



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:

- The Heritage Ball

- Name/purpose of event:** The Heritage Ball
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):
Eastern Flank Battlefield Park located at 1368 Eastern Flank Circle, Franklin, 37064
No street closures
- Date or dates of event:** 09/15/2018
- Start/End Times of Event:** 6:00pm - Midnight
What date/time will set-up begin? 09/08/2018 06:00:00 AM
What date/time will tear-down be complete? 09/21/2018 03:00:00 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): No street closures
- An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 700 Event Staff/Volunteers:135 Total:835
- 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 Ball is the primary fundraiser for the Heritage Foundation of Franklin and Williamson County. This will be the 46th Annual Heritage Ball.

The event is held under a large tent (100' x 140' and 60' x 100') tents

The evening begins at 6:00pm with cocktails. A sit-down dinner is served at 7:45pm. There is a recognition and awards program followed by dancing with live music until 12:00am.

There will be approx. 700 guests plus 30 catering staff, 70 service staff, 25 volunteers and 9 staff members.

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: [Ball Tent.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@historicfranklin.com

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:

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: [501c3 form.pdf](#)

16. **Will you charge an admission fee?** Yes

Average admission fee: 375.

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?** Yes

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:

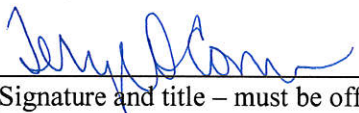
24. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.** Southern Events
25. **Will food, beverages, or merchandise be sold or given away?** Yes
Clean-up of the area is required. Please attach your clean-up and recycling plan, 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: [Staff List.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?** No
If yes, please list exact locations: Same as last year
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, Ball 2018.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:  Date: 2/8/18
(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) *
*

Event Name: The Heritage Ball

Signature: _____



FORM 1

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
- Any electrical work utilizing site-constructed equipment or wiring
- Any electrical equipment or work utilizing in excess of 120 volts

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 Name: The Heritage Ball

Signature: _____



FORM 1

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 Ball

Event Date(s): 09/15/2018

1. **Time amplification equipment will be used:** From: 04:45:00 PM To: 11:00:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). *Provide map/layout if necessary.:*

The sound amplification equipment will be used under the cocktail and dinner tents.

Sound Amplification Map: [Ball Speaker Layout.pdf](#)

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

5.

Number of Amplifiers: 1	Number of Speakers: 6	Number of Performers: 10
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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: 02/08/2018

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.

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: March 19, 2001

Person to Contact:

Richard Owens 31-00913
Customer Service Representative

Toll Free Telephone Number:

8:00 a.m. to 9:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

23-7042596

Heritage Foundation of Franklin and Williamson
County Tennessee
% Mary Shearer Pearce
PO Box 723
Franklin, TN 37065

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1970, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Heritage Foundation of Franklin and Williamson County Tennessee
23-7042596

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

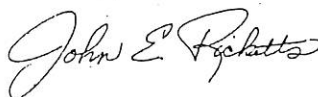
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

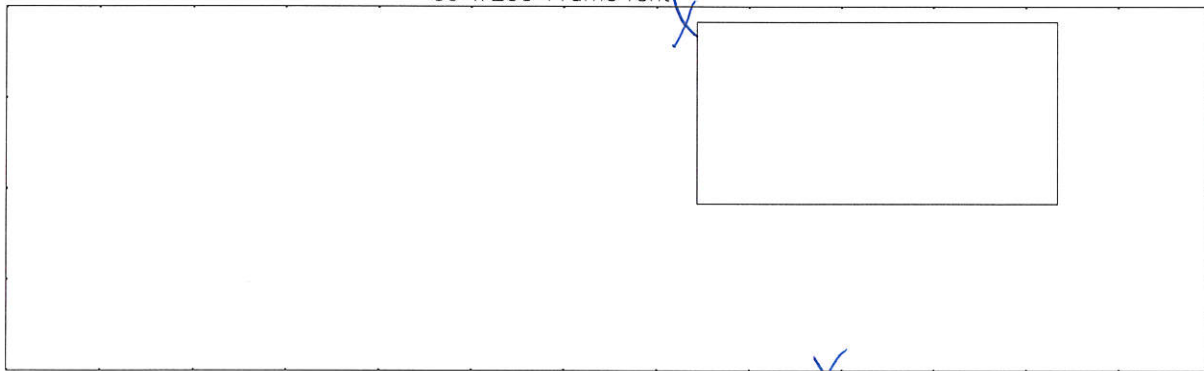
This letter affirms your organization's exempt status.

Sincerely,

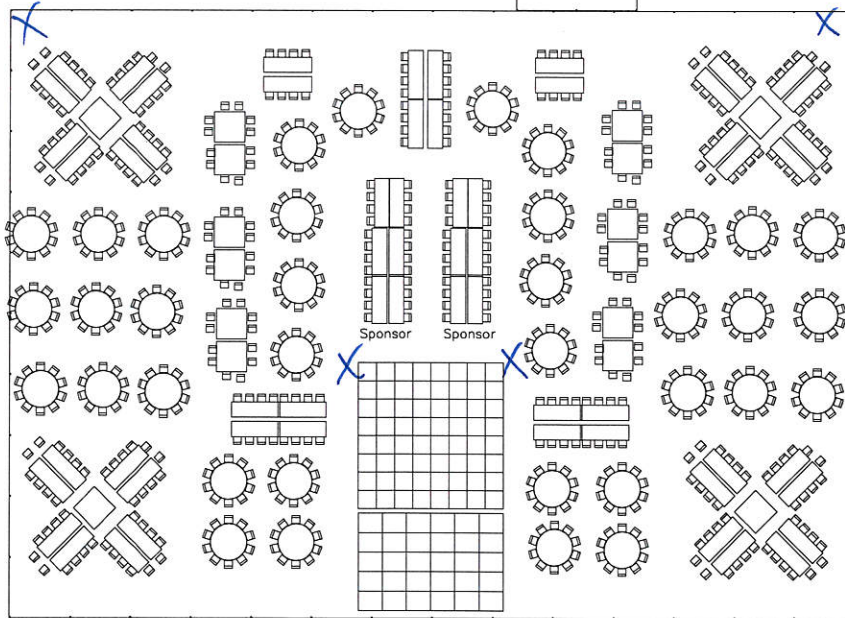
A handwritten signature in cursive script that reads "John E. Ricketts".

John E. Ricketts, Director, TE/GE
Customer Account Services

60' x 200' Frame Tent



← DITCH →



100' x 140' Frame Tent

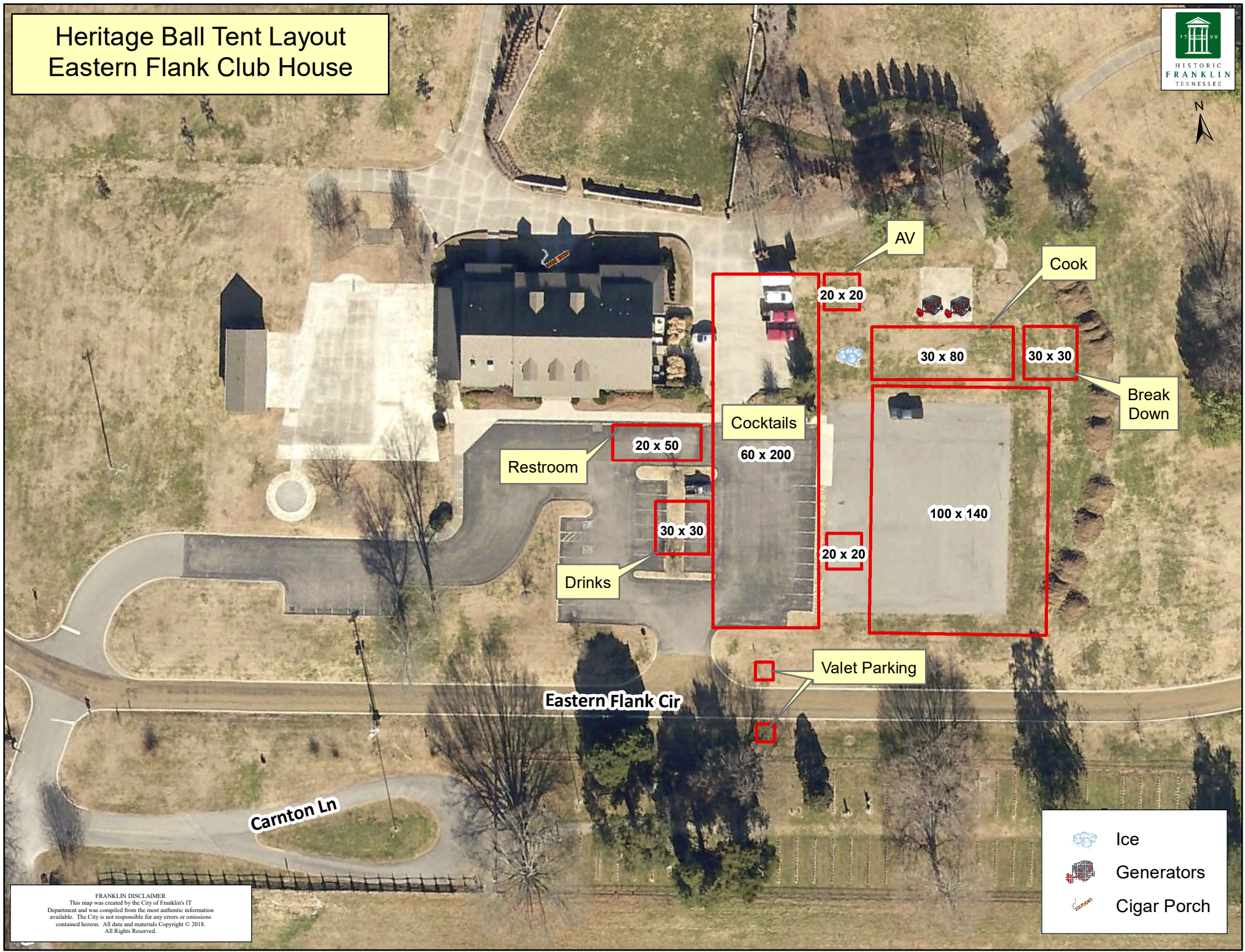
STAGE

X - speakers

Question #10 - map



Heritage Ball Tent Layout Eastern Flank Club House



- Ice
- Generators
- Cigar Porch

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.



September 1, 2018

Dear Neighbors of Carnton Plantation,

This letter is coming to you and your neighbors because of the proximity of your home to the Eastern Flank Battlefield and thereby The 45th Annual Heritage Ball which will be Saturday, September 15th.

Many of you are very familiar with the Heritage Foundation, and are members because you understand the positive impact of the Heritage Foundation in the community. Thank you.

For those of you unacquainted with the Heritage Foundation, the mission of the Foundation is to preserve and protect Downtown Franklin and Williamson County's countryside within the context of economic growth. This organization began 51 years ago, after the Corn House, a 19th Century home on the corner of 5th Avenue and Bridge Street was razed to build a gas station. Immediately after, a group of determined and frustrated citizens met to organize and Franklin's future was forever changed.

As the Heritage Foundation celebrates 51 years, we look back on many of the accomplishments including acquiring the designation of National Historic Registration for the original 16 blocks, street scape for Main Street, conservation of hundreds of acres of countryside, saving and revitalizing the Franklin Theatre and the Old, Old Jail plus bringing hundreds of thousands of people to Main Street Festival, Pumpkinfest, Dickens of a Christmas and the monthly Art Scene.

September 16th will see the 44rd Annual Heritage Ball on the Eastern Flank Battlefield. The event will begin at 6:00 pm and conclude at midnight. The gala plays a major role in supporting The Heritage Foundation's mission of preservation as well underwrite the costs of working year round to make Franklin and Williamson County the special place that it is.

So, I'd like to invite you to attend the longest running black tie affair in Williamson County. If you have not received an invitation, please call 615-591-8500 or email me at jmcdowell@williamsonheritage.org and I'll gladly send you one. If that's not your cup of tea, then I'd beg your patience, as music will be played until midnight at this once-a-year event.

Thank you again for your understanding and forbearance.

Sincerely,

JoEllen

JoEllen DcDowell

Event Director

Eric Stuckey, City Administrator,
Franklin City Hall, 109 3rd Ave S #103,
Franklin, TN 37064

615.791.3217

The Heritage Foundation of Williamson County - 112 Bridge Street, Franklin TN 37064 615.591.8500

Teryl O'Connor	615/525-3101
Cindy Brown	615/210-4732
Linda Childs	615/678-2171
Wendy Dunavant	615/715-7313
Kristy Williams	615/305-3610

Sargent's Catering will provide initial clean up on the evening of the event. Staff and clean-up crew will follow up the following morning.

Staff Conditions:

- Applicant will provide copy of Good Neighbor letter which will be distributed to affected neighborhood.

Parks Department

- Applicant will work with Parks Department on the Eastern Flank Event Facility Fees. Other costs will include:
 - Refundable Damage Deposit of \$500 (*Damage deposit covers all areas of rental site, including but not limited to areas for Parking, tent site and building*).
 - Applicant will be charged \$25 per hour per Park Staff to be available on the day of the event.
- Event attendees are restricted to rental areas.
- The Heritage Foundation shall designate one (1) person as the “Point of Contact” for this event.
- A pre-event evaluation shall take place on site with Parks Department and Heritage Foundation designee prior to tent setup.
- A post-event evaluation shall take place on site with Parks Department and Heritage Foundation designee after all tents are removed and Eastern Flank Battlefield Park has been cleaned by caterer/applicant.
- On setup week, the renter must work with Park staff for placement of signs, portable toilets, fencing, tents, vehicles, set up and any other equipment or stages.
- Prior to the event, the Heritage Foundation designee must make a ONE CALL to mark all utilities near their portable toilets, tents, catering set up, etc.
- The event organizer is responsible to rent portable toilets to handle the number of participants. Organizer should advise City of any needed connections (i.e. water). It would be preferable for the toilets to be self-contained.
- A banner, no longer than 8 feet, can be placed on the fence at the entrance two weeks prior to the event.
- The layout of tents, stages, vendor/food booths is up to event organizer. Temporary directional signage will be the responsibility of the event organizer. Non-permanent field paint and temporary signs/arrows only.
- If the use of the event lawn is requested, it will be available to use as long as weather permits and the ground is not saturated or has the potential to have damage based on the activities the event organizer requests on the lawn.
- There is little lighting at the park for after dark, and it is the responsibility of the event organizers to provide light towers for safety and breakdown of the event after hours.
- Permission for parking event participants will be needed from the Battle of Franklin Trust and State of Tennessee for use of the fields at Carnton. The old fairways east of the Event Center may be used for staff. The lots must be supervised and monitored by the event organizers with a paid parking service of their choosing for organized parking and traffic control in and out of both facilities. Appropriate safety gear, identification, and radio communication is required. The

discussed alternate plan to access both facilities for the day of the Ball and any event at Carnton will need to be identified before the event, and a pre-event meeting should be held with the hired parking service and City contacts to review a parking plan and to walk the site.

- Event organizers must have a plan to safely allow vendors to set up and exit without blocking the loop road.
- Security must be onsite once the major setup is underway. The city park is not supervised and not responsible for the tents or booths, or equipment that stay onsite for the event.

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured. COI must cover all days applicant is on the property.
- Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured. Insurance needs to include the entire time from set up to breakdown.

Police Department:

- Applicant will hire recommended number of extra-duty Franklin Police Officer to provide security and traffic control.

Sanitation and Environmental Services Department:

- Parks Department will supply roll-out trash receptacles.
- Applicant will lease two dumpsters from the Sanitation and Environmental Services Department
- Applicant will provide volunteers to pick-up any trash associated with the event.

Fire Department:

- Tents require permit and inspection from the Franklin Fire Department.

Building & Neighborhood Services Department:

- Electrical permit will be required
- Stage should be positioned so sound is least bothersome to nearby residential neighborhood.

Revenue Management:

- Applicant must obtain a Beer Permit from the City's Beer Board.