

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):

- | | | |
|---|---|--|
| <input type="checkbox"/> Aspen Grove Park | <input type="checkbox"/> Liberty Park | <input type="checkbox"/> Eastern Flank Battlefield Park |
| <input type="checkbox"/> Fieldstone Farms | <input type="checkbox"/> Pinkerton Park | <input checked="" type="checkbox"/> Bicentennial Park |
| <input type="checkbox"/> Jim Warren Park | <input type="checkbox"/> Harlinsdale Farm | <input type="checkbox"/> Other and clubhouse |

***Eastern Flank Battlefield Park as a contingency site**

- 2) Name/purpose of event: The Heritage Ball**
3) Date or dates of event: Saturday, September 19, 2015
4) Time of Event: 6PM- 12AM
5) Time of Street Closure (if applicable): NA

Set-Up Date/Time: Monday, Sept. 14, 2015 Tear-down Date/Time: Monday, Sept. 21, 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:

The Heritage Foundation of Franklin & Williamson County

- a) Address: PO Box 723, Franklin, TN 37065**
b) Phone: 615-591-8500 c) Cell: 615-300-7218 d) Fax: 615-591-8502
e) E-mail address: mpearce@historicfranklin.com

7) Person in charge on day of event: Mary Pearce

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



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

Name: Kristy Williams Cell: 615-305-3610 E-mail: kwilliams@historicfranklin.com

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

9) DETAILED description of event (use additional sheets): **Black tie event to raise funds for the Heritage Foundation of Franklin & Williamson County.**

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: **600-650**

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*: *N/A*)

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. **\$350/\$400 per person**

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 – 100% after expenses**

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.)?
Announcements and live music entertainment.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Band
- 23) During what time period is sound amplification requested? **6PM – Midnight**
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). **7-12 musicians, we rent generators for lighting and wattage.**
- 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. **NA**
- 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.
- 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:

Portable Restrooms with flushable toilets will require water.

Catering Company will need running water for preparation..

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.

Good neighbor letter will be delivered by members to Bicentennial Park neighborhoods by HF volunteers. Updated list provided by City of Franklin closer to event.

