

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:



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

____ Fieldstone Farms

____ Pinkerton Park

____ Jim Warren Park

____ Harlinsdale Farm

Other: WESTHAVEN

2) Name/purpose of event: WESTHAVEN PORCHFEST

3) Date or dates of event: SATURDAY, JUNE 17, 2017

4) Time of Event: 3 PM - 10 PM

5) Time of Street Closure (if applicable): WESTHAVEN BLVD & FRONT ST 9 AM - 10 PM

Set-Up Date/Time: 6/17/17 9 AM

OTHER AREAS 2:30 PM - 7:30 PM

Tear-down Date/Time: 6/17/17 10 PM

*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:

WESTHAVEN FOUNDATION

a) Address: 401 CHELTENHAM AVE FRANKLIN TN 37064

b) Phone: 615-791-6740

c) Cell: 615-642-2948

d) Fax: _____

e) E-mail address: AMY.LAW@SOUTHERNLAND.COM

7) Person in charge on day of event: AMY LAW

Cell: 615-642-2948

E-mail address: AMY.LAW@SOUTHERNLAND.COM



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

Name: STEPHANIE LANNOM Cell: 615-568-3449 E-mail address: STEPHANIE.LANNOM@SOUTHERNLAND.COM

Name: MAVLEE BENNETT Cell: 615-804-9882 E-mail address: MAVLEE.BENNETT@SOUTHERNLAND.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:

10,000

- 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. VENUE FEE IS \$135 PER VENUE. WE ASK FOOD TRUCKS TO DONATE 10% OF REVENUE.

- 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? _____

- 19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.



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- 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.)?
PORCHES WHERE MUSIC IS HOSTED WILL HAVE SMALL P.A. SYSTEMS.
EVENING CONCERT WILL HAVE SOUND & LIGHTS (BY LAKE AT ENTRANCE).
- 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? 3 PM - 7 PM ON PORCHES
3 PM - 10 PM AT LAKE
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). VARIOUS ARTISTS ON PORCHES FROM 3 PM - 7 PM
EVENING CONCERT - 2 BANDS - 4-6 PLAYERS IN EACH BAND
- 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. STAGE
- 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.
* STILL WORKING ON THIS *
- 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.*

- 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.*

WE WILL
CONTACT
YOU IF THIS
CHANGES →

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: Angela TRENKLE of WESTMAN Foundation Date: 3/14/17
(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

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) ★
★
★



2017 Porchfest Event Description

Porchfest is scheduled for June 17, 2017. This is the sixth year for this event. The event encompasses two components: music on porches from 3pm to 7pm and a “downtown” event area from 3pm until 10pm.

Porches- This year, we have approximately 20 porches that will be hosting music from 3pm to 7pm. We have extended the time by one hour. We have cut the number of porches this year from 30 to 20 to help contain this event in a smaller perimeter. Artists will perform on designated porches while participants gather to enjoy the music. We have requested street closures in areas around the grouped porches. We will remind homeowners and attendees that open alcohol containers are not allowed on public streets and that any golf carts driven on public streets must be licensed and street legal. This year, we have eliminated beer tents near homes. There will be one beer tent at the main event area (Town Center).

Town Center Event- Like last year, we will have approximately 50 vendors/makers as well as 16 food trucks. This area will be set up beginning at 9am and will be officially activated at 3pm when the event begins. We are adding a family stage at the corner of Westhaven Blvd and Front Street for day-time music. The evening concert will comprise of the Flat River Band at 7pm followed by Guilty Pleasures at 8pm. The music will end at 10pm. We will have an enclosed beer garden. We are working with Casual Pint to manage that area. Alcohol and beer permits will be secured for this event.

This event is put on by the Westhaven Foundation with support from Southern Land Company, LLC.

THE WESTHAVEN
— *est. 2007* —
F O U N D A T I O N

March 13, 2017

Monique McCullough
Community Relations Manager
City Hall
109 3rd Avenue South
Franklin, TN 37064

Ms. McCullough,

I am writing on behalf of the Westhaven Foundation. I have attached a complete Event Permit Application for Westhaven's 6th Annual Porchfest Event which will take place in the Westhaven community on Saturday, June 17, 2017.

I have enclosed the required checks and the required documents except for the following, which I will provide as soon as I have them:

- Certificate of Insurance for stage vendor naming the City as additional insured
- List of vendors including food trucks, art vendors and medical staff
- Mailing list for good neighbor letter
- Certificate of Insurance for event naming the City as additional insured
- Contact information for clean-up crew

I am emailing an online version of the map that contains all of the details for road and alley closures as well as addresses of porches.

This will be the sixth year for this event. We worked diligently with the Franklin Fire and Police Departments last year in preparation for the 2016 event. We have met with the police department regarding this year's event, but we have not been able to connect with Todd Horton from the Fire Department. We hope to meet with him prior to the BOMA work session on this event.

Please feel free to contact me with questions or if I can provide any additional information.

Sincerely,

Amy Law
Director of Community Management at Westhaven
Westhaven Foundation Board Member and Officer

2017 Westhaven Porchfest Committee

Presented by the Westhaven Foundation

Amy Law

amy.law@southernland.com

(615) 791-6740 (office)

(615) 642-2948 (cell)

Stephanie Lannom

stephanie.lannom@southernland.com

(615) 791-9552 (office)

(615) 568-3449 (cell)

Mary Lee Bennett

marylee.bennett@southernland.com

(615) 778-1218

(615) 804-9822

Mark McCutcheon

mark@westhavenfoundation.org

(615) 394-7782

Mimi Johnston

mjohnston@franklinchristianacademy.org

(615) 513-6687

Alex Reilly

alex.reilly@southernland.com

(615) 791-6740



TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX CERTIFICATE OF EXEMPTION

THE WESTHAVEN FOUNDATION, INC.
188 FRONT ST PMB 116-25
FRANKLIN TN 37064-5078

Effective Date: July 1, 2015
Exemption Number: 780286648
Expiration Date: June 30, 2019
 401 CHELTENHAM AVE
 FRANKLIN TN 37084-0884

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** _____

Draft of Good Neighbor Letter for Porchfest

(Insert Date)

Westhaven residents,

We are excited to announce that the 6th annual Westhaven Porchfest event is taking place in the Westhaven community on Saturday, June 17, 2017 from 3pm until 10pm. For those of you who are new to the community or who have not attended Porchfest before, check out this video (insert link) and download the app (insert info).

Basically, here's how it works. From 3pm until 7pm, artists/bands will be playing music throughout the neighborhood on various pre-assigned porches. The locations of the porches are identified on the attached map and on the Westhaven Porchfest app. Then, from 7pm until 10pm, there will be live music by the lake in the Town Center. This year, the Flat River Band will play at 7pm and will be followed by Guilty Pleasures at 8pm. The music will end at 10pm. There is also a "makers" component at Town Center with local artists and makers along with food trucks. There will also be a food vendor at the Westhaven Residents' Club.

The entire event will end at 10pm. A cleanup crew will be hired to return the event areas back to their original condition that evening.

Last year, we implemented some changes to the event and, afterwards, we put out a survey to solicit feedback from homeowners. We are working to implement your suggestions into this year's event. Here are some examples of the changes that are being implemented:

1. Last year we had approximately 35 porches and this year we are scaling it back to 20 porches.
2. In conjunction with reducing the number of porches, we are reducing the perimeter of the event to make it more walkable and not as spread out.
3. We have eliminated the "shade area" concept, which means we will not have food trucks, beer gardens and portable toilets in the open spaces where porches are located. We will still have the streets blocked off around most porches.
4. We will have one beer/wine tent that will be located at Town Center rather than multiple locations throughout the community.
5. We will use the same parking company and general plan as last year.
6. We will implement a shuttle service similar to last year.

7. We are adding a family music area for day-time music (with activities for kids of all ages) and we are adding an area for teenagers.

We are continuing to work with the Franklin Police and Fire Departments to make sure this event meets the following common goals:

1. To ensure a safe and pleasant environment/experience for all participants;
2. To ensure access to every home in case of an emergency;
3. And to continue to provide a quality, high caliber music event!

Two of the items we let folks know about prior to last year's event will still apply to the 2017 event:

1. All golf carts (other than utility carts used by event organizers) must be street legal and licensed.
2. Open containers of alcohol are not allowed on public streets.

We are excited to be able to provide this amazing event in the Westhaven community and thank you for volunteering porches, attending the event, buying merchandise, inviting out-of-town friends in for the event, etc. The event would not be successful without engagement, support, and participation by all residents.

If you have any questions, please feel free to contact our committee at porchfest@southernland.com.

Best regards-

Amy Law
Director of Community Management
Southern Land Company

Westhaven Porchfest Police Locations

Helicopter Landing
Option 4

Helicopter Landing
Option 2

Helicopter Landing
Option 1

Helicopter Landing
Option 3

VIP Parking

Food Trucks &
Main Stage

Music Locations	
1 94 CHELTENHAM AVE	12 424 PEARRE SPRINGS WAY
2 206 CHELTENHAM AVE	13 447 PEARRE SPRINGS WAY
3 211 CHELTENHAM AVE	14 459 PEARRE SPRINGS WAY
4 310 CHELTENHAM AVE	15 504 PEARRE SPRINGS WAY
5 401 CHELTENHAM AVE	16 508 PEARRE SPRINGS WAY
6 158 FRONT ST	17 512 PEARRE SPRINGS WAY
7 210 MORNING MIST LN	18 1101 STATE BLVD
8 201 PEARL ST	19 1201 STATE BLVD
9 211 PEARL ST	20 1301 STATE BLVD
10 219 PEARL ST	21 1039 WESTHAVEN BLVD
11 404 PEARRE SPRINGS WAY	

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 © 2017.



