



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:

- Festival/Fair

- Name/purpose of event:** The Great Americana BBQ Festival
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):
Harlinsdale Farm
- Date or dates of event:** 08/26/2017
- Start/End Times of Event:** 10:00 a.m. to 8:00 p.m.
What date/time will set-up begin? 08/23/2017 12:00:00 AM
What date/time will tear-down be complete? 08/27/2017 11:55:00 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): None required
- An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 3,500 Event Staff/Volunteers: 100 Total: 3,600
- Name of applicant and Organization Requesting Permit:**
Scott Hubbard - The Franklin Noon Rotary Charitable Foundation, Inc.
a) Address: 707 Dorris Court
Franklin, TN 37069
b) Phone: 615-377-3319 **c) Cell:** 615-294-2977 **d) Fax:** 615-377-0644
e) E-mail address: scott@mhclosings.com
- DETAILED description of event** (use additional sheets):
This is a Kansas City BBQ Society sanctioned BBQ Competition. It will be an event open to the public. Over 60 BBQ teams from several states will compete for prize money and bragging rights. Also featured will be live music throughout the day, a BBQ demonstration stage, BBQ sampling tent, craft vendors, a beer garden and a spirits tasting tent featuring local small batch brewers and distillers.
- 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: [event map-BBQ Festival.pdf](#)

10. **Person in charge on day of event:** Devin Gilliam
Cell: 615-708-8590 **E-mail address:** devin.gilliam@e-farmcredit.com
11. **Name and Cell Number of at least two others available on day of event:**
Name: Scott Hubbard **Cell:** 615-294-2977 **E-mail address:** scott@mhclosings.com
Name: Nathan Perry **Cell:** 615-476-7390 **E-mail address:** nathan.perry@e-farmcredit.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:

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: [Foundation 501C3 Letter.pdf](#)
16. **Will you charge an admission fee?** Yes
 Average admission fee: 10.00
17. **Will you charge a vendor participation fee?** Yes
 Average vendor participation fee? 100.00
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?** Yes
20. **Is this event a fundraiser?** Yes
 What organization will be the benefactor of event? The Franklin Noon Rotary Charitable Foundation, Inc.
 What percentage of funds will they receive? 100
21. **Will parking in the area of the event need to be restricted or prohibited?** Yes
22. **Will any sound amplification equipment be used during the event?** Yes

23. **Applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Franklin as additional insured.**

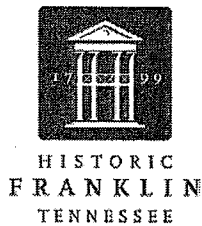
***For stages, tents, inflatables, etc. constructed on site prior to the event, that date must be included on Certificate of Insurance provided to the City of Franklin. Stages MUST be removed from site at end of event. ***Rented inflatables/interactives that are set-up and manned by applicant must be 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.** Vendors at the event will include both craft and food vendors.
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: [CLEAN UP PLAN -2017.docx](#)

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?** Yes
If yes, please list exact locations: We will need a temporary water tap at the hydrant in front of the main horse barn and next to the main entrance driveway from Franklin Road. The tap will be needed on the same hydrant as last year.
28. **Will alcohol, beer, and/or wine be given away or sold?** Yes
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:
Good Neighbor Letter Mailing List: [Good neighbor letter mailing list.xlsx](#)



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: A. G. [Signature] Authorized Agent Date: 3-23-17
(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)



Signature: _____

Buildings, Structures, & Power Sources

If your special event includes any of the following, you may need to obtain a permit from the Building and Neighborhood Services Department. Please check any that apply.

- Any electrical work utilizing site-constructed equipment or wiring
- Any electrical equipment or work utilizing in excess of 120 volts

Building permits and/or inspections also may be required whenever deemed necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems.

All Permit applications are subject to permit fees.

If you have any questions about whether you need to apply for a permit from the Building & Neighborhood Services Department, please call 615-794-7012.

Event: The Great Americana
Name: BBQ Festival



FORM 1

Signature: _____

Sound Amplification

In accordance with Title 11 Chapter 4 of the Franklin Municipal Code (*Offenses Against the Peace and Quiet*), amplification of sound located in or within 100 feet of a residential property line which is plainly audible is prohibited between the hours of 10:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 11:00 p.m. and 7:00 a.m. Friday and Saturday except for special events where a special permit has been obtained from the City of Franklin authorizing such event. In the event that a special event permit has been obtained from the City of Franklin, no other amplification of sound will be permitted within the area of the special event except that which has been applied for and authorized by the city pursuant to the permit application.

Applicant/Organization: Scott Hubbard - The Franklin Noon Rotary Charitable Foundation, Inc.

Event Name: The Great Americana BBQ Festival

Event Date(s): 08/26/2017

1. **Time amplification equipment will be used:** From: 10:00:00 AM To: 08:00:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). *Provide map/layout if necessary:*
Harlinsdale Farm
Sound Amplification Map: [event map-BBQ Festival.pdf](#)
3. **For what purpose will sound amplification be used?** *Please list all that apply:*
 - Announcements/Speeches
 - Band/Singers
 - Sound System
4. **Type of Amplifier:**
 - PA System
- 5.

Number of Amplifiers: 1

Number of Speakers: 4

Number of Performers: 4

6. **Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

Name: Devin Gilliam

Cell: 615-708-8590

E-Mail: devin.gilliam@e-farmcredit.com

Name: Scott Hubbard

Cell: 615-294-2977

E-Mail: scott@mhclosings.com

Authorized Signature: Scott Hubbard

Date: 03/23/2017

The City of Franklin's Municipal Code (Title 11, Chapter 4) allows for exceptions to the City's noise standards for City authorized or sponsored events. However, the City retains the right to ask for a change of an event's location or time in an attempt to decrease the number of people impacted by event noise. The City may refuse a special event application based on noise complaints by neighboring businesses and residents. The City therefore encourages event-holders to work with neighbors to alleviate negative impacts wherever possible. At minimum, you should plan to point speakers away from residences.

CLEAN UP PLAN FOR THE GREAT AMERICANA BBQ FESTIVAL
AUGUST 26, 2017

Cleanup of the park will be by members of the Franklin Noon Rotary Club. Cleanup will take place throughout the day of the event and final cleanup should be completed by 7:00 p.m. on August 27.

Cleanup and waste removal to be coordinated with the City of Franklin solid waste department as was done for the 2016 event. More dumpsters will be needed for the 2017 event.

Dumpsters rented from the City of Franklin will be located in multiple areas of the park for use throughout the event. BBQ teams will have two dumpsters located in their area.

BBQ teams will have special containers dedicated for grease disposal.

Dumpsters will need to be delivered to the park by Friday morning August 25.

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

DEPARTMENT OF THE TREASURY

Date: **MAY 14 2013**

FRANKLIN NOON ROTARY CHARITABLE
FOUNDATION INC
130 4TH AVE S
FRANKLIN, TN 37064-4626

Employer Identification Number:
46-2064920
DLN:
17053052381023
Contact Person:
EDWARD J POMERANTZ ID# 31326
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
February 13, 2013
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.

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FRANKLIN NOON ROTARY CHARITABLE

Sincerely,



Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

Americana BBQ Festival Harlinsdale Farm



Ice Machines

Demo Stage
& Music

Food Vendors

BBQ Competition Area

Beer Garden

Craft Vendors

Judges

Access

Burbon & Wine

Gate

Parking

FRANKLIN DISCLAIMER
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