

OFFICE USE  
ONLY:

Permit No:  
\_\_\_\_\_



## CITY OF FRANKLIN

### LONG TERM SPECIAL EVENT PERMIT APPLICATION

*Please read application carefully and fully complete each section.*

**Note: Filing this application does not guarantee that your request will be granted.**

Name/purpose of event: **Pilgrimage Music & Cultural Festival**

Name of Applicant and Organization Requesting Permit:

**Brandt Wood, Pilgrimage Presents, LLC**

Address: **230 Franklin Rd., Suite 11HH, Franklin, TN 37064**

Phone: \_\_\_\_\_ c) Cell: **214-952-9663** d) Fax: \_\_\_\_\_

E-mail address: **Brandt@pilgrimagefestival.com**

Location requested (if Temporary Street Closure, list major roads to be closed):

**The Park at Harlinsdale Farm**

**239 Franklin Rd., Franklin, TN 37064**

Description of event: **Music & Cultural Festival**

List proposed dates requested for long-term special event permit:

1) Date or dates of event: **9/21/18, 9/22/18, 9/23/18**

Start/End Times of Event: **10:00 AM - 8:30 PM daily; Friday-Sunday**

Set-up Date **9/10/18 6:00 AM** Tear-down completed date **9/28/18 12:00 AM**

2) Date or dates of event: **9/20/19, 9/21/19, 9/22/19**

Start/End Times of Event: **10:00 AM - 8:30 PM daily; Friday-Sunday**

Set-up Date/Time **9/16/19 6:00 AM** Tear-down completed date/time **9/27/19 12:00 AM**




- 3) Date or dates of event: **9/18/20, 9/19/20, 9/20/20**  
Start/End Times of Event: **10:00 AM - 8:30 PM daily; Friday-Sunday**  
Set-up Date/Time **9/7/20 6:00 AM** Tear-down completed date/time **9/25/20 12:00 AM**
- 4) Date or dates of event: **9/24/21, 9/25/21, 9/26/21**  
Start/End Times of Event: **10:00 AM - 8:30 PM daily; Friday-Sunday**  
Set-up Date/Time **9/13/21 6:00 AM** Tear-down completed date/time **10/1/21 12:00 AM**
- 5) Date or dates of event: **9/23/22, 9/24/22, 9/25/22**  
Start/End Times of Event: **10:00 AM - 8:30 PM daily; Friday-Sunday**  
Set-up Date/Time **9/12/22 6:00 AM** Tear-down completed date/time **9/30/22 12:00 AM**



## Rules and Regulations

- 1) I/We do swear or affirm that all of the information given in this application is true and complete.
- 2) I/We do hereby understand that annual fees could increase and that I/we are responsible for the increased fees.
- 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 understand that granting of Long-Term Special Event Permit does not imply granting of other permits that are separately required, including the annual special event permit.
- 5) I/We understand that it is a requirement to submit annual special event permits for each event and that all terms and conditions placed on each permit is a condition of this Long Term Special Event Permit.
- 6) Long-term special event permits shall be filed not less than 6 months prior to the scheduled date of such 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. I understand that the Board of Mayor and Aldermen may only grant a permit for up to five years, and I am required to submit an application for amendment annually for staff review and Board of Mayor and Aldermen approval.

BY:  Manager Date: 4/18/2018  
(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) ★  
★  
★  
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CITY OF FRANKLIN  
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 your request will be granted.**

Please check  
all that apply:

☒ street closure

☐ parade

☒ other special event

☒ beer served (separate permit required)

Please supply the following information. For additional space, use separate sheets of paper and attach to the application.

1) Location requested (if Temporary Street Closure only, list major roads to be closed):

\_\_\_ Aspen Grove Park

\_\_\_ Liberty Park

\_\_\_ Eastern Flank Battlefield Park

\_\_\_ Fieldstone Farms

\_\_\_ Pinkerton Park

\_\_\_ Jim Warren Park

☒ Harlinsdale Farm

Other: Bicentennial (parking)

2) Name/purpose of event: Pilgrimage Music and Cultural Festival

3) Date or dates of event: September 21, 22, 23 of 2018

4) Time of Event: 10:00 am - 8:30 pm each day

5) Time of Street Closure (if applicable): 6:00 am - 9:30 pm each day (except Friday)

Set-Up Date/Time: \_\_\_\_\_ Tear-down Date/Time: \_\_\_\_\_

\*Note: Two (2) hours will be added before set-up time and two hours (2) will be added after tear-down to allow time for clean-up. Event is responsible for payment of Franklin Police Officers during this time. Read Additional Requirements section for more information.

6) Name of Applicant and Organization Requesting Permit:

Pilgrimage Presents, LLC

a) Address: 230 Franklin Road

b) Phone: 615-721-8111 c) Cell: 214-952-9663 d) Fax: \_\_\_\_\_

e) E-mail address: Brandt@PilgrimageFestival.com

7) Person in charge on day of event: Brandt Wood

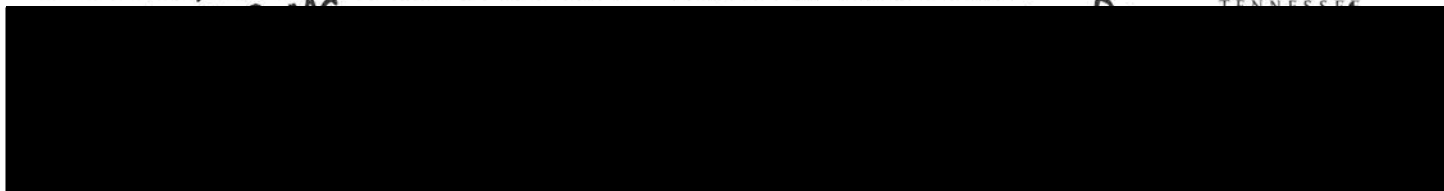
Cell: 214-952-9663 E-mail address: Brandt@PilgrimageFestival.com





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TENNESSEE

- 8) Name and Cell Number of at least two others available on day of event:



- 9) DETAILED description of event (use additional sheets):

*Pilgrimage is a 3-day music and cultural festival featuring local and national artists, plus an array of food, beverage and artisan vendors.*

- 10) **ENCLOSE A DETAILED MAP** of event site, 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.**

- 11) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:

*Pilgrimage staff, vendors = 1,000 Paid attendees = 27,500*

- 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.

- 13) Is your organization based in Williamson County? Circle ☒ Yes or No

(if no, please state where: \_\_\_\_\_)

- 14) Is your organization authorized to do business in Tennessee? Circle ☒ Yes or No

- 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? Circle ☒ Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status. *we have the Pilgrimage Foundation as our non-profit arm*

- 16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. *\$150 - \$1,500 depending on pass type*

- 17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or ☒ No

- 18) Is this event a fundraiser? Circle ☒ Yes or No. If yes, what organization will be benefactor of event? What percentage of funds will they receive? *Yes, The Pilgrimage Foundation will collect & distribute funds for; Friends of Franklin Forks and Music Cares*

- 19) Will parking in the area of the event need to be restricted or prohibited? Circle ☒ Yes or No.



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20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22. Yes

21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?

live music, announcements

22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

band

23) During what time period is sound amplification requested? 10 AM - 8:30 PM

24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). approx 50 bands, same setup as 2017

25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle Yes or No. Yes If yes, Applicant must give specific details as to the location and type of games/activities, i.e. inflatables, Horseshoes, relay races, etc. along with the name of the company providing the stages and/or activities. **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.

26) What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) **Please provide detailed list.** Use additional sheets. attached

27) Will food, beverages, or merchandise be sold or given away? Circle Yes or No. If yes, clean-up is required. Please provide name of clean-up provider, contact, and phone number of person on-site during event. See Question #28. Zero Hero ; Bryan Burch

28) 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 clean-up is not done properly, the organization requesting the permit will be fined (See Attachment A). 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.



- 29) \***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. okay*
- 30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:  
same as previous years
- 31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes or No. If yes, a permit from the relevant board is required. *Please read Additional Requirements section of this application for more information. okay*
- 32) Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or no. Events using tents of size 20 x 10 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. okay*
- 33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information. attached*

#### TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil Rights Act, contact the Title VI Coordinator:

Risk Manager  
City of Franklin  
109 Third Avenue South  
Franklin, Tennessee 37064  
615.791.3277

The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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TENNESSEE

**PLEASE READ 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 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, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.
- 4) I/We agree to provide a copy of this 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.
- 5) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 6) I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- 7) 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.
- 8) The City reserves the right to require one or more City of Franklin police officers or other emergency personnel be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$30 per hour at a minimum of two (2) hours.

BY: *[Signature]* - manager in charge Date: 9/28/17  
(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

*If you have questions concerning your request, please call 615-550-6606.*

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★  
★ **Return application to:** ★  
★ City Administrator's Office ★  
★ City Hall ★  
★ 109 Third Ave South ★  
★ Franklin, TN 37065 ★  
★ 615-791-3217 ★  
★ 615-790-0469 (FAX) ★  
★  
★  
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September 8, 2017

Dear Neighbor,

As you are no doubt aware, we are on final approach for year three of the Pilgrimage Music & Cultural Festival. After a successful two years, we couldn't be more excited to continue this celebration of the rich music and cultural heritage of Franklin and Williamson County. This year's festival will be held on September 23<sup>rd</sup> and 24<sup>th</sup> at the Park at Harlinsdale Farm. We sincerely hope to see you and your family there!

A daytime festival, Pilgrimage will run from 10:00 a.m. until 8:30 p.m. and expects to draw over 25,000 guests each day. As with previous years, we have worked closely with the City in providing a traffic plan that considers the safe and efficient flow of regular Franklin traffic as well as festival attendee traffic. We will be utilizing the same plan we used last year: only southbound traffic flow will be permitted from Harpeth Industrial Court to First Avenue, while the northbound lane will be reserved for pedestrians, bicycles, and festival shuttle service. Two-way traffic flow will remain from Harpeth Industrial Court to Mack Hatcher. Franklin Police Officers will direct traffic along Franklin Road and will assist those residents who need to exit or enter their driveways or streets. Please visit [www.franklinton.gov/pilgrimagefestival](http://www.franklinton.gov/pilgrimagefestival) to see the complete plan as well as a map (please see reverse side). Traffic updates will be provided throughout the weekend on the City of Franklin's Facebook ([www.facebook.com/cityoffranklin](https://www.facebook.com/cityoffranklin)) and Twitter (@cityoffranklin) feeds.

On our website, [www.pilgrimagefestival.com](http://www.pilgrimagefestival.com), you will find other event details, such as band line-ups, family activities, participating vendors and ticket information. The site also contains information about our ongoing support of Franklin's parks and the artist community through the Pilgrimage Foundation.

Should you have additional questions, contact Lauren Anderson at the Pilgrimage office at [Lauren@PilgrimageFestival.com](mailto:Lauren@PilgrimageFestival.com) or email the City of Franklin at [SpecialEvents@FranklinTN.gov](mailto:SpecialEvents@FranklinTN.gov).

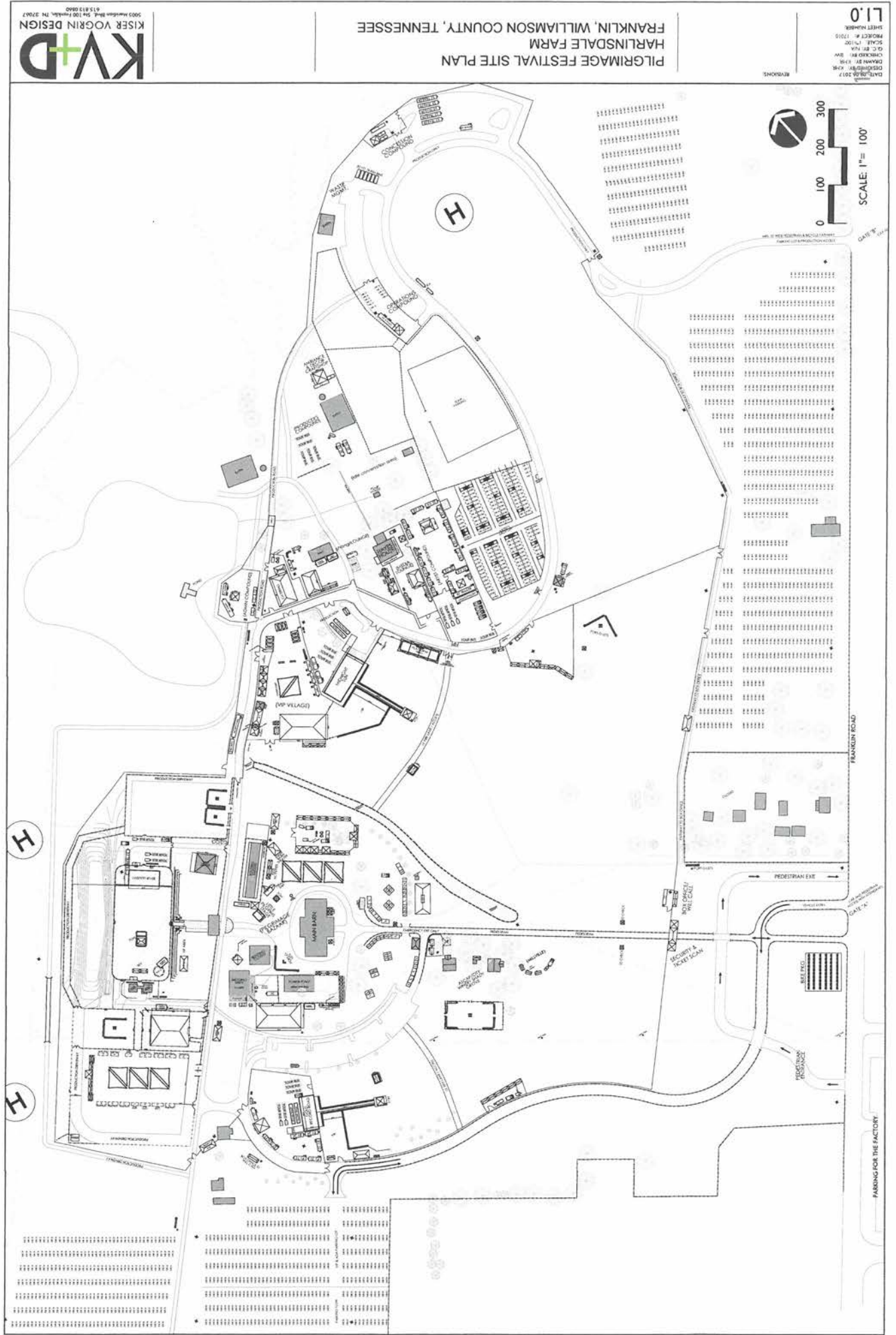
Thank you for supporting Pilgrimage as we endeavor to deliver a world-class boutique music festival to Franklin.

Sincerely,

Kevin Griffin  
Michael Whelan  
W. Brandt Wood

Pilgrimage Producers

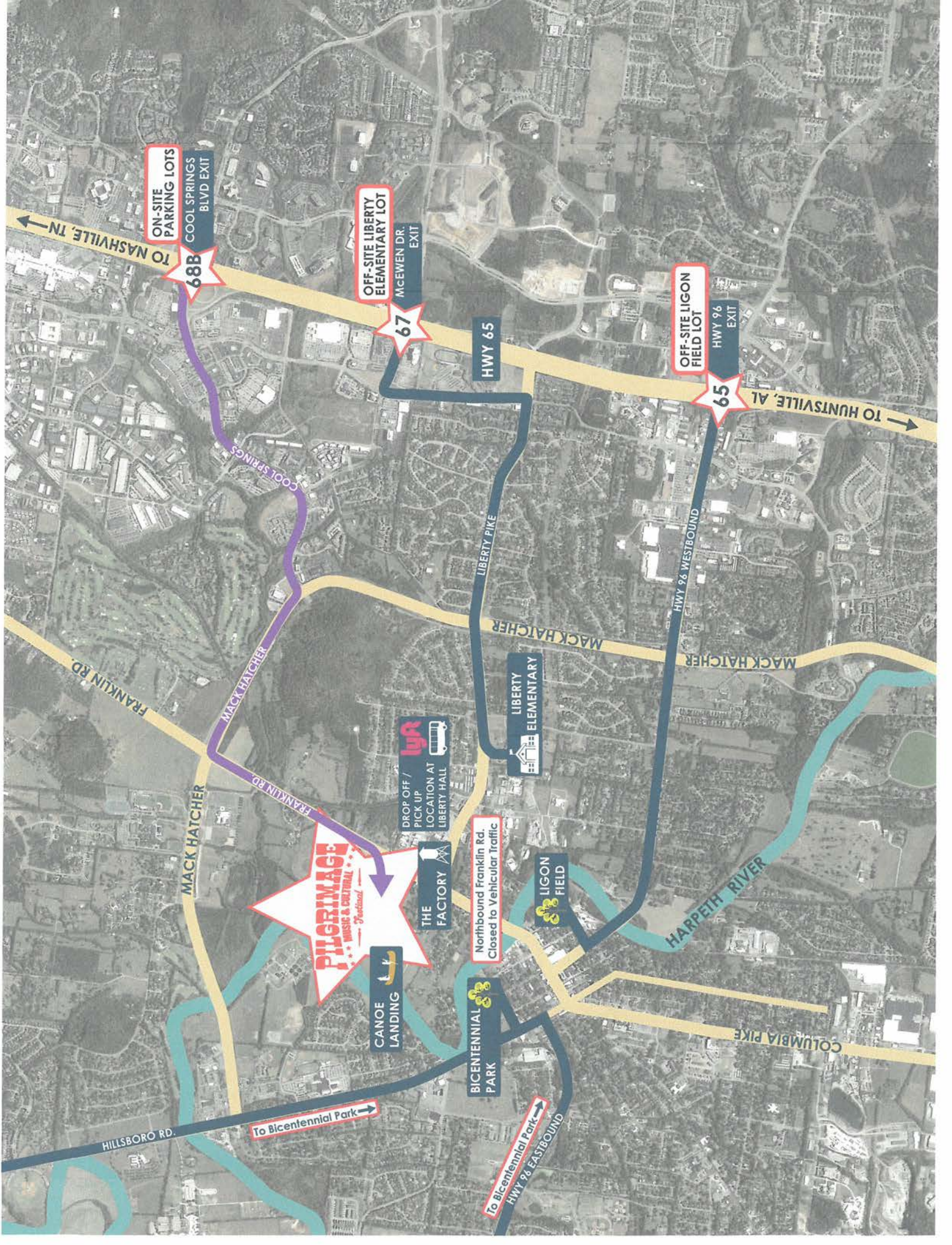
# OVERALL SITE MAP











ON-SITE  
PARKING LOTS  
68B  
COOL SPRINGS  
BLVD EXIT

OFF-SITE LIBERTY  
ELEMENTARY LOT  
67  
MCEWEN DR.  
EXIT

OFF-SITE LIGON  
FIELD LOT  
65  
HWY 96  
EXIT

**PILGRIMAGE**  
MUSIC & CULTURAL  
Festival

DROP OFF /  
PICK UP  
LOCATION AT  
LIBERTY HALL

THE  
FACTORY

LIBERTY  
ELEMENTARY

Northbound Franklin Rd.  
Closed to Vehicular Traffic

LIGON  
FIELD

BICENTENNIAL  
PARK

To Bicentennial Park  
HILLSBORO RD.

To Bicentennial Park  
HWY 96 EASTBOUND

COLUMBIA PIKE

HARPETH RIVER

MACK HATCHER

FRANKLIN RD.  
MACK HATCHER

LIBERTY PIKE

HWY 65

HWY 96 WESTBOUND

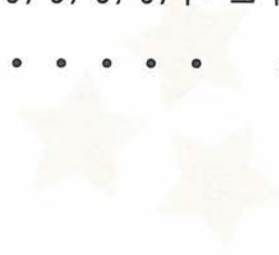
TO HUNTSVILLE, AL

TO NASHVILLE, TN





# PARTICIPATING ARTISAN VENDORS

- 
- Aprilis Pearls
  - Atkinson Drive
  - Baumgartner Sound and Design
  - Be Hippy
  - Bela Begonias
  - Bias & Bourbon/Biased Baby
  - CEMENT 6
  - Clever Clogs Art
  - Complimentees
  - Culture Cross
  - Ellajude
  - Exvoto Vintage Jewelry
  - Franklin Flannels
  - Hands on Fire
  - Hang Over Guitar Straps
  - Hippies & Gypsies
  - Horizon Henna
  - Humble Bumble Beads
  - Jamie Boyd Art
  - Jennifer Andrea Designs
  - KCdesignZ
  - Larissa Loden
  - Lauren Antoinette Designs
  - Manta Enterprises
  - Master Artisan Guitar Picks
  - m.florita
  - Modern Bronze
  - Moonshine UKULELES
  - One Man One Garage
  - Original Fuzz
  - Paint The World Tie Dyes
  - Peter Nappi
  - Pop Art Done Good
  - Portmanteau Jewelry Collection + Seraphine Designs
  - Project 615
  - Roy Laws Art
  - SEEKER
  - Soco swings / EZ hang Chairs
  - Southern Strings TN
  - Status Serigraph
  - Stoned Beautiful Jewelry
  - The Permanent Collection
  - Letterpress + Design Studio
  - The Tapestry Co.
  - Tony's Caricatures
  - Vintage Traditions
  - Walnut Hill Woodworks
  - Wanted1 art & design
  - Y. Miller Art
  - YIP and More



# PARTICIPATING FOOD VENDORS

FESTIVAL BEVERAGES		FOOD & FOOD TRUCKS		VIP CULINARY EXPERIENCE
• Bai Beverages	• 313 Coney	• Juice Bar	• Arnold's Country Kitchen	
• Bell's Brewery	• Amish Baking Co	• Local Roots		
• George Dickel	• Bánh Mì & a Roll Factory	• Music City Ice Cream		
• Good People Brewery	• Bao Down	• New Hickory Street Provisions	• Bethlehem United Methodist Church Bake Sale	
• Hendrick's Gin	• Bluegrass Kettle Masters of Nashville LLC	• Oliver's Icebox		
• High Brew Coffee	• Bob's Fish Fry	• Ozark Mountain Biscuit Co		
• Jackalope Brewery	• Burger Joint	• Padrinos Pops	• Black Rabbit	
• Milagro	• Burger Up Cool Springs	• Peles fire pizza	• Cochon Butcher	
• Southern Comfort	• California	• Phat Daddy's	• Eio and The Hive	
• Sugarlands Shine	• Chuy's Opco	• Puckett's Grocery and Restaurant	• GReKo Greek Street Food	
• Tito's Handmade Vodka	• Corndog Inc	• Retro Sno		
• Vino	• Daddy's Dogs	• Romega Taqueria	• Hattie B's Hot Chicken	
• Wiseacre Brewery	• DegThai	• Savory and Sweet	• Jim 'N Nick's	
• Coca-Cola Products	• Homeslice Pizza	• Semilla	• Community Bar-B-Q	
• American Music Water	• Franklin Juice Co.	• Tchoupitoulas Street Snoballs	• Marsh House	
	• Funk Seoul Brother	• The Grilled Cheeserie	• The Farm House	
	• Hebrós Kitchen	• The Urban Juicer		
	• Hibachi 4 Hire	• Two Guys Fish n' Fries		
	• Honest Coffee Roasters	• Voodoo Chicken & Waffles Shack		
	• Hoss' Loaded Burgers	• Wing Station		
	• Island Noodles			
	• Jim 'N Nick's Community Bar-B-Q			

WRITTEN CONSENT FOR USE OF INDISTINGUISHABLE NAME (SS-9411)



Business Services Division  
**Tre Hargett, Secretary of State**  
**State of Tennessee**

312 Rosa L. Parks AVE., 6th FL.  
Nashville, TN 37243  
(615) 741-2286

Filing fee \$20.00

Pursuant to the Tennessee Business Corporation Act, Tennessee Nonprofit Corporation Act, Tennessee Limited Liability Company Act, Tennessee Revised Limited Liability Company Act, or the Tennessee Revised Uniform Partnership Act, this consent for use of indistinguishable name is submitted to the Tennessee Secretary of State.

Existing Entity Name: Pilgrimage Presents, LLC

Entity 1

Existing Entity Secretary of State Control Number: 000787919

Entity Receiving Name Consent: Pilgrimage Presents, Inc.

Entity 2

SELECT THE STATEMENT THAT APPLIES

Option 1:



Both entities hereby consent to use and maintain the same registered agent.

Option 2:



The existing entity consents to change its name or terminate its existence within 60 days.

William Brandt Wood  
Entity 1 Signature  
William Brandt Wood  
Name (printed or typed)

4/15/17  
Signature Date

Colin Ferguson  
Entity 2 Signature  
Colin Ferguson, Incorporator  
Name (printed or typed)

4/13/2017  
Signature Date

Note: Pursuant to T.C.A. § 10-7-503 all information on this form is public record.

## **Staff Conditions:**

- Applicant will regularly meet with staff throughout the year to discuss any updates to logistics, attendance numbers, attractions, and/or entertainment.
- Applicant will provide Good Neighbor Letter which will be distributed to residents in the surrounding area at least 60 days in advance of the event. Addresses will be provided by staff.
- Applicant is responsible for all damage to the Park (grounds, buildings, and facilities) that occurs during the time they are on the property. Any damage should be reported to the City as soon as it occurs or is noticed.
- For 2018, Pilgrimage organizers will donate \$1 per ticket sold to Friends of Franklin Parks. A settlement with ticket counts and a statement of revenue for this contribution will be provided to Friends of Franklin Parks prior to October 8th. The contribution via check should be received no later than October 31st.

For 2018, staff makes the following recommendations:

- **Risk Management:**
  - Applicant will provide certificate of insurance with liquor liability naming the City as additional insured and with the following limits:
    - Each occurrence: \$2,000,000
    - Damage to Rented Premises: \$2,000,000
    - Personal & Adv. Injury: \$2,000,000
    - General Aggregate: \$5,000,000
    - Products-Comp/Op Agg: \$5,000,000
    - Liquor Liability: \$5,000,000
  - Proof of Automobile Liability: combined single limit needs to be \$5,000,000
  - Proof of Workers' Compensation coverage
  - The Certificate of Insurance is due 30 days prior to event and needs to include the dates of set up through equipment pickups and cleanup. It must include all activities, equipment, vendors, booths, and food trucks that are part of the event. Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured.
- **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 at least five days prior to the event. List needs to include contact name, business name, and phone number where vendor can be reached in case of emergency during event.



- **Police Department:**
  - Applicant will continue to work with Department on parking and traffic control plan.
  - Applicant will hire required number of extra-duty Franklin Police Officers to provide traffic control and onsite Police presence.
  - Any contracted security company will need to be approved by Department.
  - Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.
  
- **Building and Neighborhood Services:**
  - Special Event Electrical Permit and inspection will be required.
  
- **Sanitation and Environmental Services:**
  - Plan for clean-up must be provided to Department at least 30 days prior to set-up.
  - Dumpsters (garbage) are available from the department at a cost of \$85 per dump each
  
- **Fire/EMS Department:**
  - Applicant must meet with Department to discuss access for emergency vehicles, adequate number and location of fire extinguishers, and other life safety issues.
  - Tent permits and inspection will be required for any tents larger than 200 square feet.
  - Department will work with EMS provider chosen by Applicant to coordinate efforts for medical coverage.
  - Applicant must abide by all codes requirements as enforced by the City.
  
- **Emergency Management**
  - A comprehensive event Emergency Operations Plan must be supplied by applicant in writing and reviewed with the City's Emergency Manager. This plan will need to be continually modified as required due to changing conditions as identified in the planning meetings. The final plan must be complete and approved ten business days prior to the start of the event.
  - Organizers charged with creation of this operations plan must be present at the daily briefings with City staff.
  
- **Parks Department:**
  - Upon setup, the event organizers will work with Park staff for placement of signs, portable toilets, fencing, tents, vehicles, all equipment and stages.
  - Four additional light towers must be added around the Midnight Sun stage and the TSC arena.
  - The Park at Harlinsdale Farm will remain open until Sunday evening on September 9, 2018 and will re-open on Monday October 1, 2018.

- Once BOMA approves the event, the Franklin Parks Department will determine the fees based on our fee schedule in place at the time of the event and based on the amount of days the Pilgrimage Music and Cultural Festival will use The Park at Harlinsdale Farm. The certificate of insurance needs to include the dates of set up through equipment pickups and cleanup. All staff fees will be determined after the event tear down concludes.
- A banner, no longer than eight feet, can be placed on the fence at the entrance (eye bolts indicate location) two weeks prior to the event.
- Parking for the event participants in the cross-country fields and the North entry fields shall 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 the facility. Appropriate safety gear, identification, and radio communication are required.
- A pre-event meeting the day before the event opens to the public shall be held with applicant and identified City contacts to review parking plan and to walk the site.
- Trash bins and cans will be supplied by event organizer through a vendor of their choice. Excessive trash beyond these will need to be removed from the site. All ground trash must be addressed with a vendor or hired hands of organizer's choice both during and after the event each day and the park must be left in the condition it was found.
- The event organizer is responsible to provide portable toilets to handle the number of attendees. The locations will be determined with Parks Staff.
- Any use of the main barn must be reviewed with Parks Staff and the Franklin Fire Department prior to use. No open flames or smoking or vaping shall be allowed around or inside structures.
- Electrical boxes in the event space are available for use. Applicants must provide extension cords as needed.
- Irrigation on the event pad will be marked on Friday, September 7, 2018.
- The layout of tents, stages, vendor/food booths is up to event organizer with City staff approval. Temporary directional signage will be the responsibility of the event organizer. Only non-permanent field paint and temporary signs/arrows are permitted.
- There is no lighting at the park. It is the responsibility of the event organizers to provide light towers.
- The vendors will be required to use the north entrance for access to parking.
- The access road around the main barn and the roads entering this space must be kept clear of booths, cars or any obstacles. The barn buildings have a 20-foot perimeter for putting any temporary structures.
- Event organizers must have a plan to safely allow vendors to set up and exit while allowing emergency vehicle access to all Park roads.
- Security must be onsite once the setup is underway. The City is not responsible for the tents or booths or equipment that stays onsite for the event.