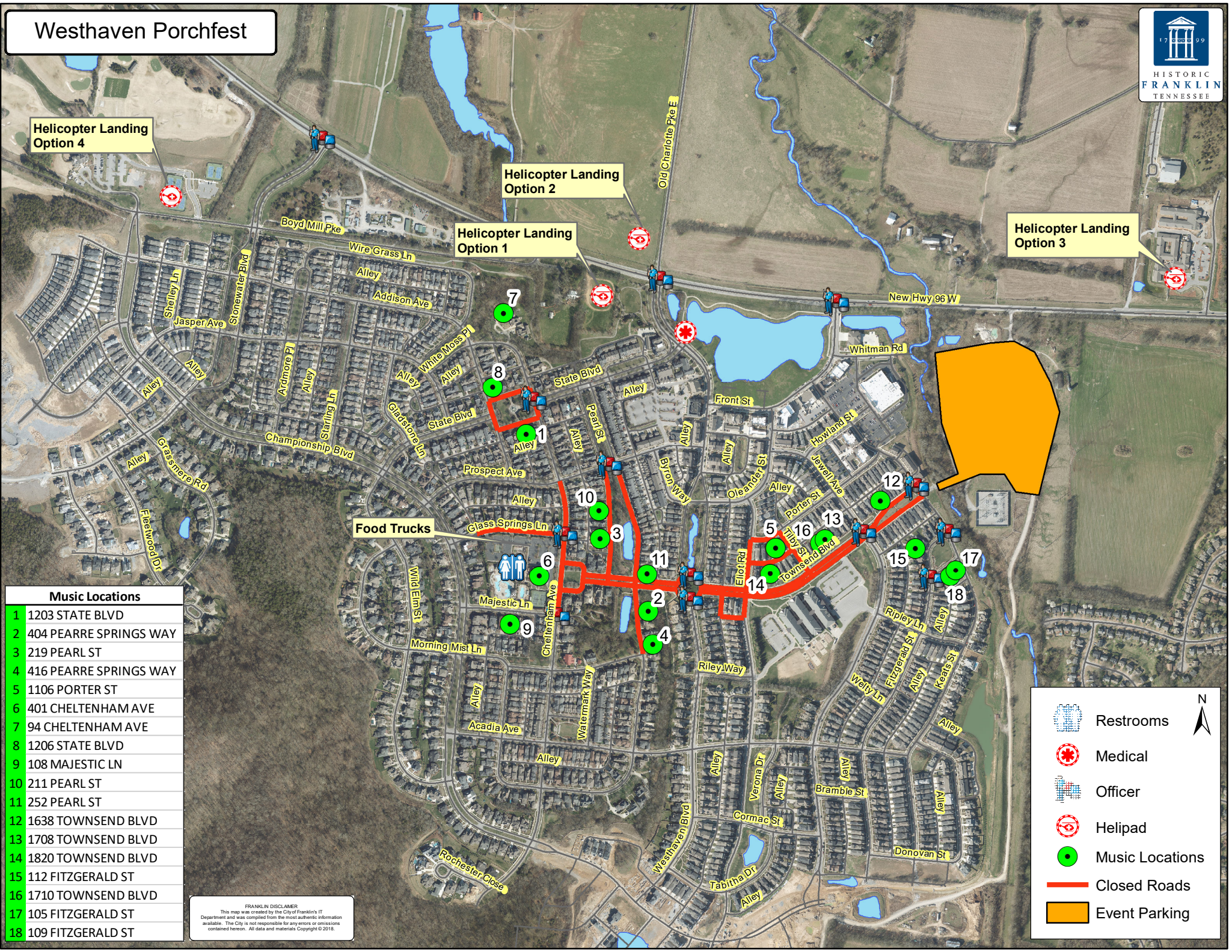
Helicopter Landing Option 3

Food Trucks

Music Locations	
1	1203 STATE BLVD
2	404 PEARRE SPRINGS WAY
3	219 PEARL ST
4	416 PEARRE SPRINGS WAY
5	1106 PORTER ST
6	401 CHELTENHAM AVE
7	94 CHELTENHAM AVE
8	1206 STATE BLVD
9	108 MAJESTIC LN
10	211 PEARL ST
11	252 PEARL ST
12	1638 TOWNSEND BLVD
13	1708 TOWNSEND BLVD
14	1820 TOWNSEND BLVD
15	112 FITZGERALD ST
16	1710 TOWNSEND BLVD
17	105 FITZGERALD ST
18	109 FITZGERALD 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 herein. All data and materials Copyright © 2018.

- Restrooms
- Medical
- Officer
- Helipad
- Music Locations
- Closed Roads
- Event Parking

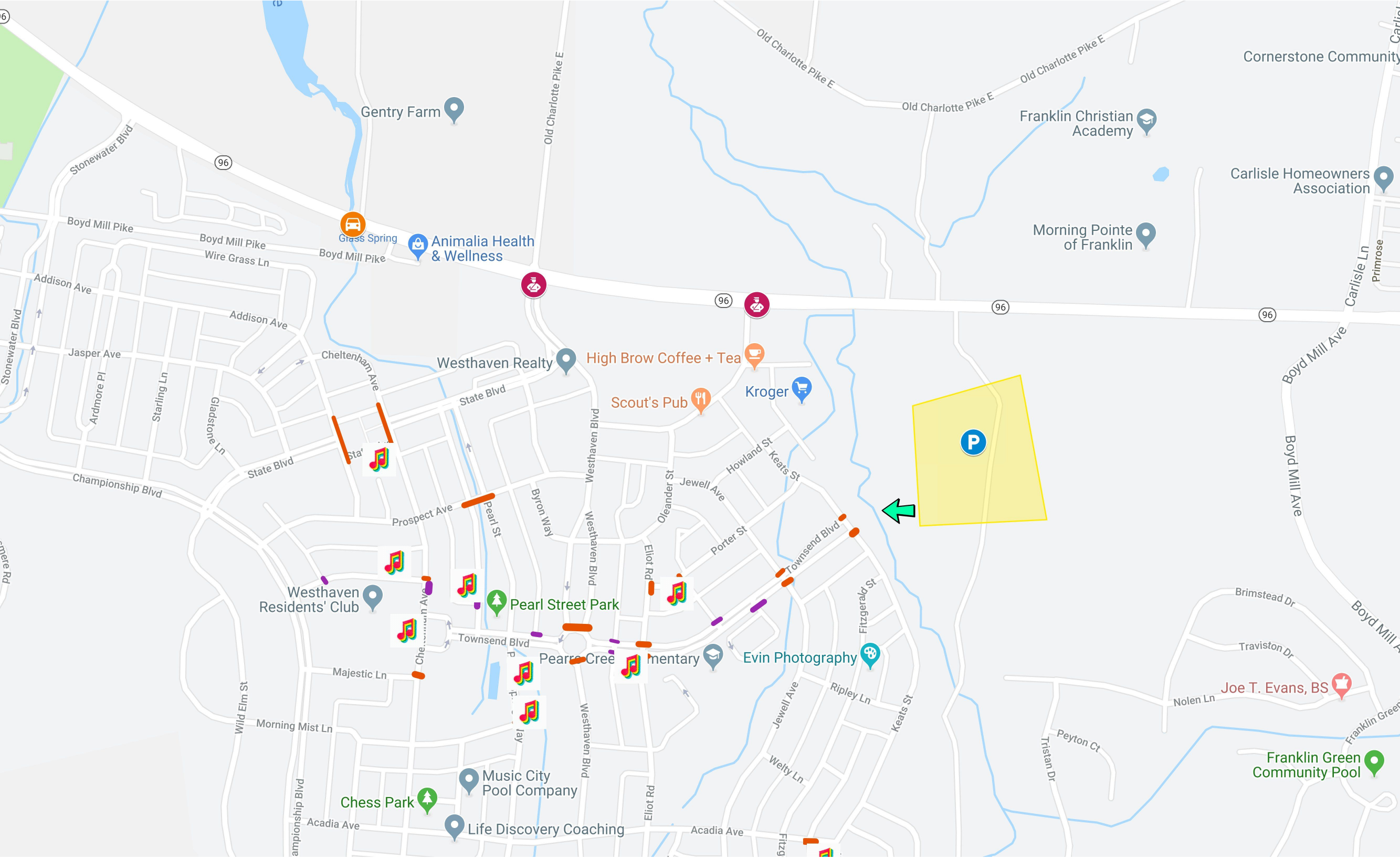


# Porchfest 2019


- Untitled layer
- Parking Area
  - Parking Area
  - Point 4

- Road Closures
- Line 1
  - Line 2
  - Line 3
  - Line 4
  - Line 5
  - Line 6
  - Line 7
  - Line 8
  - Line 9
  - Line 10
  - Line 11
  - Line 12
  - Line 13
  - Line 14
  - Line 15
  - Line 16
  - Line 19
  - Line 20
  - Line 21
  - Line 22
  - Line 23
  - Line 24
  - Line 25
  - Line 26
  - Line 27

- Porch Hosts
- 9106 Keats St
  - 1203 State Blvd





 404 Pearre Springs Way

 1825 Townsend Blvd

 219 Pearl St

 416 Pearre Springs Way

 1106 Porter St

 104 Glass Springs Dr


 Point 9

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#### Untitled layer

 Police Officer

 Police Officer

 Resident Only Entrance

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**Staff Conditions:**

Staff recommends approval of the event application with the following recommendations:

- Applicant has provided a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- Applicant has contracted with a parking company to ensure attendees are parking in designated area.
- **Risk Management:**
  - Applicant will provide certificate of insurance naming the City as additional insured.
- **Police Department:**
  - Applicant will hire recommended number of City of Franklin extra duty officers.
  - Applicant will stay in communications with the Department leading up to the event.
- **Fire Department**
  - Alleyways must remain accessible for emergency vehicles throughout the event.
  - Applicant will meet with the Department at least 30 days prior to event to discuss Department's requirements.
- **Sanitation and Environmental Services Department:**
  - Department will provide at least 20 roll-out containers and recycling frames.
  - Applicant will provide volunteers for clean-up.