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				
	ан шасарріу.	☑ other special event	☑ beer served (separate permit required)				
Plea	ase supply the following in	nformation. For additional space,	use separate sheets of paper and attach to the application.				
1)	Location requested	l (if Temporary Street Closu	re only, list major roads to be closed):				
	Aspen Grove Page Fieldstone FarmJim Warren Par	nsPinkerton Pa					
2)		vent: The Heritage B					
3)	Date or dates of eve	ent: <u>Saturday</u> , Se	ptember 16,2017				
4)	Time of Event:	:00Pm - Midnight	nt .				
5)		ure (if applicable): N/A					
	Set-Up Date/Time:		Tear-down Date/Time:				
	*Note: Two (2) hours will be a responsible for payment of F	dded before set-up time and two hours (2, ranklin Police Officers during this time.	will be added after tear-down to allow time for clean-up. Event is lead Additional Requirements section for more information.				
6)	Name of Applicant	and Organization Requestin	g Permit:				
	Lynne McAlister @ The Heritage Foundation of Franklin - Williamson						
			vanklin TU 37064 County				
	b) Phone: <u>(415-50</u>	11-8500 c) Cell: <u>919.</u>	449.4232 d) Fax:				
	e) E-mail address: _	LMcAlister @ Histo	oric Franklin. com				
7)	Person in charge or	day of event: Lynne W	lcAlister				
		\mathcal{O}	ress: LMCA lister@HISTORICTRANKLIN,				



0)	Name and Cell Number of at least two others available on day of event: FRANKLIN TENNESSEE
	Name: Linda Childs Cell: (015. 1078.217) E-mail address: LChilds @ Historic Franklin.
	Name: Wendy Dunavant Cell: 615.715.7313 E-mail address: WDunavant @ 415toric Tery O'Connor Franklin.com
9)	DETAILED description of event (use additional sheets):
	Please see attachéd " Detailed Description "
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. Please Sce attacked.
11)	An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:
12)	App. Total 825 people 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 of 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. Ves. Quests will pay \$375\(\text{Person} \).
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 Hentage Foundation of
•	Franklin and Williamson County; all funds after expenses.
19)	Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.
	2 Revised February 2014



- 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.)?

 Annoucements, Awards, Dance Music
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

 Band, microphones with Speakers
- 23) During what time period is sound amplification requested? (0:00 Pm 12:00 Midnight
- If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). The band has not been chosen, however, for the last two years it was a lopiece band, Last year a D80 Amplifier was used. It will be simular in 2017.
- 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.
- What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets.
- 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. Dinner is Served at the event. Caterers (Had)

Staff follow-up the following movning. Lynne McMister 919,449,4232.

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

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 of 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.
- 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.



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.
- 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: Signature and title – must be officer of organization) Date: 11/39/	16_

Approved by the Board of Mayor and Aldermen on, 20	Return application to:
	City Administrator's Office
Dr. Ken Moore, Mayor	City Hall 109 Third Ave South Franklin, TN 37065
Eric S. Stuckey, City Administrator	615-791-3217 615-790-0469 (FAX)
If you have questions concerning your request, please call 615-550-6606.	; ; ; ; ;

Detailed Description

The Heritage Ball is the primary fundraiser for the Heritage Foundation of Franklin and Williamson County. This will be the 44th Annual Heritage Ball.

The event is held under very large (100' x 140' and 60' x 100') tents.

The evening begins at 6:00PM with cocktails. A sit-down dinner is served at 7:45PM. There is a recognition and awards program followed by dancing with live music until 12:00AM.

If history is an indication, there will be about 700 guests, 30 from the catering staff, 70 servers, 25 volunteers and 7 very weary Heritage Foundation members of staff.

Question #9 Detailed Description

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Question #12

- I. The Chairperson is not known at this time. They will be chosen by the end of January 2017.
- II. Staff that will be involved:
 - A. Lynne McAlister, 723 Fair Street, Franklin TN 37064 ◊ 615-591-8500 ext. 112
 - B. Linda Childs, 525 Brixham Park Drive, Franklin TN $37069 \diamondsuit 615-591-8500$ ext. 116
 - C. Kristy Williams, 4910 Maymanor Circle, Nashville TN 37205 ♦ 615-591-8500 ext. 118
- III. Heritage Foundation Board Members involved with the ball
 - A. Julian Bibb, 918 Fair Street, Franklin TN 37064 ◊ 615-791-9181
 - B. David Garrett, 4329 Columbia Pike, Franklin TN 37064 ◊ 615-244-4270

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

То В	e Completed by the Organization				
TO:	Supplier's Name		***************************************		
	Address			MATERIAL CONTROL OF THE SECOND	
	City	State	Zip		
I nam	ed above, affirm that the purchases made ur	nder this authority wil	l be used and cons	_, as an authorized representative of the sumed by the organization or will be give	organization en away.
Unde	r penalty of perjury, I affirm this to be a true	and correct statemer	ıt.		
Print	Name of Organization				
Print	Name of Purchaser				
Signa	ture of Purchaser			Date	

Internal Revenue Service

Date: March 19, 2001

Heritage Foundation of Franklin and Williamson County Tennessee % Mary Shearer Pearce PO Box 723 Franklin, TN 37065 Department of the Treasury

P. O. Box 2508 Cincinnati, OH 45201

Person to Contact:
Richard Owens 31-00913
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
23-7042596

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1970, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Heritage Foundation of Franklin and Williamson County Tennessee 23-7042596

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

John E. Ricketts, Director, TE/GE

Customer Account Services

25 Question-Certificate of Insurance

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/22/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

(0)					
PRODUCER	CONTACT Damara Puckett	7			
Full Service Insurance Agency, Inc	PHONE (A/C, No, Ext): (615) 790-0990 FAX (A/C, No): (615) 79	1-4641			
903 Murfreesboro Rd.	E-MAIL ADDRESS: dpuckett@fullserviceins.com				
	INSURER(S) AFFORDING COVERAGE	NAIC #			
Franklin TN 37064	INSURER A:Cincinnati Insurance Company	10677			
INSURED		23280			
Heritage Foundation Of Franklin & Williamson County	INSURER C:				
Po Box 723	INSURER D :				
	INSURER E :				
Franklin TN 37065-0723	INSURER F:				
COVERAGES CEPTIFICATE NUMBER CT. 1 621 903	003				

CERTIFICATE NUMBER:CL1621903003

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP	LIMIT	rs	
A	x	CLAIMS-MADE X OCCUR						EACH OCCURRENCE DAMAGE TO RENTED	\$	1,000,000
A		CLAIMS-MADE A OCCUR	x		EPP 0299515	1/1/2016	1/1/2017	PREMISES (Ea occurrence) MED EXP (Any one person)	\$	100,000 5,000
								PERSONAL & ADV INJURY	\$	1,000,000
		L'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$	2,000,000
	X	POLICY PRO- JECT LOC						PRODUCTS - COMP/OP AGG	\$	2,000,000
		OTHER:						Liquor Liability	\$	1,000,000
	AUT	OMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	
		ANY AUTO ALL OWNED SCHEDULED						BODILY INJURY (Per person)	\$	
		AUTOS AUTOS						BODILY INJURY (Per accident)	\$	
		HIRED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$	
									\$	
	X	UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	\$	5,000,000
A		EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$	5,000,000
		DED X RETENTION\$ 0			EPP 0299515	1/1/2016	1/1/2017		\$	
		KERS COMPENSATION EMPLOYERS' LIABILITY Y/N						x PER OTH- STATUTE ER		
_	OFFI	PROPRIETOR/PARTNER/EXECUTIVE CER/MEMBER EXCLUDED?	N/A					E.L. EACH ACCIDENT	\$	100,000
В	(Man	datory in NH) , describe under			EWC 0307598	2/2/2016	2/2/2017	E.L. DISEASE - EA EMPLOYEE	\$	100,000
	DESC	CRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$	500,000
A	LEA	SE/RENTED EQUIPMENT			EPP 0299515	1/1/2016	1/1/2017	LIMIT		\$256,998.25

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate Holder is additional insured as respects general liability for:

Event- Heritage Ball held in September

at Eastern Flank Battle Field

1368 Eastern Flank Circle

Franklin, TN 37064

CERTIFICATE USU DED

CERTIFICATE HOLDER	CANCELLATION					
CITY OF FRANKLIN P O BOX 305 FRANKLIN, TN 37065-0305	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
	AUTHORIZED REPRESENTATIVE					
	Paul Pratt, Jr./JL 2 m. Paul					

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Question #33

Good Neighbor Letter

Each year Monique McCullough provides a list of addresses.

In 2016 the good neighbor letter was distributed to the residents of:

- Carriage Park
- Heath Place
- Polk Place

Question # 33 (continued)



September ??, 2017

Dear Neighbors of Carnton Plantation,

This letter is coming to you and your neighbors because of the proximity of your home to the Eastern Flank Battlefield and thereby The 44th Annual Heritage Ball which will be Saturday, September 16th.

Many of you are very familiar with the Heritage Foundation, and are members because you understand the positive impact of the Heritage Foundation in the community. Thank you.

For those of you unacquainted with the Heritage Foundation, the mission of the Foundation is to preserve and protect Downtown Franklin and Williamson County's countryside within the context of economic growth. This organization began 50 years ago, after the Corn House, a 19th Century home on the corner of 5th Avenue and Bridge Street was razed to build a gas station. Immediately after, a group of determined and frustrated citizens met to organize and Franklin's future was forever changed.

This year, as the Heritage Foundation celebrates 50 years, we look back on many of the accomplishments including acquiring the designation of National Historic Registration for the original 16 blocks, street scape for Main Street, conservation of hundreds of acres of countryside, saving and revitalizing the Franklin Theatre and the Old, Old Jail plus bringing hundreds of thousands of people to Main Street Festival, Pumpkinfest, Dickens of a Christmas and the monthly Art Scene.

September 16th will see the 44rd 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's mission of preservation as well underwrite the costs of working year round to make Franklin and Williamson County the special place that it is.

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 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

Lynne McAlister Event Director Eric Stuckey, City Administrator, Franklin City Hall, 109 3rd Ave S #103, Franklin, TN 37064

615.791.3217

