



# 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:** 33rd 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:** 10/29/2016
- Start/End Times of Event:** 10 a.m. - 8 p.m.  
What date/time will set-up begin? 10/28/2016 5:00 AM  
What date/time will tear-down be complete? 10/29/2016 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 a.m. on 10/28; close Public Square parking at 5 a.m. on 10/28; close Main Street and Public Square to traffic at 8 p.m. on 10/23. We would love for 'No Parking After 3 p.m.' signs to go up the morning on 10/28 on Main Street.  
  
Tear Down: 6 p.m. on 10/29 for all except Public Square Stage. Public Square Stage tear down at 7:45 p.m./ 8:00 p.m. on 10/29.
- 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:**  
Abby Williams - Heritage Foundation of Franklin and Williamson County  
**a) Address:** 134 2nd Ave  
Franklin, TN 37065  
**b) Phone:** 6155918500      **c) Cell:**      **d) Fax:**  
**e) E-mail address:** awilliams@historicfranklin.com
- DETAILED description of event** (use additional sheets):  
The 33rd 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 it was at Main Street Festival 2015). We will have one 12' x 12' platform at 1st and Main for amplified street performances. A beer tent will be set up on 4th Avenue South with another 12' x 12' platform for performances and 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 the 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:** [pfest drawn map for application.pdf](#)

10. **Person in charge on day of event:** Teryl O'Connor

**Cell:** 615-525-3101

**E-mail address:** [toconnor@historicfranklin.com](mailto:toconnor@historicfranklin.com)

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

**Name:** Abby Williams

**Cell:** 615-630-2018

**E-mail address:** [awilliams@historicfranklin.com](mailto:awilliams@historicfranklin.com)

**Name:** Mary Pearce

**Cell:** 615-300-7218

**E-mail address:** [mpearce@historicfranklin.com](mailto:mpearce@historicfranklin.com)

- 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:** [HF contacts.jpg](#)

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: [tax exempt file.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? 200-15000*

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 Franklin and 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 Booths
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 pfest 2016.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:* at 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:** [good neighbor letter.docx](#)  
**Good Nieghbor Letter Mailing List:** [good neighbor letter.docx](#)



# 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: \_\_\_\_\_ Date: \_\_\_\_\_  
(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

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

Event Name: 33rd 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
- Any electrical work utilizing site-constructed equipment or wiring
- Any electrical equipment or work utilizing in excess of 120 volts

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.



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:** Abby Williams - Heritage Foundation of Franklin and Williamson County

**Event Name:** 33rd Annual Pumpkinfest

**Event Date(s):** 10/29/2016

1. **Time amplification equipment will be used:** From: 10:00 AM To: 8:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). *Provide map/layout if necessary:*  
Stage on the Public Square, 1st and Main 12x12' platform , and beer tent at 4th Avenue South 12 x 12' platform  
**Sound Amplification Map:** [pfest drawn map for application.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

5. 

<b>Number of Amplifiers:</b> 50	<b>Number of Speakers:</b> 10	<b>Number of Performers:</b> 30
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6. **Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

**Name:** Abby Williams

**Cell:** 615-630-2018

**E-Mail:** [awilliams@historicfranklin.com](mailto:awilliams@historicfranklin.com)

**Name:** Teryl O'Connor

**Cell:** 615-525-3101

**E-Mail:** [toconnor@historicfranklin.com](mailto:toconnor@historicfranklin.com)

**Authorized Signature:** Abby Williams

**Date:** 06/10/2016

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.

## Clean Up Plan – The City of Franklin Department of Sanitation



jay@sheridanpr.com

macey@sheridanpr.com

holly@sheridanpr.com liz@sheridanpr.com

## HERITAGE FOUNDATION CONTACT LIST

Executive Director

Mary Pearce

615.591.8500, Ext. 15

mpearce@historicfranklin.com

Accountant

Wendy Dunavant

615.591.8500, Ext. 13

wdunavant@historicfranklin.com

Main Street Director for Franklin

Kristy Williams

615.591.8500, Ext. 18

kwilliams@historicfranklin.com

Historian

Rick Warwick

615.591.8500, Ext. 14

rwarwick@historicfranklin.com

Art Scene Coordinator

Linda Childs

615.591.8500, Ext. 16

lchilds@historicfranklin.com

Festival Director/Vendor Director

Rene Evans

615.591.8500, Ext. 11

revans@historicfranklin.com

Heritage Ball Manager

Lynne McAlister

615.591.8500, Ext. 20

lmcalister@historicfranklin.com

Festivals

Abby Good Williams

615.591.8500, Ext. 17

awilliams@historicfranklin.com





# Rules and Regulations

## Please Read All Attachments Before Signing Application.

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- 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.
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- 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: **Teryl O'Conner** Digitally signed by Teryl O'Conner  
DN: cn=Teryl O'Conner, o=Heritage Foundation, ou,  
email=toconner@historicfranklin.com, c=US  
Date: 2016.06.10 11:08:55 -05'00' Date: 6/10/2016  
(Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_\_\_.

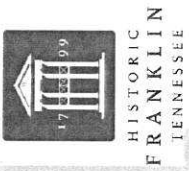
\_\_\_\_\_  
Dr. Ken Moore, Mayor

\_\_\_\_\_  
Eric S. Stuckey, City Administrator

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



# DOWNTOWN FRANKLIN



New Hwy 96 W

Bridge St

Fair St

Alley

Alley

Alley

Alley

W Main St

Main St

Market St

Columbia Ave

Cummins St

5th Ave S

Alley

Bear

12x12' platform

Circus

Alley

4th Ave S



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3rd Ave S

Church St

2nd Ave S

Emily Ct

1st Ave S

5th Ave N

2nd Ave N

3rd Ave N

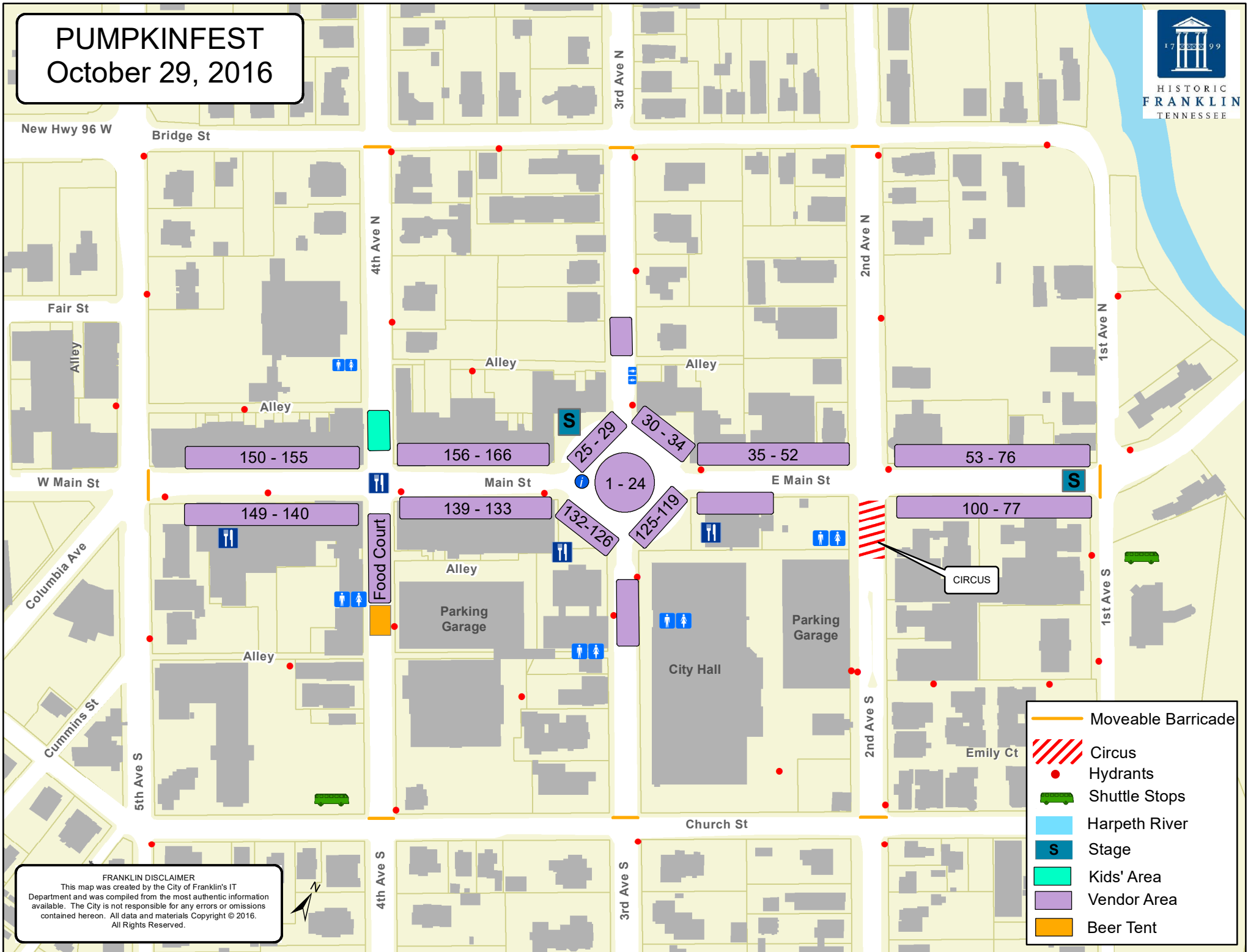
4th Ave N

12x12' platform

PUMPKINFEST  
October 29, 2016



HISTORIC  
FRANKLIN  
TENNESSEE



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