

OFFICE USE ONLY:
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:
- | | |
|--|---|
| <input checked="" type="checkbox"/> street closure | <input type="checkbox"/> parade |
| <input type="checkbox"/> other special event | <input checked="" type="checkbox"/> beer served (<i>separate permit required</i>) |

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: <u>Front St (Westhaven Blvd to Westhaven)</u> |

2) Name/purpose of event: Front Street Craft Beer Celebration

3) Date or dates of event: 10/3

4) Time of Event: 3pm - 10pm

5) Time of Street Closure (if applicable): 1pm

Set-Up Date/Time: 1pm Tear-down Date/Time: 11pm

*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 Westhaven Foundation

a) Address: 188 Front St. PMB 106-25

b) Phone: _____ c) Cell: 615 394-7782 d) Fax: _____

e) E-mail address: mark@westhavenfoundation.org

7) Person in charge on day of event: Mark McCutcheon

Cell: 615 394-7782 E-mail address: mark@westhavenfoundation.org



HISTORIC
FRANKLIN
TENNESSEE

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

Name: Christy Bryan Cell: 615 294-2798 E-mail address: christy@events-hatched.com

Name: Susan Torregrossa Cell: 617 308-4682 E-mail address: Susan@events-hatched.com

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

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:

500 - 800

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: _____) Yes

14) Is your organization authorized to do business in Tennessee? Circle Yes or No 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? Circle Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status. Yes

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. See Attached for details (\$5-\$75)

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No. 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? 100% of net

19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No. 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.)?
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? 7:00pm - 10:00pm
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 5 - World Turning (Fleetwood Mac tribute band) sound for 500-800 people
- 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. See map
- 26) What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets. ~~Yes~~ Yes - Food Trucks TBD
- 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. Event Coordinator - Susan Torregrossa - 617 308-4082
- 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.



HISTORIC
FRANKLIN
TENNESSEE

- 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:

- 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
FRANKLIN
TENNESSEE

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: Mark McQuinn Date: 7/1/15
 (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) *
 * *
 * *

Front Street Craft Beer Celebration

August 3, 2015

Committee Member and Staff

Mark McCutcheon	President, The Westhaven Foundation	(615) 394-7782
Scott Jones	Board Member, The Westhaven Foundation	(256) 656-4066
Shaun Rowles	Committee Chairperson	(865) 360-1386
Staff		
Christy Bryan	Events Hatched (Planning Company)	(615) 294-2798
Susan Torregrossa	Events Hatched (Planning Company)	(617) 308-4882

FRONT STREET CRAFT BEER CELEBRATION

Saturday, October 3rd

3 pm – 6 pm

Free concert from 6 pm – 10 pm

The Celebration is dedicated to the enjoyment of the best craft beers around. Guests will have the opportunity to sample 30+ craft beers, with many of these brews coming from the best Southern craft and micro-breweries around. This rain or shine event will take place outdoors, under a tent, at the lake on Front Street, in Westhaven Town Center.

Tickets are \$40 in advance and \$50 at the door until sell-out. Tickets include a five ounce souvenir glass, a brewer's list card and free music beginning at 6 pm with The World Turning, a fantastic Fleetwood Mac tribute band. The concert is free to the public, so you can attend without a ticket to the event. Craft beers will be available for purchase beginning at 7:00 pm. Designated Driver tickets are also available for \$5. All proceeds raised from the event will benefit The Westhaven Foundation's Excellence in Education efforts.

Tickets for the Granite City VIP area include entry to an exclusive lounge with private taps and limited food from 5 – 7 pm, and your very own porta-potti, 2 beer coupons for after 7 pm and the area will be open until the end of the concert. What a deal!

Food truck vendors will be on-site and Bellaterra fine cigars will be available for purchase. Attendees at the event must be 21-years of age or older, and no children, strollers or pets will be allowed in the Beer Garden.

This is a rain or shine event

No open containers outside event area



Harris

Oscar's Taco Shop

Tent (no sides)
100 x 80



Stop

FRONT IS

Oleander St.

Westhaven Blvd

Front Street Craft Beer Fest October 3rd, 2015



- Alcohol Perimeter
- Beer Tent
- Stage
- Event Area

FRANKLIN DISCLAIMER
This map was created by the City of Franklin's IT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained herein. All data and materials Copyright © 2015. All Rights Reserved.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT. 3 2008

THE WESTHAVEN FOUNDATION INC
401 CHELTENHAM AVE
FRANKLIN, TN 37064-8664

Employer Identification Number:
26-2449732
DLN:
17053198332008
Contact Person:
YVONNE LIGGETT ID# 31296
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 19, 2007
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter:

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

**FRONT STREET CRAFT BEER CELEBRATION
188 Front Street in Westhaven Town Center**

**Saturday, October 3rd
3 pm – 6 pm
Free concert from 6 pm – 10 pm**

Dear Westhaven Neighbors:

The Front Street Craft Beer Celebration will be held around the Westhaven Lake in Town Center on Saturday, October 3rd from 3 pm – 10 pm. Front Street between Westhaven Blvd and Oleander will be closed for the event where you can enjoy a variety of food trucks.

Free music begins at 6 pm with The World Turning, a fantastic Fleetwood Mac tribute band. The concert is free to the public, so you can attend without a ticket to the event.

If you have any questions, please feel free to contact:

Christy Bryan, Events Hatched - (615) 294-2798

Susan Torregrossa, Events Hatched - (617) 308-4882

Shaun Rowles, FSCBC Committee Chairperson - (865) 360-1386

City of Franklin, City Administrators office – (615) 550-6606