



# 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:**

- 50th Anniversary Celebration

- Name/purpose of event:** The Heritage Foundations 50th Anniversary Celebration
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):  
1st choice is to close Main Street between 4th Avenue and 5th Avenue  
2nd choice is to close 4th Avenue South between Main Street and Parking Garage (same as festivals)
- Date or dates of event:** 11/12/2017
- Start/End Times of Event:** Event starts at 3pm and ends at 9pm

*What date/time will set-up begin?* 11/12/2017 04:00:00 AM

*What date/time will tear-down be complete?* 11/12/2017 09:00:00 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): We would like the streets closed at 5:00am as we will be setting up a tent along with cocktail tables, chairs, tables and bar
- An estimated number expected to attend during the course of the event:**  
Spectators/Attendees: 600                      Event Staff/Volunteers:30                      Total:630
- 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 is celebrating it's 50th Anniversary. We will be having the first group of 300 start at the tent for cocktails and appetizers then move to the Franklin Theatre for a presentation. While the presentation is going the second group of 300 will start their cocktails and appetizers then go to the Theatre once the first program has ended. The rental company will strike once the second group is in the theatre.

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 Citys 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?** Yes  
Average admission fee: 50
17. **Will you charge a vendor participation fee?** No  
Average vendor participation fee?
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?** No
22. **Will any sound amplification equipment be used during the event?** No

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.** Caterer, rental company
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?** No  
*If yes, please list exact locations:*
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 50th  
Name:Anniversary Celebration



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.

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 Heritage Foundations  
Name: 50th Anniversary  
Celebration



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:** Teryl OConnor - Heritage Foundation of Franklin and Williamson County

**Event Name:** The Heritage Foundations 50th Anniversary Celebration

**Event Date(s):** 11/12/2017

1. **Time amplification equipment will be used:** From: To:
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:

### Sound Amplification Map:

3. **For what purpose will sound amplification be used?** Please list all that apply:
4. **Type of Amplifier:**

5.

<b>Number of Amplifiers:</b>	<b>Number of Speakers:</b>	<b>Number of Performers:</b>
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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:**

<b>Name:</b>	<b>Cell:</b>	<b>E-Mail:</b>
<b>Name:</b>	<b>Cell:</b>	<b>E-Mail:</b>

**Authorized Signature:** Teryl OConnor

**Date:** 07/20/2017

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.



# DOWNTOWN FRANKLIN

New Hwy 96 W

Bridge St

4th Ave N

3rd Ave N

2nd Ave N

1st Ave N

W Main St

Fair St

Alley

Alley

Alley

Alley

Main St

E Main St

Columbia Ave

Cummins St

5th Ave S

Alley

Alley

Church St

2nd Ave S

Emily Ct

1st Ave S

**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 © 2014. All Rights Reserved.



4th Ave S

3rd Ave S

50th Anniversary

HISTORIC  
FRANKLIN  
TENNESSEE



# Heritage Foundation Celebration

