

OFFICE USE ONLY:  
Permit No:  
\_\_\_\_\_



**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 and Clubhouse  
 Fieldstone Farms       Pinkerton Park  
 Jim Warren Park       Harlinsdale Farm      Other:  BiCentennial Park shelter (if complete)
  - 2) **Name/purpose of event:** The Heritage Ball
  - 3) **Date or dates of event:** Saturday, Sept. 17, 2016 - 6pm to 12 Am
  - 4) **Time of Event:** 6pm to 12 Am
  - 5) **Time of Street Closure (if applicable):** N/A  
**Set-Up Date/Time:** Sunday, Sept. 11, 8am **Tear-down Date/Time:** Tuesday, Sept. 20 5pm
- \*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:**  
The Heritage Foundation of Franklin and Williamson County
    - a) **Address:** P.O. Box 723, Franklin TN 37065
    - b) **Phone:** 615-591-8500    c) **Cell:** 919-449-4232    d) **Fax:** 615-591-8502
    - e) **E-mail address:** LMcALISTER@HISTORICFRANKLIN.COM
  - 7) **Person in charge on day of event:** Lynne McAlister  
**Cell:** 919-449-4232    **E-mail address:** LMcALISTER@HISTORICFRANKLIN.COM



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

Name: LINDA CHILDS Cell: 615.678.2171 E-mail address: LCHILDS@HISTORIC FRANKLIN.COM

Name: MARY PEARCE Cell: 615.900.7218 E-mail address: MPEARCE@HISTORIC FRANKLIN.COM

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

Black-tie event to raise funds for The Heritage Foundation of Franklin and Williamson County.

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:

650-700

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. \$ 375<sup>00</sup>

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 Heritage Foundation of

Franklin and Williamson County - 100% after expenses

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 and live musical entertainment.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Band
- 23) During what time period is sound amplification requested? 6pm - 12am.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 7-12 musicians. We rent generators for lighting and wattage.
- 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. N/A
- 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. Lynne McAlister, The Heritage Foundation, 919.449.4237
- 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.* N/A

30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:

Portable restrooms with flushable toilets will require water.

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.* Good Neighbor letter (2015 version attached) will be mailed to Carnton Lane households.

**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

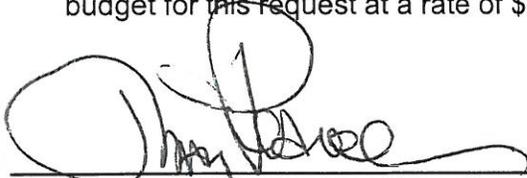
The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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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:  Date: 11-3-15  
 (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) \*  
 \* \*  
 \* \*  
 \*\*\*\*\*

#10

Google Maps

Google Maps

Bicentennial Park



Imagery ©2015 Google, Map data ©2015 Google 100 ft

As this property is not complete yet, I'm not sure where, precisely, the catering tent will be, but likely on the north side of the shelter.

# Assuming Eastern Flank

#10

- ① Catering Tent
- ② Credenza's Tent
- ③ Paquet Restrooms

- ④ Cocktail Tent (2)
- ⑤ Dinner Tent



**#12 – List of Names and Addresses and Phone numbers of Chairperson and others involved in the event.**

Event Chairpersons

Event Chairpersons have yet to be determined. This is primarily an honorary position.

Supporting Organization, The Heritage Foundation of Franklin and Williamson County

Mary Pearce, Executive Director, PO Box 723, Franklin TN 37065, 615-591-8500 ext. 15

Lynne McAlister, Event Manager, PO Box 723, Franklin TN 37065, 615-591-8500 ext. 20

Linda Childs, Office Administrator and Membership, PO Box 723, Franklin TN 37065, 615-591-8500 ext. 16

# 15

N0003101

6161728150615



# TENNESSEE DEPARTMENT OF REVENUE

## SALES AND USE TAX CERTIFICATE OF EXEMPTION

HERITAGE FOUNDATION OF FRANKLIN & W  
PO BOX 723  
FRANKLIN TN 37065-0723

Effective Date: July 1, 2015  
Exemption Number: 100091394  
Expiration Date: June 30, 2019  
209 E MAIN ST  
FRANKLIN TN 37064-2517

The Tennessee Department of Revenue has issued a tax-exemption number for the educational, religious, historical, or charitable non-profit organization or institution named above. State law (Tenn. Code Ann. § 67-6-322) gives the Department the authority to allow this organization to make tax-exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

**This authorization for exemption is limited to sales made directly to the above named organization. This certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the above named organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the above named organization.**

The organization must furnish its suppliers of goods and services with a copy of this certificate. The lower portion of the certificate must be properly completed. **The organization must retain the original certificate for copy purposes.** The supplier will maintain a file copy as evidence of the exempt sale to the organization. Later purchases made before the expiration date do not require the submission of additional copies.

**The organization must notify the Department immediately if it ceases to exist or if its location or mailing address changes.**

Richard H. Roberts  
Commissioner of Revenue

### To Be Completed by the Organization

TO: Supplier's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, as an authorized representative of the organization named above, affirm that the purchases made under this authority will be used and consumed by the organization or will be given away.

Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Organization \_\_\_\_\_

Print Name of Purchaser \_\_\_\_\_

Signature of Purchaser \_\_\_\_\_

Date \_\_\_\_\_

#25 – Will any stages, amusements.....

There will be one stage and two or three large tents along with three to five small tents.

TENTS – from Nashville Tent and Awning

1. 120 x 100 foot tent
2. 60 x 60 foot tent
3. 60 x 100 foot tent
4. 4-10 x 10 foot tents

STAGE-from Southern Events

1 stage that will be approximate 20 x 34 feet

# 33

THE HERITAGE FOUNDATION



OF FRANKLIN & WILLIAMSON COUNTY

Dear Neighbors of Carnton Plantation,

Thank you for supporting The Heritage Foundation by being patient neighbors, once a year, as the Heritage Foundation hosts its annual fundraiser in your neighborhood.

September 19<sup>th</sup> will see the 42nd Annual Heritage Ball on the Eastern Flank Battlefield. The event will begin at 6:00 pm and conclude at midnight. The gala plays a major role in supporting The Heritage Foundation whose mission is to protect and preserve the architectural, geographic and cultural heritage of Franklin and Williamson County and to promote the ongoing revitalization of downtown Franklin in the context of historic preservation.

In the past few years, The Heritage Foundation has saved and revitalized the Franklin Theatre, supported street-scaping in downtown Franklin and played a role in securing battlefield land, including the Eastern Flank, plus much more. The Foundation also produces Main Street Festival, Pumpkinfest, Dickens of a Christmas and the first Friday Art Scene. Our current project is renovating and repurposing the Old, Old Jail into the Big House for Historic Preservation.

So, I'd like to invite you to attend the longest running black tie affair in Williamson County. If you have not received an invitation, please call 615-591-8500 or email me at [lmcalister@historicfranklin.com](mailto:lmcalister@historicfranklin.com) and I'll gladly send you one. If that's not your cup of tea, then I'd beg your patience, as music will be played until midnight at this once-a-year event.

Thank you again for your understanding and forbearance.

Sincerely,

Lynne McAlister  
Event Director