

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>Main Street from 1st to 5th 3rd Ave from Church to Bridge 4th Ave from garage to visitor Center</u>

2) Name/purpose of event: Main Street Festival

3) Date or dates of event: April 27-28, 2019

4) Time of Event: 10 am - 7 pm (Sat) ; 11 am - 6 pm (Sun)

5) Time of Street Closure (if applicable): 8:00 pm Friday April 26, 2019

Set-Up Date/Time: 4/26/19 9:00 pm Tear-down Date/Time: 4/28/19 6:00 pm

*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:

Liz Hall - Heritage Foundation of Williamson Co.

a) Address: 112 Bridge Street, Franklin TN 37064

b) Phone: 615-591-8500 c) Cell: 615-319-0289 d) Fax: 615-591-8502

e) E-mail address: lhall@williamsonheritage.org

7) Person in charge on day of event: Liz Hall and Hannah Johnson

Cell: Liz : 615-319-0289 E-mail address: lhall@williamsonheritage.org

Hannah: 217-649-3514 hjohnson@williamsonheritage.org



HISTORIC
FRANKLIN
TENNESSEE

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

Name: Miriam Wiggins Cell: 615-651-5807 E-mail address: m.wiggins@williamsheritage.org

Name: Bari Beasley Cell: 615-509-5511 E-mail address: bbeasley@williamsheritage.org

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

See attached description + 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:

100,000

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. See attached Vendor Fees + Participant Fees

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? _____

Heritage Foundation - 100%

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 stage entertainment
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Emcee microphone, music for dance groups, live bands
- 23) During what time period is sound amplification requested? 10 am - 7 pm (Sat) + 11 am - 6 pm (Sun)
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). See attached stage schedules
- 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. _____
- 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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- 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:
Public Square close to City hall
4th Avenue S.
- 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

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: [Signature], Director of Festivals Date: 1/17/19
(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) *

Main Street Festival – April 27 & 28, 2019

Main Street Festival is a free community street festival featuring arts & crafts vendors, food trucks, and three entertainment areas for music and dance performers. The event also includes a kids zone with recreational activities for children and families and a “Bark Street” which activities for pets and pet lovers.

Main Stage

The Main Stage will be located in Public Square close to City Hall and First Tennessee Bank. The stage will be enclosed in a 40’x70’ clear span tent with the stage install on the sidewalk behind the bollards. The stage will be used for music and dance performers throughout the day on Saturday and Sunday. A beer bar will be set up in the Main Stage Tent and fencing will be installed to contain alcohol consumption to a designated area.

Saturday Stage Schedule

10:00	Opening Remarks
11:00 am – 1:00 pm	Little Miss & Little Mister Main Street Pageant
1:00 pm – 6:00 pm	Musical Performances (30-40 min each performance)
6:00 pm – 7:00 pm	Sweet Tea Trio (Headliner)

Sunday Stage Schedule

11:00 am – 1:00 pm	Dance Performances (15-20 min each performance)
1:00 pm – 5:00 pm	Musical Performances (30-40 min each)
5:00 pm – 6:00 pm	Dawn Beyer (Headliner)

1st Avenue Stage

The 1st Avenue Stage will be located on Main Street at Landmark Booksellers. The stage will feature acoustic performances throughout the day Saturday and Sunday.

Arts & Crafts Booths

Craft vendor booths will be placed along Main Street, in the square, and on 3rd Avenue N (if needed for space).

Food Trucks & Tents

Main food court areas will be located on 4th Avenue S and 3rd Avenue N with 6-8 vendors placed on the square. All food vendors are required to provide a Certificate of Insurance with the City of Franklin listed as an additional insured.

Kids Zone

Kids Zone will be located on 3rd Avenue S and will include face painting, princess photos, arts & crafts, and a bungee game. Bungee game is provided by Zero Gravity Unlimited, LLC. The baby changing station will be located close to Kids Zone.

Bark Street

Bark Street will be a pet designated area that includes pet resting tent, water bowls, pet portraits and pet games. It will be located on 4th Ave N between Fourth Avenue Church of Christ and Bridge St.

Beer/Alcohol Tents

Beer/alcohol sales will be contained to the Beer Garden on 4th Avenue N and at the Main Stage Tent on Public Square. Fencing and security will be provided for both areas.

Vendor & Participant Fee Schedule

Arts & Crafts Vendors - \$375-\$475 (depending on location)

Food Vendors - \$575-\$1,500 (depending on size)

Community/Nonprofit Vendors - \$200.00

Sponsorship – most sponsor levels for the event include booth space if requested. Sponsor fees are variable.

Program Participation Fees

Little Miss & Little Mister Main Street Pageant - \$35 per entry (estimated)

Pet contest – \$35 per entry (estimated)

**MAIN STREET FESTIVAL
APRIL 27 - 28, 2019**



Hydrants	SES Truck
Moveable Barrier	Streets Truck
Storm	Ambulance
Tornado	Festival Headquarters
Fire Truck	Harpeth River
Police Car	Road Closed
Shuttle Stop	No Parking
	Emergency Access
Division	
	1
	2
	3
	4

Note:
In the event of a severe storm,
City Hall and the Parking Garages
may be used as shelter.
Not for Tornado Shelters

Vendor Parking at
Bicentennial Park.

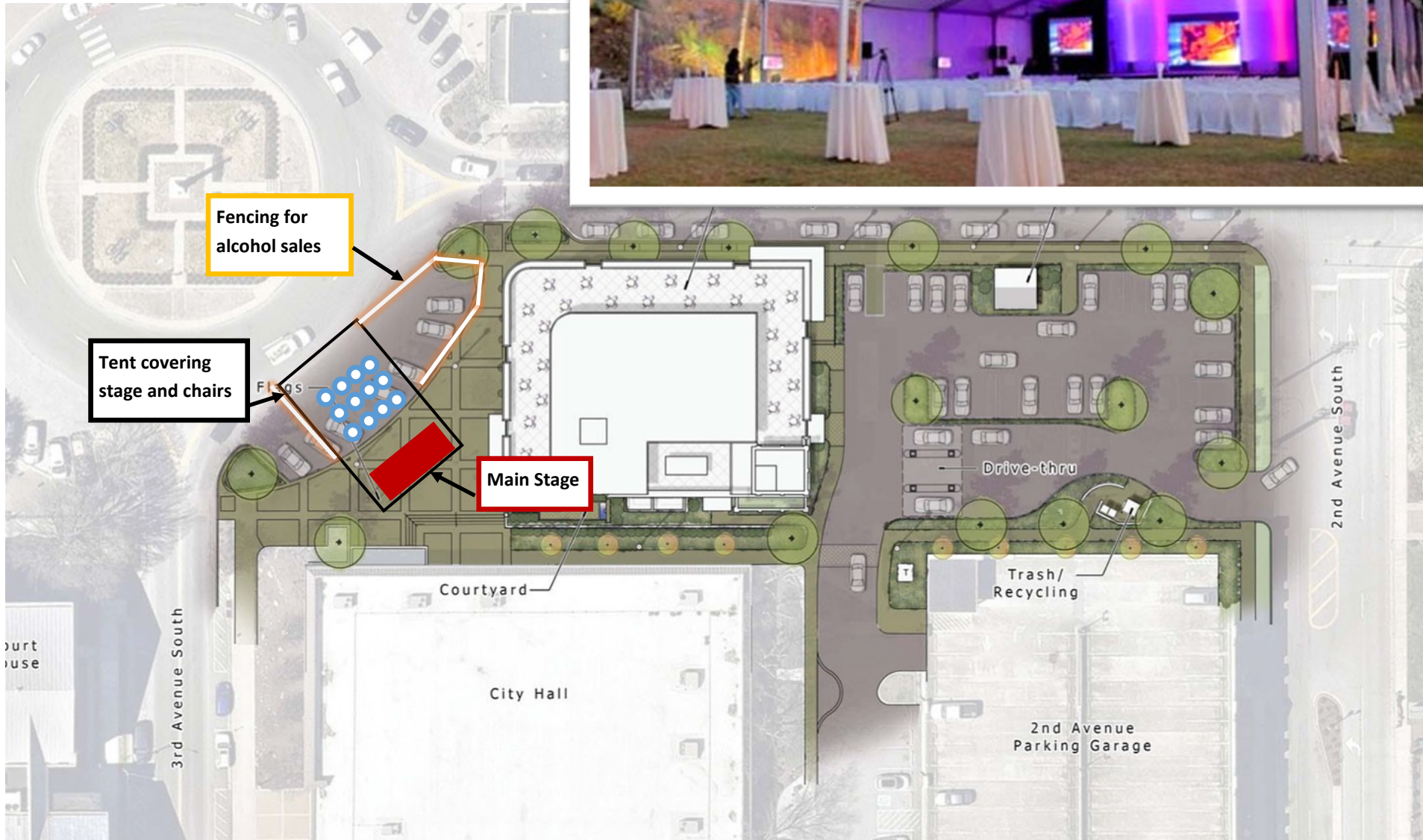
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Department and was compiled from the most authentic information
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All Rights Reserved.

2019 Main Street Festival

April 27-28, 2019



Tent Example—no sidewalls/only top cover



Tent covering stage and chairs

Fencing for alcohol sales

Main Stage

Courtyard

City Hall

Drive-thru

Trash/ Recycling

2nd Avenue Parking Garage

3rd Avenue South

2nd Avenue South

Court
house

DRAFT GOOD NEIGHBOR LETTER

March 1, 2019

Dear Neighbor,

The Heritage Foundation is excited to host the 36th Annual Main Street Festival to be held April 27-28, 2019 in Downtown Franklin. This letter is to notify you of the event and to provide details about street closures, amplified entertainment, and other activities scheduled to take place that weekend.

Parking along Main Street between 1st and 5th Avenues will be restricted after 3 p.m. on Friday, April 26.

Main Street will close to vehicle traffic at 8 p.m. and remain closed until 8 p.m. on Sunday, April 28. In addition, 3rd Avenue S. from Church Street to the Public Square, 3rd Avenue N. from the Public Square to Bridge Street, 4th Avenue S. from Main Street to the parking garage entrance, and 4th Avenue N. from Main Street to Bridget Street will be closed during the same time.

The festival will include more than 100 arts & crafts sellers, food vendors, children's activities, pet activities, and stage performances from dance and musical artists.

Specific festival elements will be located as follows:

- Arts & Crafts Booths – Main Street from 1st – 5th Avenues & 3rd Avenue S.
- Food Vendors – 4th Avenue S. from Main Street to Garage and 3rd Avenue N. from Main Street to Bridge Street
- Main Stage – Public Square
- 1st Avenue Stage – Main Street Close to 1st Avenue
- Kids Zone – 3rd Avenue S.
- Bark Street Pet Area – 4th Avenue N.

The parking garages will remain open during the entire weekend, and a park & ride option with shuttle service will be offered from Harlinsdale Farm on Saturday and Sunday.

We are excited about the upcoming festival and hope you will be able to join us for the fun.

Sincerely,

Liz Hall
Heritage Foundation of Williamson County, TN
lhall@williamsonheritage.org

HERITAGE FOUNDATION BOARD

Danny Anderson
Sean Carroll
Pam Chandler
Jason Collins
Joshua Denton
Stephanie Farmer
Tracy Frist
David Garrett
Kay Heller
Kevin Herrington
Kevin Herrington
David Hopkins
Chuck Isaacs
Ann Johnson Owens
Cassie Jones
Chris Knopf
Jeff Ledbetter
Emily Magid
Jennifer Parker
Jessica Reeves
Marianne Schroer
Allen Sills
Nancy Smith
Stuart Tutler

HERITAGE FOUNDATION STAFF

Bari Beasley
Jill Burgin
Kaylen Carrick
Wendy Dunavant
Liz Hall
Alex Hayes
Meg Hershey
Hannah Johnson
Heather Kantor
Jo Ellen McDowell
Sean Sawyer
Rick Warwick
Miriam Wiggins
Blake Wintory

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

Heritage Foundation of Franklin and Williamson
County Tennessee
% Mary Shearer Pearce
PO Box 723
Franklin, TN 37065

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

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.

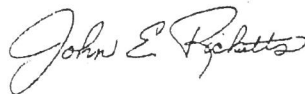
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public 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