

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 type="checkbox"/> street closure      | <input type="checkbox"/> parade  |
| <input type="checkbox"/> other special event | <input 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   | ____ Road Closures  |
| ____ Jim Warren Park  | ____ Harlinsdale Farm | Other: <u>Westhaven Blvd and Front Street (from Oleander)</u> |

2) Name/purpose of event: Franklin Hot Air Balloon Festival

3) Date or dates of event: May 6, 2017

4) Time of Event: 4pm - 8:30 pm

5) Time of Street Closure (if applicable): Noon to Midnight

Set-Up Date/Time: May 4, 2017      Tear-down Date/Time: May 8, 2017

\*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:  
Matt Lowney, Matt Lowney Productions

a) Address: 1004 Morgan Trace Ct. Nashville, TN 37221

b) Phone: \_\_\_\_\_ c) Cell: 615-977-6786 d) Fax: \_\_\_\_\_

e) E-mail address: lowney-matt@hotmail.com

7) Person in charge on day of event: Matt Lowney

Cell: 615-977-6786 E-mail address: lowney-matt@hotmail.com



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

Name: Jeremy Blount Cell: 615-573-5172 E-mail address: Jeremy.blount@hotmail.com

Name: Mary Lee Bennett Cell: 615-804-9822 E-mail address: mary.lee.bennett@southernland.com

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

2nd Annual Hot Air Balloon Festival At Westhaven. Event includes live Music, Food Trucks, Kids Area, VIP Tent, Beer Tent, crafts vendors, and Balloon Glow at Dusk (Balloons Do NOT launch), but there is tethered Balloon, weather permitting

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:

5,500 Attendees ~ 5,800 with vendors, workers, and event Staff

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. \$15 General Admin, \$50 VIP, Vendors - Crafts 10% of Sales, Food Trucks \$250

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.  
Craft vendors selling goods > No Charity or Gratuity

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? \_\_\_\_\_

\$1 for each ticket sold goes to Mercy Community Healthcare and one charity selected by sponsors

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.)?  
Stage - Lights, Sound Board + Make announcements to crowd.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
BANDS
- 23) During what time period is sound amplification requested? 4p- 8:30p (sound check ~ Noon)
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 4 Bands - typically Americana, Bluegrass, Top 40
- 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. \_\_\_\_\_
- 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:  
\_\_\_\_\_  
\_\_\_\_\_
- 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.* SOLD - D+D is vendor - provide bartenders (ABC) and alcohol- Beer
- 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.






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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:  OWNER Date: 1/16/2017  
 (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) \*  
 \*  
 \*  
 \*\*\*\*\*

## Good Neighbor Letter for Franklin Hot Air Balloon Festival

(Insert Date)

Dear neighbor of Westhaven,

I wanted to let you know about an event called the Franklin Hot Air Balloon Festival, which is taking place in Westhaven on Saturday, May 6, 2017 from 4pm to 8:30pm. This is an event that will take place around the lake at the front of the community.

During the event there will be music, craft vendors, kids' zone, and a hot air balloon glow (balloons will not launch) at dusk. A portion of Front Street and Westhaven Boulevard will be closed to through traffic from that morning through evening. The event will end at 9:00pm. Set up for the event will begin Thursday May 4<sup>th</sup> and tear down will be completed by Tuesday May 9<sup>th</sup>, assuming no adverse weather. The rain out date is scheduled for the following Saturday May 13<sup>th</sup>. A cleanup crew will return the event areas back to their original condition.

If you have any questions, please feel free to contact Matt Lowney at 615-977-6786.





Best regards-

Matt Lowney  
Balloon Festival Organizer



# Westhaven Balloon Fest Police Locations

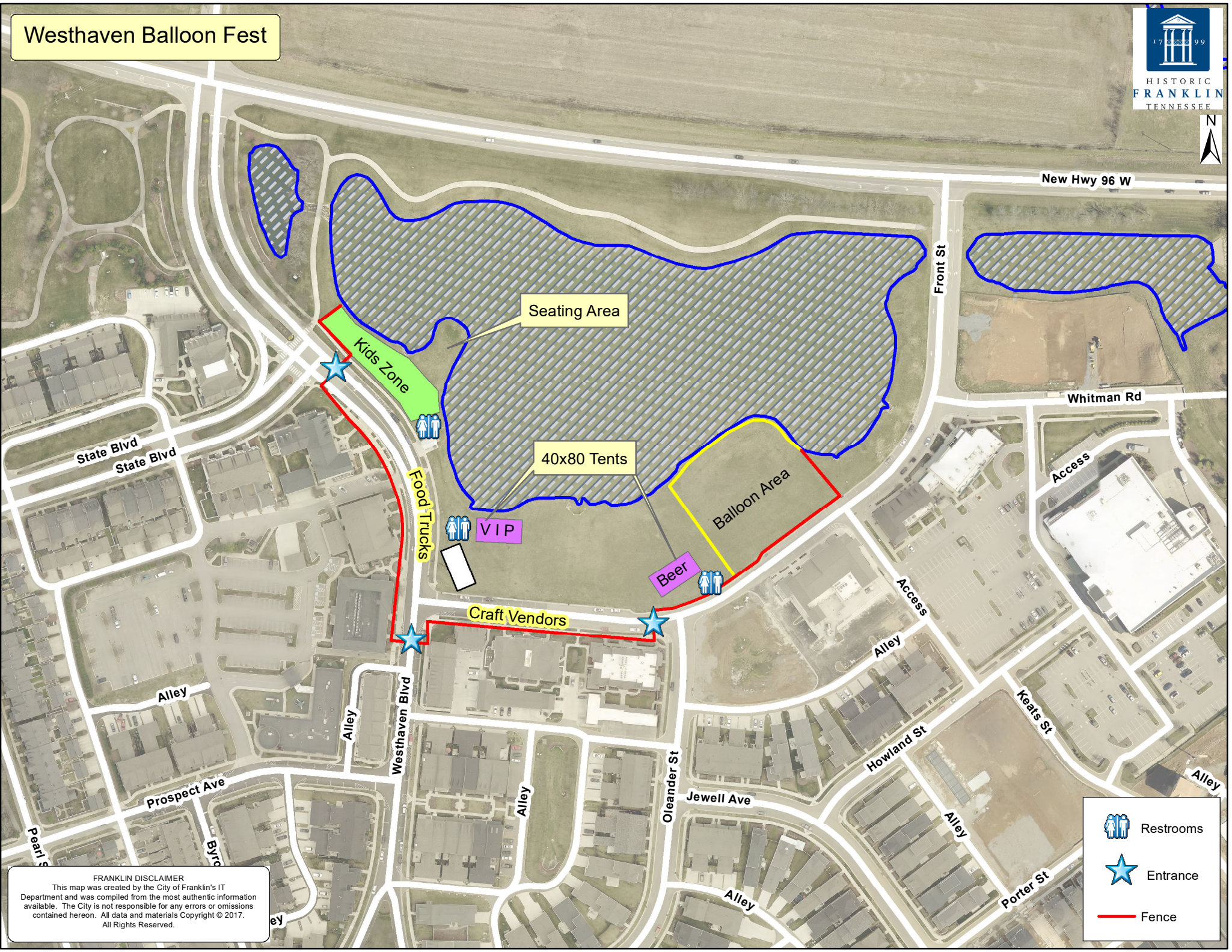


-  Restrooms
-  Police
-  Entrance
-  Fence

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# Westhaven Balloon Fest



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	Restrooms
	Entrance
	Fence



# Westhaven Ballon Fest Parking Map



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	Road Closure
	Event Parking