



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 35th Annual Main Street Festival
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):
Main Street from 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 St. to Church St.
- Date or dates of event:** 04/28/2018, 04/29/2018
- Start/End Times of Event:** April 28, 2018 10am - 8pm
April 29, 2018 11am - 6pm

What date/time will set-up begin? 04/27/2018 06:00:00 PM
What date/time will tear-down be complete? 04/29/2018 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, April 27, 2018; close 4th Avenue at 5am and close Public Square, stage area at 5am. Close Main Street and Public Square to traffic at 8pm on April 27th. We would love for "no parking after 5pm" signs posted the morning of April 27th if possible.
- An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 140,000 Event Staff/Volunteers: 150 Total: 140,150
- 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

8. DETAILED description of event (use additional sheets):

The Heritage Foundation's 35th Annual Main Street Festival will be a free festival with 150+ arts & crafts vendors, dozens of food vendors with two music areas (1 stage at Public Square, 1 music corner in the beer tent). We will have a kids zone with activities and pony rides on Third Avenue North and other kids attractions throughout the festival. This year we will have the Wannabeatles Tribute Band and Journey Faithfully Tribute Band on the Public square with music closing at 8:00pm Saturday night.

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:** [MSF '18 Application Map.pdf](#)
10. **Person in charge on day of event:** Teryl OConnor
Cell: 615/525-3101 **E-mail address:** toconnor@williamsonheritage.org
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@williamsonheritage.org
Name: Linda Childs **Cell:** 615/678-2171 **E-mail address:** lchilds@williamsonheritage.org
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:** [Permit Contact List.docx](#)
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? 200. - 2,000.
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 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.** Arts & Crafts Vendors
Food Vendors
Sponsors - variety of businesses
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: [Festival Clean Up.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: 4th Avenue South and 3rd Avenue South
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 MSF '18.docx](#)
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: Amel@com, Director of Festivals ^{Events} Date: 1/25/18
(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 35th
Name:Annual Main Street Festival



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.



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 35th Annual Main Street Festival

Event Date(s): 04/28/2018, 04/29/2018

1. **Time amplification equipment will be used:** From: 09:00:00 AM To: 05:00:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). *Provide map/layout if necessary.:*
Beer Tent located on 4th Avenue South and Stage on Public Square

Sound Amplification Map: [MSF '18 Application Map.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: 2	Number of Speakers: 6	Number of Performers: 15
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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:**

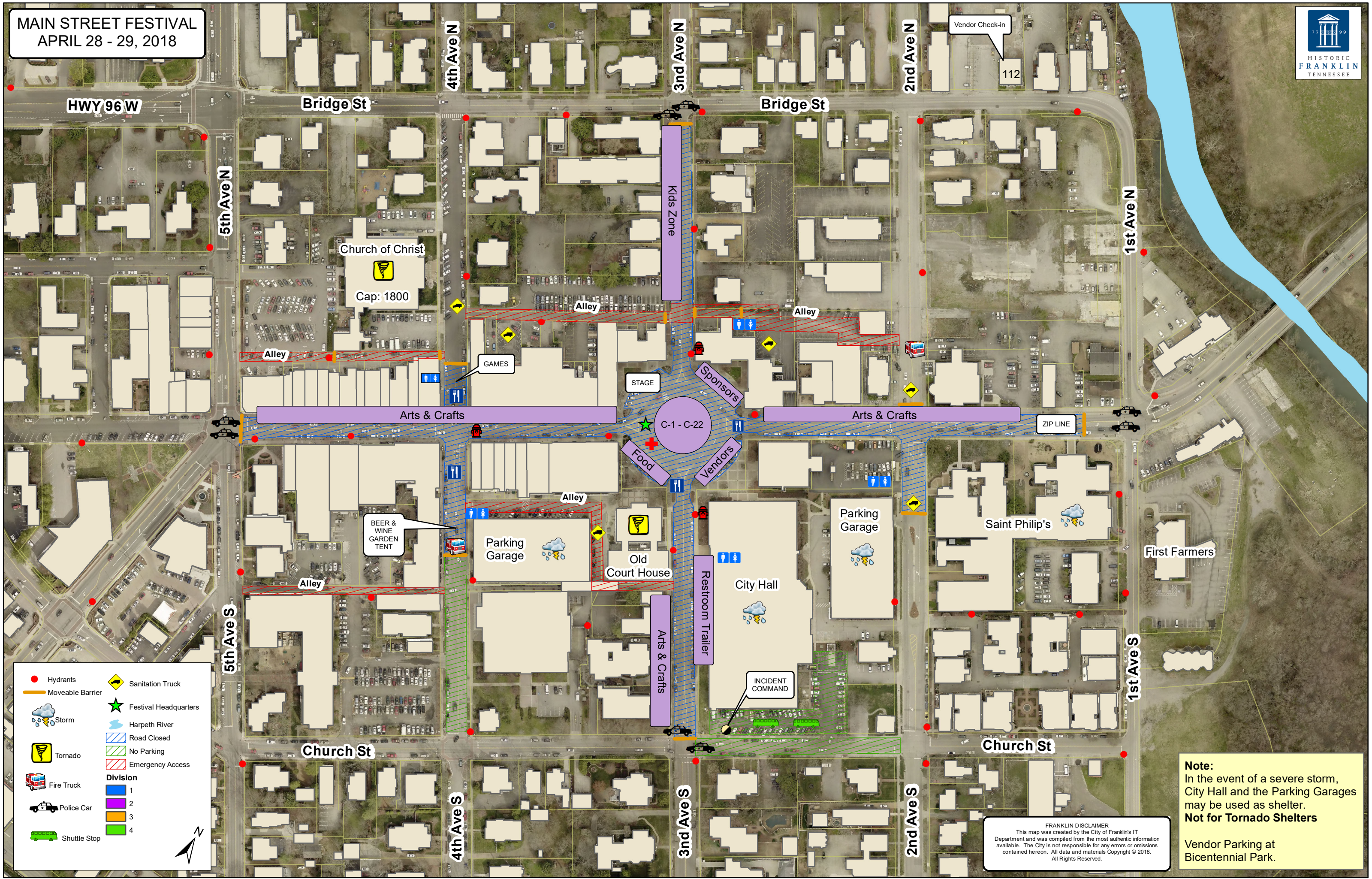
Name: Cindy Brown	Cell: 615/210-4732	E-Mail: cbrown@williamsonheritage.org
Name: Teryl OConnor	Cell: 615/525-3101	E-Mail: toconnor@williamsonheritage.org

Authorized Signature: Teryl OConnor

Date: 01/25/2018

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.

MAIN STREET FESTIVAL
APRIL 28 - 29, 2018



Hydrants

Moveable Barrier

Storm

Tornado

Fire Truck

Police Car

Shuttle Stop

Sanitation Truck

Festival Headquarters

Harpeth River

Road Closed

No Parking

Emergency Access

Division

1

2

3

4

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 © 2018. All Rights Reserved.

Note:
In the event of a severe storm, City Hall and the Parking Garages may be used as shelter.
Not for Tornado Shelters

Vendor Parking at Bicentennial Park.

January 8, 2018

Dear Neighbor,

The Heritage Foundation is planning for Main Street Festival coming up April 28-29, 2018. The purpose of this email is to help you know what to expect over the course of the weekend and to update you on the status of the street closures.

Parking along Main Street between 1st and 5th Avenues will be restricted after 5 p.m. on Friday, April 27, and Main Street will close to vehicle traffic at 8 p.m. and will remain closed until 8 p.m. on Sunday, April 29. In addition, 3rd Avenue South from Church Street to the Public Square and 3rd Avenue North from the Public Square to Bridge Street will be closed, as will portions of 4th Avenue North and 4th Avenue South in the first blocks off Main Street.

The arts and crafts portion of Main Street Festival will run along Main Street from 1st to 5th Avenues and 3rd Avenue North from 10 a.m. – 8 p.m. on Saturday, April 28, and from 11 a.m. – 6 p.m. on Sunday, April 29. In addition, we will provide entertainment during the weekend. The entertainment lineup on the stage located on the Public Square and the beer tent located on 4th Avenue South is scheduled to wrap up when the arts and crafts vendors close down. We will have the Wannabeatles and the Journey Faithfully Tribute Bands on the Public Square Saturday evening starting around 4:30pm. Come on out for a fun evening!

Food vendors will be throughout the festival footprint mainly at 4th Avenue South and the Public Square. A beer tent and beer garden area will also be located on 4th Avenue South.

The kids zone will be located on 3rd Avenue North with kid activities and attractions throughout the festival.

The parking garages will remain open during the entire weekend, and offsite parking with shuttle service will be offered from Harlinsdale Farm and Church of the City on Saturday, and from Harlinsdale Farm on Sunday.

We are excited about our plans for what is traditionally downtown Franklin's largest street festival, and hope you will be able to join us for the fun.

Sincerely,

Teryl O'Connor
Director of Festivals and Events
Heritage Foundation of Williamson Co.
toconnor@williamsonheritage.org

Staff Conditions

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. at least 15 days prior to event.
- Applicant will provide at least one portable restroom trailer to be available for attendees. City will provide water and electricity for the trailer.
- Applicant will provide a \$1,000 damage deposit to City prior to event.
- Church Street Parking Lot will be closed for official vehicles only.
- All vehicles must be out of the area no later than 9 a.m. on Saturday, April 28th.

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.
- Vendor vehicles will be easily identifiable with placard or flyer in windshield which contains vendor name and booth number.
- There should be a buffer of at least 20 feet from the barricades at Third & Bridge and Third & Church.
- Applicant will provide placard or weather-proof flyer on each tent/booth/vendor space that easily identifies the booth (corresponds to map/layout).
- Applicant will provide Emergency Evacuation Plan for Main Street Festival 15 days prior to event.

Parks Department:

- Parking for the event participants in the South Parking Area at The Park at Harlinsdale Farm must be supervised by a professional paid parking company for organized parking and traffic control in and out of the facility. Appropriate safety gear, visible identification and radio communication are required by the parking company. A pre-event meeting should be held with hired company and Franklin Parks Department contacts to review the parking plan and to walk the site.
- Consider adding tent at Harlinsdale for people waiting for trolley
- On Friday setup, work with Parks staff for placement of signs and banners.
- A banner, no longer than 3.5' x 8' feet, can be placed on the fence at the entrance (eye bolts indicate location) one weeks prior to the event.
- Please note clearly on all signage: the cost of the shuttle and any restrictions, like dogs and strollers, and the schedule for pickups and the last drop off of the night.
- Bicentennial Park will be available for vendor parking ONLY and will require an event organizer to monitor.

Police Department:

- Applicant will hire recommended number of extra-duty Franklin Police Officers to provide security.

- Police Department Explorers and Volunteers will assist with the event at no charge to applicant.
- Vendors must not begin set-up on Friday, April 27th, until after the streets are closed to traffic
- Applicant should have tow company on stand-by
- Applicant will have private security monitoring the Beer area.
- Applicant has requested amplification on stages at the following locations for the permitted area:
 - Main Street at First Avenue
 - Stage located off the Square in front of Capital Bank
 - Stage in Beer Tent on 4th Avenue South
- Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

Revenue Management:

- Applicant must obtain a Beer Permit from the City's Beer Board.
- Applicant will provide a complete list of vendors to the City prior to the event. This list should contain contact information.

Streets Department:

- Fourth Avenue N & S, Capital Bank Quadrant, and parking spaces in alley next to Fourth Ave Parking Garage will close at 5 a.m. on Friday, April 27th
- Main Street will close at 8 p.m. on Friday, April 27th
- "No Parking after 3 p.m." signs will be placed along Main Street on Friday, April 27th
- Applicant will use volunteers and cones to block parking after 3 p.m. on Friday, April 27th.
- No parking along Fourth Avenue South (only City vehicles) throughout the event.
- No parking along Fourth Ave North (next to Franklin Mercantile)
- No parking along Church Street from Third Avenue to Second Avenue.
- Applicant or designee will stay present at event until all vendors are gone.
- Variable Message Machines will be placed on April 24th
- Department will provide clean-up crew for after the event.

Sanitation and Environmental Services Department:

- Department will provide crew for cleanup during event.
- Department will provide and service recycling frames
- Applicant will use grease hauler for food vendors and notify Department of location of bins.
- Department will provide container for recycling cardboard on Fourth Avenue South for food vendors.
- Parking spaces next to Fourth Ave Parking Garage will be left open for Department to place dumpster boxes.

Water Management Department:

- Taps will be placed on hydrants at:

- Fourth & Main
- Third Ave N at Square
- Third Ave S at City Hall

Building & Neighborhood Services:

- Special Event Electrical Permit will be required.

Fire Department/EMS:

- Applicant shall maintain 18 feet of clear width down the center of Main Street for the duration of the event.
- Alleys & fire hydrants must be kept clear and unobstructed
- Fire lane in alleys shall be maintained.
- Any vehicles or objects obstructing Fire Department or emergency access will be towed or removed.
- Applicant shall ensure that all vehicles, except authorized emergency vehicles, shall be moved out of the street closure area no later than one hour prior to the scheduled starting time.
- Tents over 400 square feet will require a tent permit.
- Vendors must have “ABC” extinguisher in their tent.
- All food vendors/booths will need to have working “Class K” fire extinguishers.
- Any automatic fire extinguishing systems used for cooking purposes must be certified and inspected
- LP Fuel Tanks should be located outside of tents and secured at the conclusion of the day.
- Applicant shall require all tents to be in place no later than midnight prior to the event for inspection purposes. All tents shall be secured with weights to prevent movement in wind conditions.
- EMS will be present on-site throughout the event.