



HISTORIC
FRANKLIN
TENNESSEE

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CITY OF FRANKLIN PARKS DEPARTMENT

*11/10/18
Amy Cotta*

OFFICE USE ONLY:
Permit No: _____

PARKS EVENT PERMIT APPLICATION

- Application for 199 participants or less is Due 30 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 supply the following information. For additional space, use separate sheets of paper and attach to the application.

1) Location requested:

Aspen Grove Park_____	Liberty Park_____	The Park @ Harlinsdale <u>X</u>
Fieldstone Park_____	Pinkerton Park_____	Eastern Flank Battle Park_____
Jim Warren Park_____	Winstead Hill Park_____	Other: _____

2) Name/purpose of event: Medals of Honor "Boots for Troops 5K RUCK WALK RUN" followed by VETLINX VET FEST

3) Date or dates of event: Saturday, November 10, 2018

4) Time of Event: 9:00 AM to 5:00 PM

5) Set-Up Date/Time: 11/09/2018 1:00 PM Tear-down Date/Time: 11/10/2018 5:00 PM

6) Name of Applicant and Organization Requesting Permit: Medals of Honor and VetLinx, both organizations are 501c3 nonprofits based in Middle Tennessee
M= Medals of Honor
V= VetLinx

a) Address: MOH: PO Box 681401 Franklin 37068 V: VetLinx P.O. Box 1166 Nolensville, TN 37135

b) Phone: M: 615-476-0592 V: 1-844-VETLINX c) Cell: M: 615-476-0592 V: 615-336-9969 d) Fax: M: N/A V: 615-369-8715

e) E-mail address: M: V: lbowman@vetlinx.org MOH: Amy@MedalsofHonor.org



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M= Medals of Honor
V= VetLinx

7) Person in charge on day of event: M: Amy Cotta MOH: Joe Fleenor
V: Laurel Bowman
Cell: M: info@medalsofhonor.org
V: 615-336-9969 E-mail address: V: lbowman@vetlinx.org

Additional Contact #2: M: Joe Fleenor
V: Donald Gedge
M: 615-509-4498 E-mail address: M: Joe@abovethefoldevents.com
Cell: V: 615-476-8639 V: donaldgedge0007@gmail.com

Additional Contact #3: M: Melissa Fackler
V: Faye Baldwin
M: 714-338-9869 E-mail address: M: melissa.fackler@outlook.com
Cell: V: 317-345-9165 V: afb128@bellsouth.net

✓ 8) Description of event (use additional sheets if necessary):
Purpose of event is to bring military families, community organizations, and supporters together to
enjoy activities and entertainment.

✓ 7) ENCLOSE A MAP of event site, detailing any temporary structures, location of vendors, vendor parking, volunteers parking, etc.

✓ 8) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:
500

✓ 9) 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.

✓ 10) Is your organization based in Williamson County? Circle Yes or No

(if no, please state where): N/A

✓ 11) Is your organization authorized to do business in Tennessee? Circle Yes or No (If yes, please provide a copy.)

✓ 12) 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.



- 13) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. M: 5K entry fee \$30 V: No admission fee for visitors. Food Trucks: \$150 Vendor: \$100.
All Veteran Org and State/Fed = no charge
- 14) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle: Yes or No.
- 15) 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? N/A
-
- 16) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.
- 17) Will your event require overflow parking? Yes
If yes, how many vehicles do you anticipate 100 at a time (Event organizers are responsible for parking attendants). NOTE: Attendees will come and go throughout the day.
- 18) Will any sound amplification equipment be used during the event? Circle yes or no. If no, please skip to Question #22.
- 19) For what purpose will sound amplification be used? (i.e. announcements, entertainment, etc.)
Announcements and entertainment
- 20) What type of sound amplification will be provided (DJ, Band, etc.). Please list all that apply:
Band sound amplification
- 21) During what time period is sound amplification requested? 09:00 AM to 5:00 PM
- 22) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.) 10 to 20 musicians playing a wide variety of music that is family friendly
amp wattage will be appropriate for setting and will submit details upon verification from Stage Director- Hugh Bennett



23) Will any stages, amusement attractions, or amusement rides 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. Horseshoes, relay races, inflatable's, 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, Including Workers Compensation Coverage and listing the City of Franklin as additionally insured.
- ✓ • For stages 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 inflatable's/interactive that are setup and manned by applicant must be included specifically in applicants certificate of insurance.

24) What, if any, vendors will be present at event? (i.e. medical related, shirts, arts, etc.) Please provide detailed listed. Use additional sheets if necessary.

- ✓ • 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, phone number, and date and time clean-up is to occur. A refundable damage deposit (current fee schedule) in the form of a check only, is due at the time this agreement is signed by the Parks Director.
- ✓ • Organizations event coordinator/representative and Parks Dept. representative will conduct a Pre-Event meeting the day 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 event coordinator/representative and a Parks Dept. representative to re-assess the site for trash, damage and securing, with caution tape and signage (provided by event group), any tents left for removal.
- ✓ • Damage deposit will be refunded within ten (10) working days after the event has occurred only after a satisfactory Post Event Check List has been completed and signed off on, by both Parks Dept. and organization requesting event.
- ✓ • If clean-up is not done properly the organization requesting the permit may be fined (See attachment A).
- ✓ • 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. 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.

- ✓ • Will your event include tents or other temporary structures, propane use, or open flames? Circle: Yes or No. If yes, other permits may be required from the City of Franklin Fire Department or Codes Department.
 - ✓ • Events using tents 10 x 20' or larger require permitting from Franklin Fire Dept., call 791-3270 to schedule inspection. Parks Dept. requires applicant to provide safety measures on all tents, especially those setup the day before the actual date of the event. Tents should be taken down the date the event has ended.
- ✓ 25) *Please read Additional Requirements section of this application for more information.*
- 26) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.*

PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.

- ❖ 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.
- ❖ I/We do swear or affirm that all of the information given in this application is true and complete.
- ❖ **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, including death, to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, 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. (*Please see current insurance requirements*)**
- ❖ I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- ❖ The application for an event permit shall be filed not less than 30 days nor more than 364 days prior to the scheduled date of such event. Failure to file in a timely manner may result in denial of a permit.



- ❖ The City reserves the right to require one or more City of Franklin police officers or other emergency personnel are present at any and all events that occur within the city limits. Please budget for this request at a rate of \$40.00 per hour at a minimum of three (2) hours.
- ❖ All applications will be reviewed on a case-by-case basis. Some activities may require additional risk management steps to minimize any foreseeable exposures to losses. As such, the city reserves the right to require additional steps to minimize any foreseeable exposures.

M: Amy Cotta V: Laurel Bowman Date: 04/01/2018
Event Coordinator/Client Signature

_____ Date: _____

Program Specialist, City of Franklin Parks

_____ Date: _____

Suzanne Carter, Recreation Foreman, City of Franklin Parks

_____ Date: _____

Paige Cruse, Parks and Recreation Superintendent, City of Franklin Parks

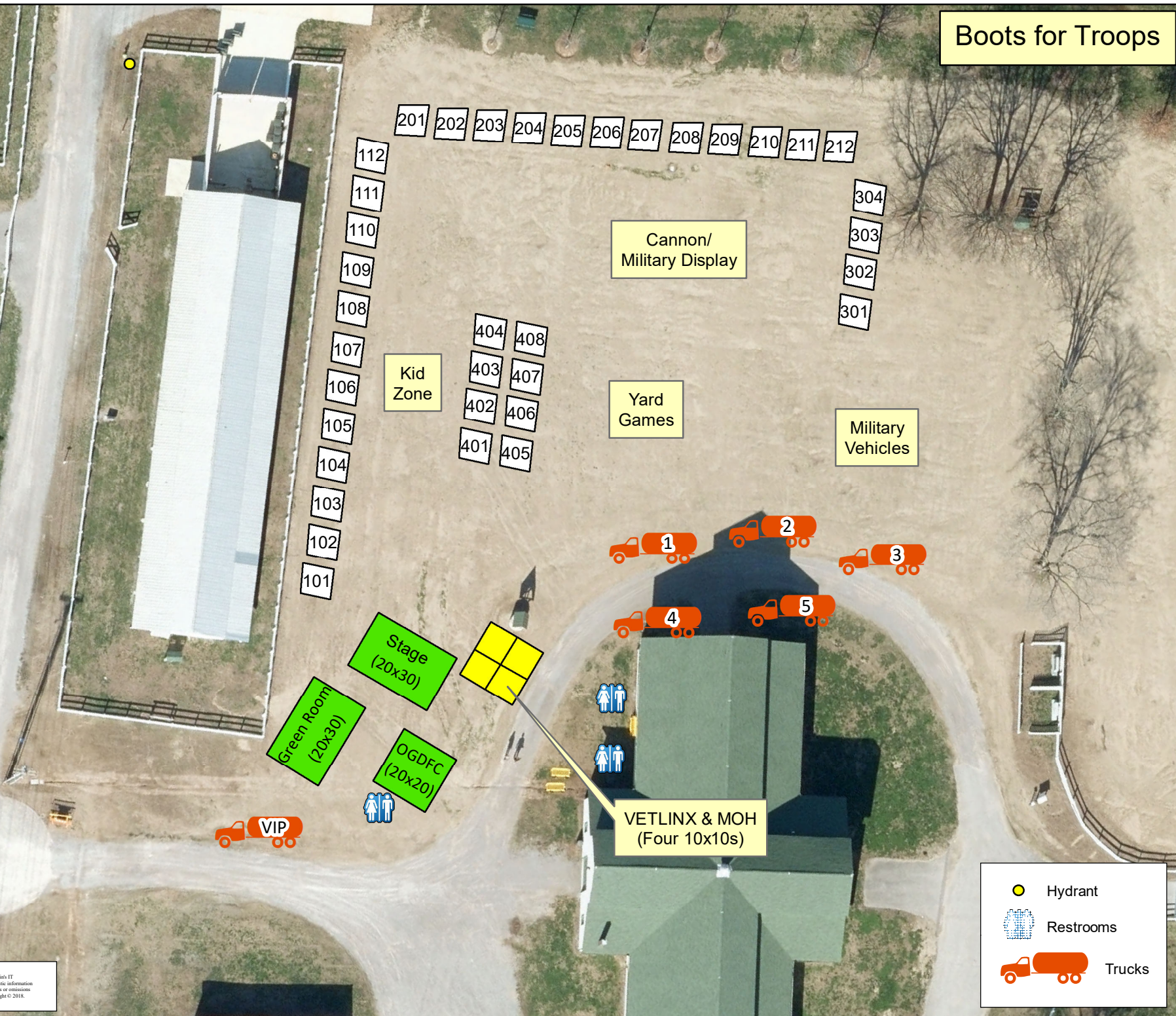
Return application to:




City of Franklin Parks Dept.,

P.O. Box 305 Franklin, TN 37065

615-794-2103 (office) 615-791-3250 (FAX)

For official use only
**Scan and Send
completed
application with all**



-  Hydrant
-  Restrooms
-  Trucks

Staff Conditions:

Staff recommends approval with the following conditions:

- Applicant will provide Good Neighbor Letter which will be distributed to area residents.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured. The Certificate of Insurance is due 30 days prior to event and needs to include the dates of set up through equipment pickups and cleanup. Certificate of Insurance must include all activities, equipment, vendors, booths and food trucks for the event. Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured.

Building and Neighborhood Services:

- Special Event Electrical Permit will be required.

Police Department:

- Applicant will hire recommended number of extra-duty Franklin Police Officer to provide traffic control and security.

Fire/EMS Department:

- Tent permit and inspection will be required for any tents larger than 200 square feet.
- Department will provide bike medic team for the event.

Parks Department:

- All coordinating regarding the event, including fees and pre-event site meetings, will be done with the Programming Division at the Parks Department.
- Any major changes to the event after approval, must be reviewed by the Special Events Advisory Team and the Department