



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:

- BBQ

- Name/purpose of event:** St. Paul's BBQ
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):
Temporary street closure of 6th avenue (between Fair and Main Street)
- Date or dates of event:** 07/23/2016
- Start/End Times of Event:** 3:00 pm to 8:00 pm
What date/time will set-up begin? 07/22/2016 7:00 PM
What date/time will tear-down be complete? 07/23/2016 9:00 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): 8:00 am to 8:00 pm Saturday July 23rd
- An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 500 Event Staff/Volunteers:50 Total:550
- Name of applicant and Organization Requesting Permit:**
Phil Pace - St Pauls Episcopal Church
a) Address: Main Street
 Franklin, TN 37064
b) Phone: 615-298-9907 **c) Cell:** 615-533-2339 **d) Fax:** 615-298-1024
e) E-mail address: philp@consecogroup.com
- DETAILED description of event** (use additional sheets):
56th Annual Church BBQ for St Pauls Episcopal Church

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: [Permit Map.pdf](#)

- Person in charge on day of event:** Jason Riddle
Cell: 615-545-8259

E-mail address: jriddle@lbmc.com

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

Name: Phil Pace

Cell: 615-533-2339

E-mail address: philp@consecogroup.com

Name: Josh Sutherland

Cell: 615-347-6284

E-mail address: josh-sutherland@dasfortus.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: [Admin Folder.pdf](#)

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: [Admin Folder.pdf](#)

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

Average admission fee:

17. **Will you charge a vendor participation fee?** No

Average vendor participation fee?

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?** No

20. **Is this event a fundraiser?** No

What organization will be the benefactor of event?

What percentage of funds will they receive?

21. **Will parking in the area of the event need to be restricted or prohibited?** No

22. **Will any sound amplification equipment be used during the event?** No

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.** No vendors are present

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: [Admin Folder.pdf](#)

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?** No
If yes, please list exact locations:
28. **Will alcohol, beer, and/or wine be given away or sold?** No
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: [BBQ letter to apartment residents signed 2016.doc](#)
Good Nieghbor Letter Mailing List: [Admin Folder.pdf](#)



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)

Claire Gaddis
Parish Administrator
St. Paul's Episcopal Church
510 W. Main Street
Franklin, TN 37064
(615) 790-0527
claire@stpaulsfranklin.com

June 15, 2016

Dear Neighbor:

St. Paul's will be hosting our 56th Annual Barbecue on Saturday, July 23rd from 3:00 pm until 8:00 pm. As we've done in the past, we received permission from the City to close off 6th Avenue on the day of the event so that we can set up a tent with tables and chairs.

We realize that this blocks access to your parking area and we apologize for placing this inconvenience upon you.

We'd suggest that you park your car on West Main Street or Fair Street either Friday evening or early Saturday morning as the tent company usually sets up by mid morning on Saturday.

We've enclosed two (2) complimentary tickets for your use and we hope you can join us or if you'd like – pick up food for carryout.

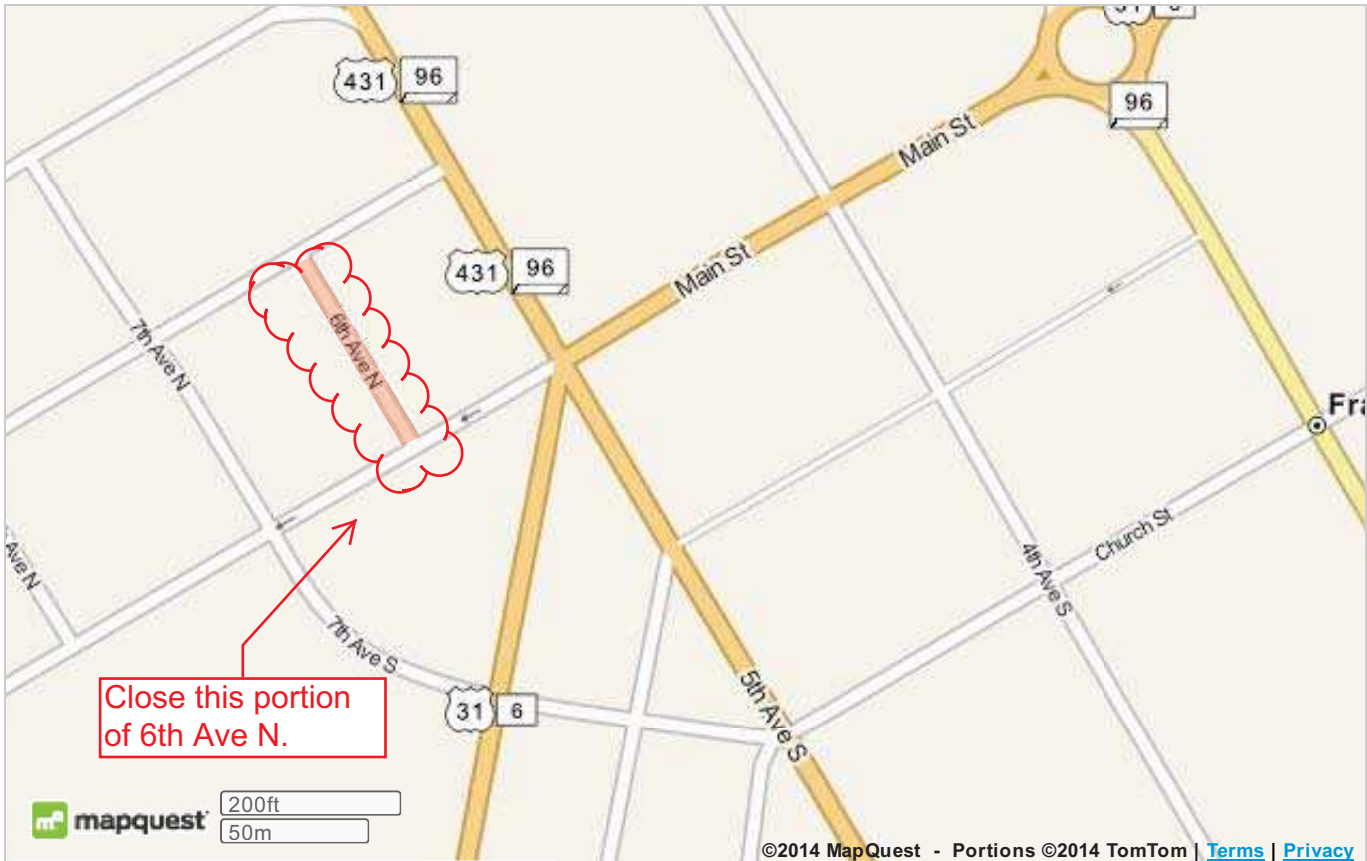
We thank you for your cooperation and we apologize again for the temporary blocking of your parking area.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Pace", enclosed within two overlapping oval shapes.

Phil Pace
Mens' Club Barbecue Committee
(615) 533.2339

St. Paul's Mens Club BBQ
Street closure map



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