



City of Franklin Special 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 you request will be granted.

Please list all that apply:

- Festival/Fair

- Name/purpose of event:** 35th Annual Pumpkinfest
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):
Main Street from 1st to 5th Avenue and portions of 2nd, 3rd, and 4th Avenues
- Date or dates of event:** 10/27/2018
- Start/End Times of Event:** 10:00am-8:00pm
What date/time will set-up begin? 10/26/2018 5:00 AM
What date/time will tear-down be complete? 10/27/2018 10:00 PM
**Note: Event is responsible for cost of staff required during this time (including Franklin Police Officers). Read Additional Requirements section for more information).*
- Time of Street Closure** (if applicable): Set Up: Close 4th Avenue at 5:00am on 10/26; close Public Square parking at 5:00am on 10/26; close Main Street and Public Square to traffic at 8:00pm on 10/26. we would love for "No Parking After 3:00pm" signs to go up the morning of 10/26 on Main Street.

Tear Down: 6:00pm on 10/27 for all except Public Square Stage. Public Square Stage tear down at 7:45pm/8:00pm on 10/27.

- An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 65,000 Event Staff/Volunteers:75 Total:65,075

- Name of applicant and Organization Requesting Permit:**
Kaylen Carrick - Heritage Foundation
a) **Address:** Po Box 723
Franklin, TN 37065
b) **Phone:** 6155122552 c) **Cell:** d) **Fax:**
e) **E-mail address:** kcarrick@williamsonheritage.org

- DETAILED description of event** (use additional sheets):
The 35th Annual Pumpkinfest is a family-friendly free fall-themed street festival. One big stage fully equipped will be on the Public Square quadrant between Capital Bank and Redo (same place as years past). We will have one 12'x12' stage at 1st and Main for amplified street performances. A beer tent will be set up on 4th Avenue South with another 12'x12' platform for performances with amplified sound. We will have circus performers at the corner of 2nd and Main Street (south) and will be adding a few more vendors to go down 2nd Avenue North that will end before Landmark Bank driveway.

9. **ENCLOSE A DETAILED MAP** of event site and/or route, 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**

Please detail any restricted parking areas on the event map.

Event Map: [Pumpkinfest 17 Street Map.pdf](#)

10. **Person in charge on day of event:** Kaylen Carrick

Cell: 615-293-7323

E-mail address: kcarrick@williamsonheritage.org

11. **Name and Cell Number of at least two others available on day of event:**

Name: Jo Ellen McDowell

Cell: 615-973-1002

E-mail address: jmcdowell@williamsonheritage.org

Name: Meredith McKellar-

Cell: 615-512-2552

E-mail address: mmckellar-rowley@williamsonheritage.org

Rowley

- 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.

Administrative Contact List:

13. **Where is your organization based?** Williamson County

14. **Is your organization authorized to do business in Tennessee?** Yes

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?** Yes

IRS tax exemption letter: [sales tax exemption form.pdf](#)

16. **Will you charge an admission fee?** No

Average admission fee:

17. **Will you charge a vendor participation fee?** Yes

Average vendor participation fee? 200-15,000

18. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:**

19. **Will any charity, gratuity, or offers be solicited or accepted during the event?** Yes

20. **Is this event a fundraiser?** Yes

What organization will be the benefactor of event? Heritage Foundation of Williamson County

What percentage of funds will they receive? 100

21. **Will parking in the area of the event need to be restricted or prohibited?** Yes

22. **Will any sound amplification equipment be used during the event?** Yes

23. **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.

If you already have your insurance certificate, please upload it now. Otherwise your insurance certificate will need to be submitted before your event is approved.

Insurance Certificate:

24. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.** Arts and Crafts Vendors, Food Vendors and Sponsor Booth
25. **Will food, beverages, or merchandise be sold or given away?** Yes
Clean-up of the area is required. Please attach your clean-up and recycling plan, including name of clean-up provider with contact information for person who will be on on-site during event. See Question #26.
Clean Up Plan and Provider: [Clean Up Plan Pumpkinfest 2018.docx](#)
26. 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 the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Franklin for any costs incurred in restoring the property after the event. Surrender of the deposit in no way relieves the applicant of the responsibility for any costs incurred by the City of Franklin in excess of the deposit. 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. ***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.*
27. **Will you require a temporary water tap?** Yes
If yes, please list exact locations: 4th and Main and at 3rd Avenue South
28. **Will alcohol, beer, and/or wine be given away or sold?** Yes
If yes, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
29. **Will your event include tents or other temporary structures, propane use, or open flames?** Yes
Tents 400 sq. ft. or larger (or, if cooking operations are under the tent, 200 sq. ft. 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.*
30. **Attach Good Neighbor Letter and Mailing List used.** *Please read Additional Requirements section of this application for more information.*
Good Neighbor Letter: [2018 Good Neighbor Letter - Pumpkinfest.docx](#)
Good Neighbor Letter Mailing List:



Rules and Regulations

Please Read All 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 mayor, 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.
- 4) I/We agree to submit a certificate of insurance prior to the event in an amount determined by the City naming the City of Franklin and its employees as additional insured. The City may require the sponsor and/or vendor provide higher levels of insurance, coverage, and policies as deemed reasonable and necessary based on specific event risk factors and review by the City's insurer.
- 5) I/We agree, if holding the special event on City property, to return the site to its pre-event condition at the conclusion of the event.
- 6) I/We agree to provide a copy of the 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.
- 7) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 8) I/We understand that granting of Special Event Permit does not imply granting of other permits that are separately required.
- 9) 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.
- 10) I/We understand that event permit holders may be responsible for 100 percent of the costs incurred by the City for staff time and resources.

BY: Dayle Carrick Date: 6/21/18
 (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

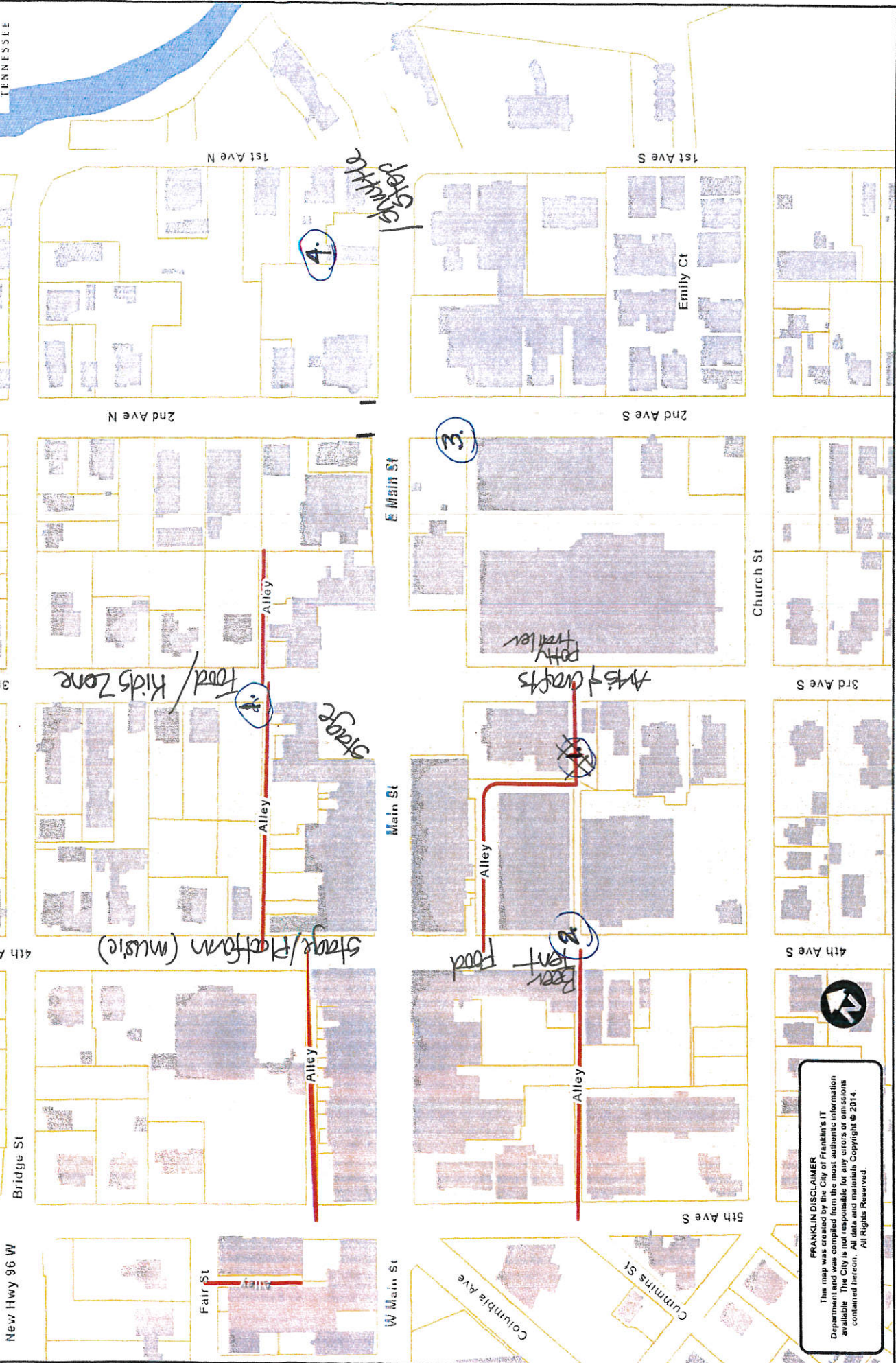
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 * **Return application to:** *
 * City Administrator's Office *
 * City Hall *
 * 109 Third Ave South *
 * Franklin, TN 37065 *
 * 615-791-3217 *
 * 615-790-0469 (FAX) *
 *



HISTORIC
FRANKLIN
TENNESSEE

Pumpkinfest 2017 ~~2018~~ Portable Toilets

DOWNTOWN FRANKLIN



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 © 2014. All Rights Reserved.

Event Name: 35th Annual Pumpkinfest

Signature: _____



FORM 1

Buildings, Structures, & Power Sources

If your special event includes any of the following, you may need to obtain a permit from the Building and Neighborhood Services Department. Please check any that apply.

- Any site-built platforms (stages) and/or bleachers

Building permits and/or inspections also may be required whenever deemed necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems.

All Permit applications are subject to permit fees.

If you have any questions about whether you need to apply for a permit from the Building & Neighborhood Services Department, please call 615-794-7012.

Event 35th Annual
Name: Pumpkinfest

Signature: _____



Sound Amplification

In accordance with Title 11 Chapter 4 of the Franklin Municipal Code (*Offenses Against the Peace and Quiet*), amplification of sound located in or within 100 feet of a residential property line which is plainly audible is prohibited between the hours of 10:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 11:00 p.m. and 7:00 a.m. Friday and Saturday except for special events where a special permit has been obtained from the City of Franklin authorizing such event. In the event that a special event permit has been obtained from the City of Franklin, no other amplification of sound will be permitted within the area of the special event except that which has been applied for and authorized by the city pursuant to the permit application.

Applicant/Organization: Kaylen Carrick - Heritage Foundation

Event Name: 35th Annual Pumpkinfest

Event Date(s): 10/27/2018

1. **Time amplification equipment will be used:** From: 09:00:00 AM To: 07:00:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). *Provide map/layout if necessary.:*

One big stage fully equipped will be on the Public Square quadrant between Capital Bank and Redo. We will have one 12'x12' platform at 1st and Main for amplified street performances. A beer tent will be set up on 4th Avenue South with another 12'x12' platform for performances and amplified sound. We will have performers at the corner of 2nd and Main Street (South).

Sound Amplification Map: [Pumpkinfest 17 Street Map.pdf](#)

3. **For what purpose will sound amplification be used?** *Please list all that apply:*

- Announcements/Speeches
- Band/Singers
- Sound System

4. **Type of Amplifier:**

- Fixed
- PA System

- 5.

Number of Amplifiers: 3

Number of Speakers: 6

Number of Performers: 20

6. **Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

Name: Kaylen Carrick

Cell: 615-293-7323

E-Mail: kcarrick@williamsonheritage.org

Name: Jo Ellen McDowell

Cell: 615-973-1002

E-Mail: jmcdowell@williamsonheritage.org

Authorized Signature: Kaylen Carrick

Date: 06/21/2018

The City of Franklin's Municipal Code (Title 11, Chapter 4) allows for exceptions to the City's noise standards for City authorized or sponsored events. However, the City retains the right to ask for a change of an event's location or time in an attempt to decrease the number of people impacted by event noise. The City may refuse a special event application based on noise complaints by neighboring businesses and residents. The City therefore encourages event-holders to work with neighbors to alleviate negative impacts wherever possible. At minimum, you should plan to point speakers away from residences.

October 14, 2018

Dear Neighbor,

Autumn is upon us in downtown Franklin, and with it comes Pumpkinfest, our 35th annual celebration of all things fall. This year's Pumpkinfest, once again produced by the Heritage Foundation of Williamson County, will run from 10 a.m. – 6 p.m. on Saturday, October 27th.

As the event grows, the complexity of putting it together grows, too, and in order to facilitate a more efficient set up for the event, Main Street between 1st and 5th Avenues will be closed to on-street parking beginning at 5 p.m. on Friday, October 26th. Cars will still be allowed to drive on Main Street until 8 p.m., when the street will close to all vehicle traffic. Also closing will be:

- Third Avenue South from the Public Square to S. Margin Street, and Third Avenue North from the Public Square toward Bridge Street.
- Portions of Fourth Avenue in the first block each direction off Main Street.

The parking garages on Second and Fourth Avenues will remain open the entire time.

Other activities and details in this year's Pumpkinfest schedule include:

- Third Avenue North will be transformed with bouncy houses, pony rides, face painting, kids carnival rides, games and much more from 10 a.m. – 3 p.m.
- **Center Stage** located on the Public Square will feature full lineups of **music and dance performances**. Giveaways will happen at the Center Stage throughout the day.
- A **beer tent** will be located on **Fourth Avenue South** from the hours of Noon – 5:00pm. Located inside the beer tent featuring great local acoustic artists. A full artist schedule will be available on our website soon. This is an all age's area.
- The **Costume Contest** will take place on the Guitar Center Stage at the Public Square at 1:30 p.m.
- More than **125 independent artisan booths** with handmade wares will line Main Street from First to Fifth Avenue.
- Festival fare like **hot dogs, funnel cakes, kettle corn, fried catfish, hamburgers and fried Oreos, along with a variety of food trucks** will join fresh offerings throughout the festival.

The event map will be available shortly on our website at <https://williamsonheritage.org/events>.

Please don't hesitate to call or email Kaylen Carrick at 615-591-8500 ext. 112 or kcarrick@williamsonheritage.org you have any questions.

My best,

Kaylen Carrick
Special Events Manager
The Heritage Foundation of Williamson County

Clean Up Plan – The City of Franklin Department of Sanitation

Staff Conditions:

Staff recommends approval with the following conditions:

Staff recommends approval with the following conditions:

- Applicant shall meet with staff for walk through at least five days prior to event.
- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.
- Applicant will provide at least one portable restroom trailer to be available for attendees. City will provide water and electricity for the trailer.

Building & Neighborhood Services:

- Special Event Electrical Permit will be required.

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.

Streets Department:

- Fourth Avenue North & South will close at 5 a.m. on Friday, October 26th.
- “No Parking after 3 p.m.” signs will be placed along Main Street on Friday morning.
- Main Street will close to traffic at 8 p.m. on Friday, October 26th.
- “No parking” signs placed along Fourth Avenue South on Saturday, October 27th. This area will be used for City vehicles only.
- “No parking” signs placed along Church Street on Friday, October 26th.
- Church Street Parking Lot will be closed for official vehicles.
- Food vendors must have mats under tents that sufficiently keep grease and other food waste off of the street.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.
- The requested pedestrian walkway from the Park at Harlinsdale Farm to First Avenue will not be constructed.

Police Department:

- Applicant will hire the recommended number of extra-duty Franklin Police Officers to provide security and traffic control for the event.

- Applicant has requested amplification on stages at the following locations for the permitted area:
 - Fourth Ave N and Main Street
 - Off the Square in front of F&M Bank

Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

Revenue Management:

- Applicant will provide a complete list of vendors to the City prior to the event.
- Permits from the Beer Board must be obtained for all locations on the street where beer will be served.
- Permit may be required from Tennessee Alcoholic Beverage Commission.

Sanitation and Environmental Services Department:

- Department will provide crews for cleanup during event.

Water Management Department:

- Taps will be placed on hydrants at:
 - Fourth & Main
 - Third Ave S at City Hall
 - Third Ave N at the Square