



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 Heritage Foundations 33rd Annual Dickens of a Christmas
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):
1st Avenue to 5th Avenue, 4th Avenue from Bridge St., to Church St., 3rd Avenue from Bridge St. to Church St., 2nd Avenue from Bridge Street to Church Street.
- Date or dates of event:** 12/09/2017, 12/10/2017
- Start/End Times of Event:** Saturday 12/9/2017: 10am - 9pm and Sunday 12/10/2017: 11am - 5pm
What date/time will set-up begin? 12/08/2017 04:00:00 AM
What date/time will tear-down be complete? 12/10/2017 07:00:00 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): Friday, 12/8/2017 close 4th Avenue at 5am and close Public Square, where stage is going at 5am. Close Main Street and Public Square to traffic at 8pm on 12/8/2017. We would love for "no parking after 5pm" signs to go up the morning of 12/8/2017 if possible.
- An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 90,000 Event Staff/Volunteers: 150 Total: 90,150
- Name of applicant and Organization Requesting Permit:**
Teryl OConnor - Heritage Foundation of Franklin and Williamson County
a) Address: 134 2nd Ave
Franklin, TN 37065
b) Phone: 6155918500 **c) Cell:** **d) Fax:**
e) E-mail address: toconnor@historicfranklin.com
- DETAILED description of event** (use additional sheets):
The Heritage Foundation's 33rd Annual Dickens of a Christmas will be a free street festival featuring over 100 dressed up Victorian characters, carolers, 100+ arts and crafts vendors, dozens of food vendors and three music areas (one stage on square, 2 platforms; 1 at 4th and Main and the other by Landmark Booksellers parking lot). This year we are bringing an Ice Skating rink (FD Approved) to the Public Square by City Hall with Demonstrators demonstrating their crafts on the inner circle leaving a photo op in front of the City Christmas Tree.

9. **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:

10. **Person in charge on day of event:** Teryl OConnor
Cell: 615/525-3101 **E-mail address:** toconnor@historicfranklin.com
11. **Name and Cell Number of at least two others available on day of event:**
Name: Cindy Brown **Cell:** 615/210-4732 **E-mail address:** cbrown@historicfranklin.com
Name: Linda Childs **Cell:** 615/678-2171 **E-mail address:** lchilds@historicfranklin.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:
16. **Will you charge an admission fee?** No
Average admission fee:
17. **Will you charge a vendor participation fee?** Yes
Average vendor participation fee? 275-2000
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?** No
20. **Is this event a fundraiser?** Yes
What organization will be the benefactor of event? The Heritage Foundation of Franklin and Williamson County
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.**
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:
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: At the corner of 4th and Main; 3rd Avenue South by City Hall
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 Nieghbor Letter Mailing List:



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: _____ Date: _____
(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)

EventThe Heritage Foundations 33rd
Name:Annual Dickens of a Christmas



FORM 1

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 site-built platforms (stages) and/or bleachers

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.



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: Teryl OConnor - Heritage Foundation of Franklin and Williamson County

Event Name: The Heritage Foundations 33rd Annual Dickens of a Christmas

Event Date(s): 12/09/2017, 12/10/2017

1. **Time amplification equipment will be used:** From: 09:00:00 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.:*

The platform at 4th and Main Street, the platform at Landmark Booksellers and the Stage on the Public Square. The closing band ends Saturday, Dec. 9 at 5pm, we will play light Christmas music on the square until 9pm while the ice skating is open.

Sound Amplification Map:

3. **For what purpose will sound amplification be used?** *Please list all that apply:*
 - Announcements/Speeches
 - Band/Singers
4. **Type of Amplifier:**
 - Fixed

5.

Number of Amplifiers: 2	Number of Speakers: 6	Number of Performers: 50
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6. **Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

Name: Cindy Brown

Cell: 615/210-4732

E-Mail: cbrown@historicfranklin.com

Name: Teryl OConnor

Cell: 615/525-3101

E-Mail: toconnor@historicfranklin.com

Authorized Signature: Teryl OConnor

Date: 07/18/2017

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.

DICKENS OF A CHRISTMAS



DOWNTOWN FRANKLIN

Dickens 2017

New Hwy 96 W

Bridge St

4th Ave N

3rd Ave N

2nd Ave N

1st Ave N

W Main St

Main St

E Main St

Columbia Ave

Cummins St

5th Ave S

4th Ave S

3rd Ave S

2nd Ave S

1st Ave S

Church St

Emily Ct

FRANKLIN DISCLAIMER
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