



# VALET PARKING PERMIT

## 4/21/18 5 PM- 11 PM

Issued under authority of Municipal Code Title 16 Chapter 13 for a one time event.

Name, address and phone number of the establishment for whom the valet parking service is proposed.	NAME THE SHALOM FOUNDATION	
	ADDRESS 412 CUMMINS ST. FRANKLIN TN 37064	
	PHONE 615-595-5811	EMAIL TERESA@THESHALOMFOUNDATION.ORG
Primary Applicant Name	TERESA PARR	
Primary Applicant Address	412 CUMMINS ST.	
Primary Applicant Business Name	BISCUIT LOVE	
Primary Applicant Business Address	132 3 <sup>RD</sup> AVE SOUTH	
Primary Applicant	PHONE 615 830 1790	EMAIL SARAH@BISCUITLOVEBRUNCH.COM
Valet Parking Operator Name	PMC PARKING	
Valet Parking Operator Address	306 42 <sup>ND</sup> AVENUE NORTH, NASHVILLE, TN 37209	
Valet Parking Operator	PHONE 615-352-0415 EMAIL INFO@PARKINGMGT.COM	
Responsible Party Name	Valet Parking service onsite will be managed by PMC. Contact Biscuit Love restaurant manager onsite or Teresa Parr of the Shalom Foundation with any issues.	

Permit issued on behalf of BOMA action 3/13/18. Post prominently at the site of the event and at the parking deck.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Dr. Ken Moore, Mayor



# VALET PARKING PERMIT

## 4/21/18 5 PM- 11 PM

### Conditions of Permit:

A permit to utilize City owned Right of Way (parking spaces in front of Biscuit Love) and to shuttle cars for parking to the 2<sup>nd</sup> Avenue parking garage on April 21, 2018 from 5 pm to 11 pm.

### Valet Parking Services Applicant Checklist:

- A detailed plan of the proposed pick up/drop off area that shows the number of spaces to be occupied by the valet zone is attached.
- The proposed parking area is the top deck of the 2<sup>nd</sup> Avenue City Parking Garage.
- A letter of intent to use a public parking facility is attached.
- A detailed plan of the proposed valet operation is attached.
- A certificate of insurance has been submitted.
- Neighbor notification has been attached.
- The applicant shall hold the numbered retained receipts for a minimum of one year and shall make those available at the request of the Building and Neighborhood Services Department Director.
- Permit shall be displayed at the valet dropoff site at Biscuit Love and at the upper deck of the 2<sup>nd</sup> Avenue Parking Garage where event cars are parked.



# **Application for Valet Parking Services** **Municipal Code Title 16 Chapter 13** **See attached Valet Parking Services Applicant Checklist**

Name, address and phone number of the establishment for whom the valet parking service is proposed.	NAME THE SHALOM FOUNDATION	
	ADDRESS 412 CUMMINS ST. FRANKLIN, TN 37064	
	PHONE 615-595-5811	EMAIL TERESA@THESHALOMFOUNDATION.ORG
Primary Applicant Name	TERESA PARR	
Primary Applicant Address	412 CUMMINS ST. FRANKLIN, TN 37064	
Primary Applicant Business Name	BISCUIT LOVE	
Primary Applicant Business Address	132 3 <sup>RD</sup> AVENUE SOUTH, FRANKLIN, TN 37064	
Primary Applicant	PHONE 615-830-1790	EMAIL SARAH@BISCUITLOVEBRUNCH.COM
Valet Parking Operator Name		
Valet Parking Operator Address	306 42 <sup>ND</sup> AVENUE NORTH, NASHVILLE, TN 37209	
Valet Parking Operator Business Name	PMC PARKING	
Valet Parking Operator Business Address	306 42 <sup>ND</sup> AVENUE NORTH, NASHVILLE, TN 37209	
Valet Parking Operator	PHONE 615-352-0415	EMAIL INFO@PARKINGMGT.COM
Responsible Party Name	PMC	
Responsible Party Address	306 42 <sup>ND</sup> AVENUE NORTH, NASHVILLE, TN 37209	
Responsible Party	PHONE 615-352-0415	EMAIL EVENTS@PARKINGMGT.COM

Except as provided, no person, firm, corporation, or other entity shall operate a valet parking service that utilizes any public street or leased public parking area, except in accordance with a valid valet parking permit issued by the city.

The building and neighborhood services department director or their designee shall collect a valet parking permit fee and the required certificate of insurance prior to issuing the valet parking permit. The fee for the valet parking permit shall be determined by the length of the valet zone. This fee shall be as specified in appendix A - comprehensive fees and penalties.

Permit # 2 Fee: \$ 60 Date: 3/13/18

## Biscuit Love Valet Plan

### Valet Lane:

The valet lane would need to use the 4 spaces in front of 132 3<sup>rd</sup> Ave South.

### Event details:

Who: Biscuit Love/Parking management Company

When: April 21, 2018 5pm - 11pm

Where: 132 3<sup>rd</sup> Ave South, Franklin, TN 37064

Number of cars: 100

### Ingress:

Taking cars in valet lane (in Blue) in front of 132 3<sup>rd</sup> Ave south.

Parking cars in either the garage on 2<sup>nd</sup> Ave or the garage on 4<sup>th</sup> Ave. using Church St. (Route in pink for 4<sup>th</sup> Ave garage, route in green for 2<sup>nd</sup> Ave garage)

Valet will park car and return to event address.

### Egress:

Valet will get ticket from guest

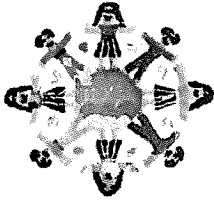
Valet will retrieve car from either the 2<sup>nd</sup> Ave or 4<sup>th</sup> Ave garage and return them using Main St/ Public (Routes in red)

Valet would meet guest in valet lane (in Blue) and return keys to guest.

8/1/18

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**THE SHALOM  
FOUNDATION**  
GIVE HEALING, GIVE HOPE



February 22, 2018

City of Franklin  
109 3<sup>rd</sup> Avenue South  
Franklin, TN 37064

To Whom It May Concern:

Please accept this **letter of intent** to use the City of Franklin Second Avenue Parking Garage as well as the Fourth Avenue Parking Garage for the sole purpose of parking vehicles during the operation of the valet parking service.

**Event Location:** Biscuit Love – Franklin. 132 3<sup>rd</sup> Avenue South, Franklin, TN 37064

**Event Date:** Saturday, April 21, 2018

**Hours:** 5:00 pm to 11:00 pm

**Expected Number of Vehicles:** 100 (to be split between the two parking garages)

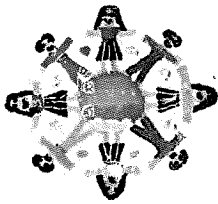
Sincerely,

Teresa Parr  
Program Director  
The Shalom Foundation

*Shalom: peace, wholeness, completeness, harmony, safety, soundness. A powerful blessing.*

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FRANKLIN OFFICE: 412 Cummins Street | Franklin, TN | 37064  
MAILING ADDRESS: P.O. Box 1354 | Franklin, TN | 37065  
(615) 595-5811 | [theshalomfoundation.org](http://theshalomfoundation.org)



**THE SHALOM  
FOUNDATION**  
GIVE HEALING, GIVE HOPE



February 22, 2018

**Sworn Statement of Delivery of Notification to Neighbors by Teresa Parr of The Shalom Foundation**

**Re: The Shalom Foundation Valet Parking Proposal on April 21, 2018 5:00 pm – 11:00pm at 132 3<sup>rd</sup> Avenue South Franklin, TN 37064**

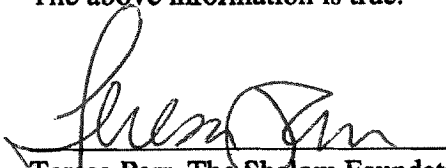
This statement is to confirm a letter was delivered via Certified Mail/First Class Mail to the following neighbors to inform them of the valet proposal set to be discussed at the Board of Mayor and Alderman Work Session on March 13, 2018 at 5:00 pm:

1. Cornerstone Presbyterian Church  
136 3<sup>rd</sup> Avenue South  
Franklin, TN 37064
2. Moran-Pope Palmer House  
120 3<sup>rd</sup> Avenue South  
Franklin, TN 37064
3. Williamson Circuit Court  
135 4<sup>th</sup> Avenue South #103  
Franklin, TN 37064


The following supporting documents are attached:

1. Copy of letter and detailed plan mailed to the three neighbors listed above
2. Copy of Certified Mail receipts

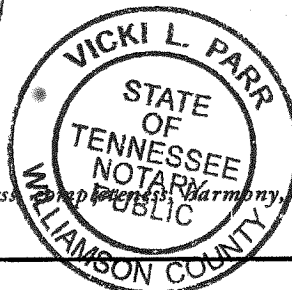
The above information is true.

  
Teresa Parr, The Shalom Foundation

  
Name Printed

  
Date

  
Notary



*Shalom: peace, wholeness, completeness, harmony, safety, soundness. A powerful blessing.*

FRANKLIN OFFICE: 412 Cummins Street | Franklin, TN | 37064  
MAILING ADDRESS: P.O. Box 1354 | Franklin, TN | 37065  
(615) 595-5811 | theshalomfoundation.org

## **Biscuit Love Valet Plan**

### **Valet Lane:**

The valet lane would need to use the 4 spaces in front of 132 3<sup>rd</sup> Ave South.

### **Event details:**

**Who:** Biscuit Love/Parking management Company

**When:** April 21, 2018 5pm - 11pm

**Where:** 132 3<sup>rd</sup> Ave South, Franklin, TN 37064

**Number of cars:** 100

### **Ingress:**

Taking cars in valet lane (in Blue) in front of 132 3<sup>rd</sup> Ave south.

Parking cars in either the garage on 2<sup>nd</sup> Ave or the garage on 4<sup>th</sup> Ave. using Church St. (Route in pink for 4<sup>th</sup> Ave garage, route in green for 2<sup>nd</sup> Ave garage)

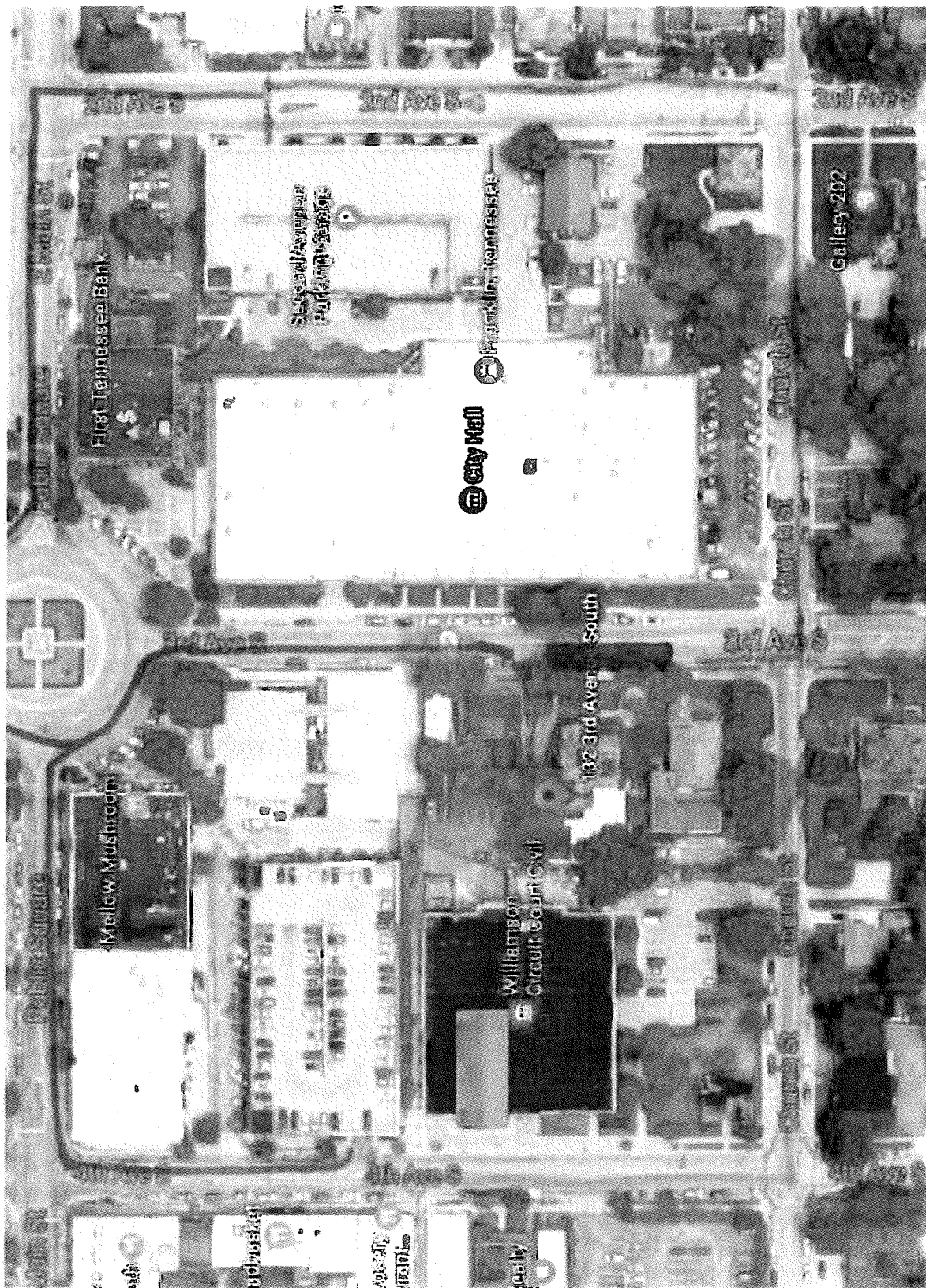
Valet will park car and return to event address.

### **Egress:**

Valet will get ticket from guest

Valet will retrieve car from either the 2<sup>nd</sup> Ave or 4<sup>th</sup> Ave garage and return them using Main St/ Public (Routes in red)

Valet would meet guest in valet lane (in Blue) and return keys to guest.



- VALET LANE
- ROUTE TO GARAGE @ 123 4TH AVE SOUTH
- ROUTE TO GARAGE @ 109 2ND AVE SOUTH
- ROUTE BACK TO 132 3RD AVE SOUTH



## CHAPTER 13. - VALET PARKING SERVICES

## Sec. 16-1301. - Purpose and intent.

This chapter is intended to provide for the board of mayor and aldermen reasonable standards for authorizing the safe and legal operation of valet parking services conducted within the public right-of-way within the City of Franklin's Historic Downtown for the use and convenience of employees of local businesses, their customers, and the general public.

( Ord. No. 2016-11, § I, 8-9-2016)

## Sec. 16-1302. - Definitions.

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

- (1) **Applicant.** The person who applies for a valet parking permit. An applicant shall be a single business, or a group of businesses; provided, however, that in the event that a group of businesses desire to jointly provide valet parking services, one business shall be listed as the primary applicant and responsible party.
- (2) **Attendant.** A person employed by a valet parking operator to operate a vehicle in the course of providing valet parking services.
- (3) **Customer.** Any person granting temporary custody of a motor vehicle to a valet parking operator or attendant for the purpose of valet parking services.
- (4) **Director.** The director of building and neighborhood services department or their designee.
- (5) **Historic downtown.** For the purposes of this chapter, the area that encompasses the City of Franklin's Historic Downtown is bounded by the Harpeth River/Bi-Centennial Park on the north, the Harpeth River on the east, Church Street on the south, and 5th Avenue on the west.
- (6) **Leased public parking area.** A City of Franklin publicly-owned or leased off-street parking facility for which the valet parking operator desires to enter into a lease agreement with the City of Franklin Board of Mayor and Aldermen to park vehicles during the operation of a valet parking service.
- (7) **Private parking area.** An off-street private parking facility which the valet parking operator has secured written permission to park vehicles. The private parking

( Ord. No. 2016-11, § 1, 8-9-2016)

Sec. 16-1303. - Valet parking permit required.

- (1) Except as provided, no person, firm, corporation, or other entity shall operate a valet parking service that utilizes any public street or leased public parking area, except in accordance with a valid valet parking permit issued by the city.
- (2) Notwithstanding, a valet parking permit shall not be required for the operation of valet parking services that:
  - (a) Are conducted solely on private property; or
  - (b) Do not necessitate the usage of any public streets or thoroughfares for valet zones, or the use of any leased public parking areas in the course of providing valet parking services.

( Ord. No. 2016-11, § 1, 8-9-2016)

Sec. 16-1304. - Restricted area—Historic downtown.

Unless exceptional circumstances exist, the board of mayor and aldermen shall limit valet parking services within the historic downtown, as defined, in accordance with the criteria and standards set forth in this chapter.

( Ord. No. 2016-11, § 1, 8-9-2016)

Sec. 16-1305. - Valet parking permit application and procedure.

A valet parking permit application and supporting documentation shall be submitted to the building and neighborhood services department a minimum of 90 days prior to the proposed starting date of the valet parking service. The application and supporting documentation shall include:

- (1) Name, address, phone number of the applicant(s).
- (2) Name, address, phone number of valet parking operator.
- (3) Name, address, phone number of the establishment for whom valet service is proposed.
- (4) A detailed plan of the proposed pick up/drop off area that shows the number of

Sec. 16-1306. - Valet parking permit approval authority and duration.

- (1) The board of mayor and aldermen by resolution may authorize the issuance of a valet parking permit within the historic downtown, as defined, under the following conditions:
  - (a) In conjunction with the consideration of a development plan;
  - (b) Prior to the approval of a site plan;
  - (c) In conjunction with the consideration of a special event permit, or in the absence of a special event permit, in consideration of a special occasion/event for a period of no longer than two consecutive days within any six-month period serving the same business or property; or
  - (d) In the permitting of a universal valet parking service.
- (2) Duration. The board of mayor and aldermen may authorize the issuance of a valet parking permit for a period up to one year. In authorizing the issuance of a valet parking permit the board of mayor and aldermen may also authorize the automatic renewal of subsequent valet parking permits provided no violations occurred during the duration of the previous valet parking permit.

( Ord. No. 2016-11, § I, 8-9-2016)

Sec. 16-1307. - Valet parking permit fee, stand, and signage.

the safe operation of valet parking services. Examples of conditions may include, but are not limited to, valet parking permits not being valid within areas of increased vehicular and pedestrian traffic, during inclement weather, construction within the public right-of-way, or when parking is restricted near the valet zone for any public purpose such as Main Street Festival, Pumpkinfest, Dickens of a Christmas, and similar events.

( Ord. No. 2016-11, § I, 8-9-2016)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/6/2018

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).

<b>PRODUCER</b> Scott Insurance (Nashville) 6640 Carothers Parkway Ste 100 Franklin TN 37067		<b>CONTACT NAME:</b> Rachel Franklin <b>PHONE (A/C, No, Ext):</b> 615-224-2690 <b>FAX (A/C, No):</b> 434-455-8980 <b>E-MAIL ADDRESS:</b> rfranklin@scottins.com	
<b>INSURED</b> Parking Management Company LLC 306 42nd Ave N Nashville TN 37209		<b>INSURER(S) AFFORDING COVERAGE</b>	
PMCAC-1		<b>INSURER A:</b> Liberty Mutual Fire Insurance Company (A)	
		<b>INSURER B:</b> First Liberty Insurance Corporation (A)	
		<b>INSURER C:</b> Western World Insurance Company (A)	
		<b>INSURER D:</b> Endurance American Specialty Insurance Company	
		<b>INSURER E:</b> RSUI Indemnity Company (A+)	
		<b>INSURER F:</b> Federal Insurance Company (A++)	
		<b>NAIC #</b>	
		23035	
		33588	
		13196	
		41718	
		22314	
		20281	

**COVERAGES****CERTIFICATE NUMBER:** 307274774**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 INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	TB2-Z91-466782-038	1/1/2018	1/1/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		AS6-Z91-466782-018	1/1/2018	1/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$0		GLX 1000105-00	1/1/2018	1/1/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A	WC2-Z91-466782-048	1/1/2018	1/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D E F	Excess Umbrella Excess Umbrella Employment Practices Liability	N N	ELD30000237101 NHA 081773 8248-3002	1/1/2018 1/1/2018 10/1/2017	1/1/2019 1/1/2019 10/1/2018	\$10MM x of \$5MM \$10,000,000 \$15MM x of \$15MM \$15,000,000 Per Claim/Per Agg \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

\$1,600,000 GKLL Comprehensive Ded \$5,000/\$25,000; Collision Ded \$5,000 - TN  
\$1,000,000 GKLL Comprehensive Ded \$5,000/\$25,000; Collision Ded \$5,000 - TX, IL, KY, FL, SC, VA, GA, MO, LA, VT, IA, NE, AR, IN  
\$1,200,000 GKLL Comprehensive Ded \$5,000/\$25,000; Collision Ded \$5,000 - OK  
\$2,500,000 GKLL Comprehensive Ded \$5,000/\$25,000; Collision Ded \$5,000 - AL  
\$5,000,000 GKLL Comprehensive Ded \$5,000/\$25,000; Collision Ded \$5,000 - NC

INSR LTR A - Crime: Theft of Client Property - Policy: YC2-Z91-466782-028 - Effective: 1/1/2018 - 1/1/2019 - Limit: \$1,000,000

Biscuit Love and the City of Franklin are additional insured as respects General Liability, when required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

Biscuit Love  
132 3rd Ave South  
Franklin TN 37064

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

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