

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: _____

2) Name/purpose of event: The Great Americana BBQ Festival

3) Date or dates of event: August 27, 2016

4) Time of Event: 9a-8p

5) Time of Street Closure (if applicable): _____

Set-Up Date/Time: 8/24

Tear-down Date/Time: 8/28

*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:

Franklin Noon Rotary Club

a) Address: 2088 Lewisburg Pike Franklin, TN 37064

b) Phone: _____

c) Cell: 615-708-8590

d) Fax: 931-388-8398

e) E-mail address: Devin.Gilliam@e-farmcredit.com

7) Person in charge on day of event: Devin Gilliam

Cell: 615-708-8590

E-mail address: Devin.Gilliam@e-farmcredit.com



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

Name: Scott Hubbard Cell: 615-294-2977 E-mail address: scott@mhclosings.com

Name: Nathan Perry Cell: 615-476-7390 E-mail address: Nathan.Perry@e-farmcredit.com

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

Please see attached

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:

4,000

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. Please see attached

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 Franklin Noon Rotary Club Foundation

100% Benefactor

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 for the BBQ competition and a music stage
-
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Small PA system and musical acts throughout the day
-
- 23) During what time period is sound amplification requested? 9a-8p
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Numerous Country/Americana musical acts throughout the day
-
- 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. Franklin Noon Rotary will provide clean-up
Roger Jenkins 615-238-5767
-
- 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:
Harlinsdale
-
- 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.



HISTORIC
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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: James R. Paule ^{Franklin Noon} Rotary President Date: 2/26/16
 (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) ★
 ★*****

The Great Americana BBQ Festival

9) Event detail:

The Great Americana BBQ Festival produced by the Franklin Noon Rotary Club will showcase local Americana at its finest. Barbeque, local spirits, and Tennessee's musical heritage will take center stage at an event that is sure to appeal to festival goers young and old.

The Features:

KCBS Sanctioned barbecue competition

60 teams from across the southeast will compete for an \$8,000 purse. Both professionals and backyard joes will have their chance at the money and the glory that comes with being named champion pit master in a Kansas City Barbecue Society sanctioned event.

A whole hog competition will be judged by local dignitaries with all meat going to local food banks.

Want to taste what the pros cook? We have you covered with the people's choice competition. \$10 allows you to taste over 30 samples of the South's finest barbecue and choose the people's champion. Additionally teams will be able to sell to the public with proper health inspection.

Grilling demonstrations will be given by local and nationally recognized grille masters so festival goers can learn trade secrets.

Barbecue vendors will be on hand for all to enjoy the sweet smoky flavors that are sure to fill the air.

Facility requirements:

- Space for teams

- Water and electric hookups for up to 60 teams (generators can be utilized)

- Tent for judges

- Trash disposal

Human Capital: Competition lead, KCBS Rep, 10 bbq ambassadors, numerous judges

Vendor Market

Looking to bring Americana home? You'll find it at our Vendor market with artisans displaying and selling their various wares. All things barbecue will be on site as well, grilles, sauces, rubs, you name it, we will have it.

Facilities requirements:

- Space

- Electric Access

Human Capital: Vendor lead

Vine & Barrel Tasting Barn

Local spirits will be on display in the Vine & Barrel tasting barn. Local wineries, distilleries, and breweries will be on hand for tastings. Patrons will be allowed to also purchase whole bottle goods to enjoy at home. Entry \$20, 21 and up only, ID's checked, bracelets issued, hands stamped.

Facility requirements:

- Horse Stalls for vendors

- Basic electric

- Barrier for outdoor patio

Human Capital: Tasting Barn lead, 3 assistants, security at entry

Beer Garden

One local brewery will purchase the rights to be the exclusive beer seller of The Great Americana BBQ Festival. All local laws will be followed with permits and licensed bartenders in place. 21 and up only, ID's checked at entry.

Facilities requirements:

- Tent, tables and chairs

- Barrier to restrict entry

- Basic electric

Human Capital: Beer Garden lead, assistant, brewery staff, security at entry

Kid's Zone

Little pit masters will have a chance to run jump and play in the kid's zone. We will have touch a truck with all sorts of machinery and vehicles, bungee towers, rock walls, face painting and many other features for the little ones to enjoy.

Facilities requirements:

Space

Basic Electric

Human Capital: Kid's Zone lead, numerous volunteers

Music Stage

Some of the finest talent in Tennessee will take the stage to display local Americana and Country music to festival goers all day long along with a few surprises for the evening. Music will go from 9am until 8pm. Professional contractors will erect a stage complete with light and sound. Lawn seating.

Facilities requirements:

Electric to support stage and equipment

Human Capital: Music lead, 5 assistants

Additional Crews:

Parking

Festival Bank

Waste management

Ticket/Entry team

Medical Tent

Fire-brush truck

The Great Americana BBQ Festival

12) Key Contacts:

Devin Gilliam	Festival Co-Chair	615-708-8590	Devin.Gilliam@e-farmcredit.com
Scott Hubbard	Co-Chair	615-294-2977	scott@mhclosings.com
Bill Foley	Treasurer	615-477-6954	whfoley@gmail.com
Nathan Perry	Competition	615-476-7390	Nathan.Perry@e-farmcredit.com
Roger Jenkins	Facilities	615-238-5767	Roger.Jenkins@mtemc.com
Jeff Nichols	Tasting Barn	972-569-0900	Jeffnicholls@comcast.net
Pat Dunn	Vendors	615-612-9959	patdunn@usit.net
Barb Shearon	Promotion		barbshearon@ami-results.com
Jeffrey Dillard	Music		jdillard@am-mail.com
Jamey Parker	Rotary President	615-415-7777	james.parker@morganstanley.com
Tom Thompson	President-Elect		tomt@sanfordrose.com

The Great Americana BBQ Festival

16) Admission/Participation Fees

General Admission	\$10	Subject to change pending music act
People's Choice BBQ Sample	\$10	
Vine/Barrell Barn Access	\$20	
VIP Package (previous 3 combined)	\$30	

Competition:

Pro Team	\$300
Backyard Team	\$200
Whole Hog	\$100

Vendors:

Non-Food	\$100
Food	\$200

The Great Americana BBQ Festival

25) Stages and Attractions

A stage to accommodate musical acts including lighting and speakers will be erected by a professional contractor. The location will be in the greenspace to the north of the main barn at Harlinsdale.

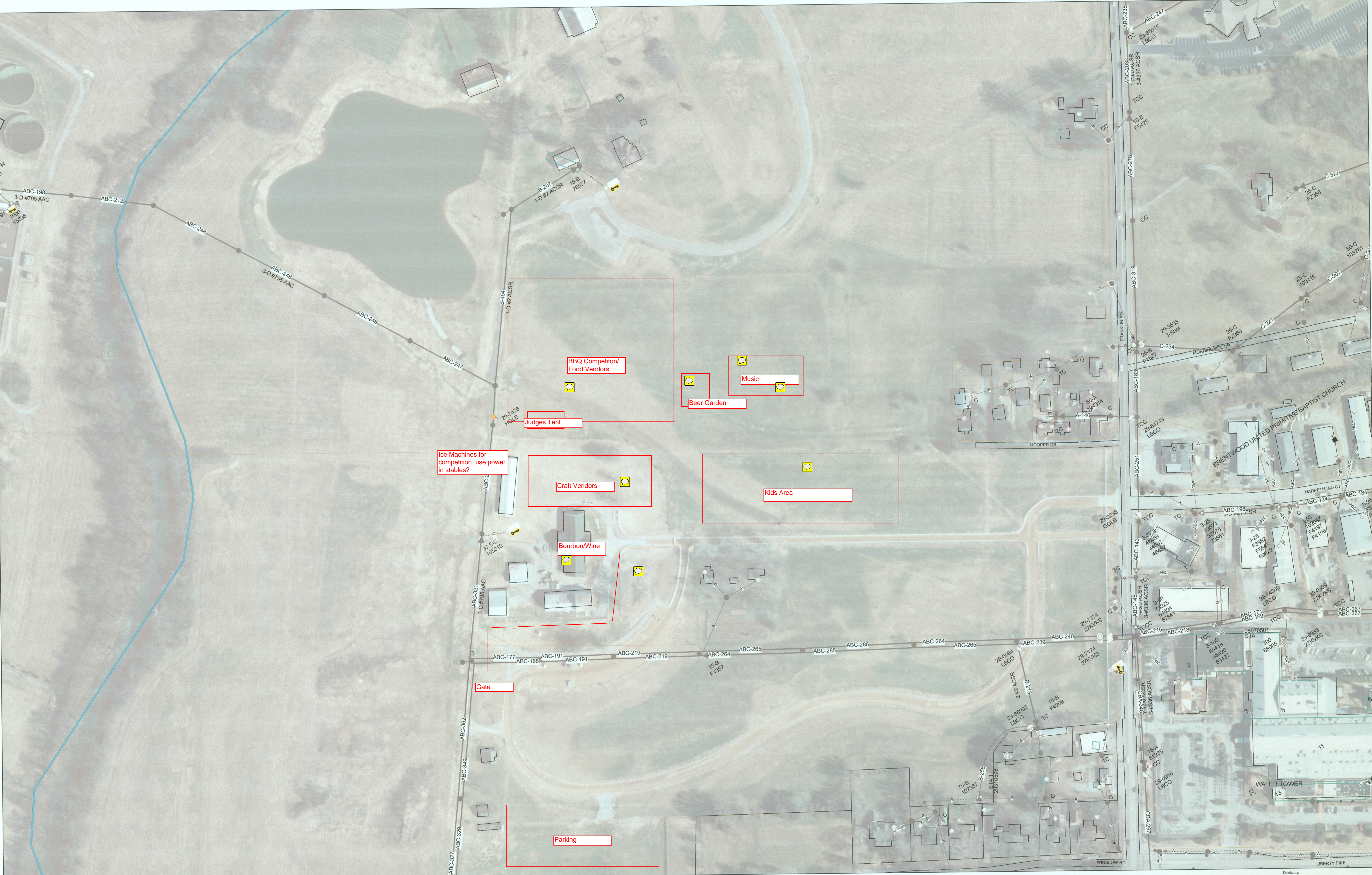
Various children's activities will be featured including touch-a-truck, bungee tower, rock wall, and others.

Insurance will be provided for all attractions and stages.

The great Americana BBQ Festival

26) Vendors

Food and non-food vendors will be present. All shall carry the required insurance.



SCALE: 1 inch = 100 feet
PRINT DATE: 2/11/2016

Disclaimer: Middle Tennessee Electric Membership Corporation makes no representation or warranty as to map accuracy, and in particular, its accuracy as to Underground Conductors locations, property boundaries, right-of-ways, or placement and location of any map features or data. Independent verification of all information should be obtained by the User. This map is NOT a LEGALLY BINDING OR CERTIFIED DOCUMENT. All data and materials copyright © 2009. All Rights Reserved.

Americana BBQ Festival



BBQ Competition & Food Vendors

Beer Garden

Music

Judges

Ice

Craft Vendors

Kids' Area

Hooper Ln

Morningside Dr

Franklin Rd

Access

Gate

Bourbon & Wine

Gate

Access

Access

Winslow Rd

Liberty Pke

Parking

Myles Manor Ct

Mayberry Ct



Lancaster Dr

Lysbeth Ct



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