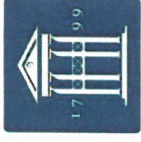


OFFICE USE ONLY:

Permit No: _____



HISTORIC
FRANKLIN
TENNESSEE

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
____ Fieldstone Farms
____ Jim Warren Park

____ Liberty Park
____ Pinkerton Park
____ Harlinsdale Farm

____ Eastern Flank Battlefield Park

Other: WESTHAVEN

2) Name/purpose of event: WESTHAVEN POLYCULT

3) Date or dates of event: SATURDAY, JUNE 16, 2018

4) Time of Event: 3pm - 10pm

5) Time of Street Closure (if applicable): SEE ATTACHED

Set-Up Date/Time: 6/16 9am

Tear-down Date/Time: 6/16 10pm

*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:

WESTHAVEN FOUNDATION

a) Address: 401 CHELTENHAM AVE FRANKLIN TN 37064

b) Phone: 615 791 6740

c) Cell: 615 642 2948

d) Fax: _____

e) E-mail address: AMY.LAW@SOUTHERNLAND.COM

7) Person in charge on day of event: AMY LAW

Cell: 615-642-2948

E-mail address: AMY.LAW@SOUTHERNLAND.COM



HISTORIC
FRANKLIN
TENNESSEE

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

Name: MARY LEE BENNETT ⁶¹⁵ Cell: 804-9882 E-mail address: MARYLEE.BENNETT@SOUTHERNANDS.COM

Name: PRICE LALSON ⁷²⁰ Cell: 988-7126 E-mail address: PRICE.LALSON@SOUTHERNANDS.COM

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

SEE ATTACHED

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:

10,000

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.

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. VENDOR FEE IS \$135 PER VENDOR. WE ASK

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.
FOOD VENDORS TO DONATE 10% OF REVENUE

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? _____

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



- 20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
POPCORNS WHERE MUSIC IS HOSTED WILL HAVE SMALL PA SYSTEMS.
EVENING CONCERT WILL HAVE SOUND & LIGHTS.
- 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? 3 PM - 7 PM ON PORCHES
7 PM - 10 PM AT LAKE
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). VARIOUS ARTISTS ON PORCHES FROM 3 PM - 7 PM
EVENING CONCERT - 2 BANDS 4-6 PLAYERS IN EACH BAND
- 25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle Yes or No. 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. STAGE
- 26) What, if any, vendors will be present at event? (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.** Use additional sheets. WILL SEND CLOSET TO EVENT
- 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.
LAND CAKE LANDSCAPE COMPANY WILL DO CLEAN UP
- 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.*
- 30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:
-
- 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.*
- 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.* TENTS
- 33) Attach Good Neighbor Letter and Mailing List used. Please read *Additional Requirements section of this application for more information.*

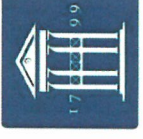
TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"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.



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 therewith, 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: Angela, Secretary of Women Forward Date: 3-14-18

(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

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

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



2018 Porchfest Event Description

Porchfest is scheduled for June 16, 2018. This is the sixth year for this event. The event encompasses two components: music on porches from 3pm to 7pm and a “downtown” event area from 3pm until 10pm.

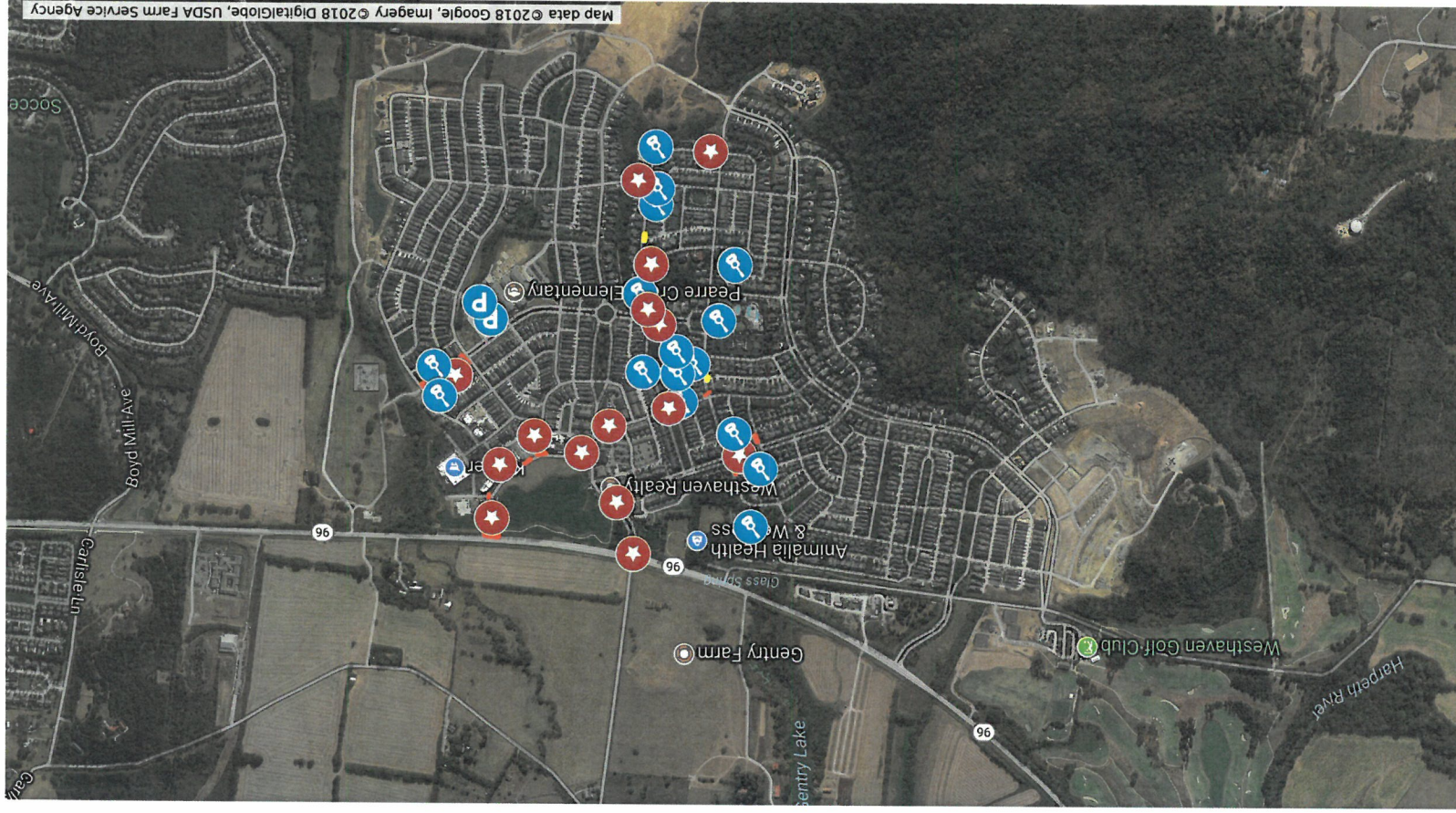
Porches- This year, we have approximately 16 porches that will be hosting music from 3pm to 7pm. Artists will perform on designated porches while participants gather to enjoy the music. We have requested street closures in areas around the grouped porches. We will remind homeowners and attendees that open alcohol containers are not allowed on public streets and that any golf carts driven on public streets must be licensed and street legal. There will be one beer tent at the main event area (Town Center).

Town Center Event- We will have approximately 30 vendors/makers as well as 16 food trucks. This area will be set up beginning at 9am and will be officially activated at 3pm when the event begins. The evening concert will comprise of Goose Gossett at 7pm followed by Vinyl Radio at 8pm. The music will end at 10pm. We will have an enclosed beer garden. Alcohol and beer permits will be secured for this event.

This event is put on by the Westhaven Foundation with support from Southern Land Company, LLC.

Monique - I will email a link to Google Map.

2018 Porchfest Map Draft



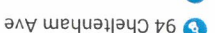
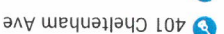
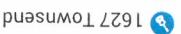
- Road Closures
- Pearl at Prospect
 - Pearre Springs Way at Townsend
 - Pearl Street at Townsend
 - Morning Mist at Pearre Springs Way
 - Pearre Springs at Cheltenham
 - Pearre Springs Way at Acadia
 - Pearre Springs Way at Acadia
 - Townsend at Jewell
 - Townsend at Keats
 - Front at 96
 - Front at Whitman
 - Front at Keats
 - Front Street at access street
 - Front at Oleander
 - Front at Westhaven Blvd
 - State at Cheltenham
 - State at Cheltenham
 - State at Addison
 - State at Addison



Alley Closures



Parking



Porch Hosts

Cheltenham at Glass Springs



Cheltenham at Prospect



Pearl at Townsend



Pearl at Prospect



Line 3

Line 4

Locations of FPD

- Point 1
- Point 2
- Point 3
- Point 4
- Point 5
- Point 6
- Point 7
- Point 8
- Point 9
- Point 10
- Point 12
- Point 13
- Point 14
- Point 15
- Point 16

2018 Westhaven Porchfest Committee

Presented by the Westhaven Foundation

Amy Law

amy.law@southernland.com

(615) 791-6740 (office)

(615) 642-2948 (cell)

Paige Larson

paige.larson@southernland.com

(615) 791-9552 (office)

(720) 988-4126 (cell)

Mary Lee Bennett

marylee.bennett@southernland.com

(615) 778-1218 (office)

(615) 804-9822 (cell)

Mark McCutcheon

mark@westhavenfoundation.org

(615) 394-7782 (cell)

Kelly White

kelly@westhavenfoundation.org

(904) 885-6874 (cell)



TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX CERTIFICATE OF EXEMPTION

THE WESTHAVEN FOUNDATION, INC.
188 FRONT ST PHB 116-25
FRANKLIN TN 37064-5078

Effective Date: July 1, 2015

Exemption Number: 780286648

Expiration Date: June 30, 2019

401 CHELTENHAM AVE
FRANKLIN TN 37094-0564

The Tennessee Department of Revenue has issued a tax-exemption number for the educational, religious, historical, or charitable non-profit organization or institution named above. State law (Tenn. Code Ann. § 67-6-322) gives the Department the authority to allow this organization to make tax-exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

This authorization for exemption is limited to sales made directly to the above named organization. This certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the above named organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the above named organization.

The organization must furnish its suppliers of goods and services with a copy of this certificate. The lower portion of the certificate must be properly completed. The organization must retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of the exempt sale to the organization. Later purchases made before the expiration date do not require the submission of additional copies.

The organization must notify the Department immediately if it ceases to exist or if its location or mailing address changes.

Richard H. Roberts
Commissioner of Revenue

To Be Completed by the Organization

TO: Supplier's Name _____

Address _____

City _____ State _____ Zip _____

I, _____, as an authorized representative of the organization named above, affirm that the purchases made under this authority will be used and consumed by the organization or will be given away.

Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Organization _____

Print Name of Purchaser _____

Signature of Purchaser _____ Date _____

Draft of Good Neighbor Letter for Porchfest 2018

(Insert Date)

Westhaven residents,

We are excited to announce that the 7th annual Westhaven Porchfest event is taking place in the Westhaven community on Saturday, June 16, 2018 from 3pm until 10pm. For those of you who are new to the community or who have not attended Porchfest before, check out this video (insert link) and download the app (insert info).

Basically, here's how it works. From 3pm until 7pm, artists/bands will be playing music throughout the neighborhood on various pre-assigned porches. The locations of the porches are identified on the attached map and on the Westhaven Porchfest app. Then, from 7pm until 10pm, there will be live music by the lake in the Town Center. This year, Goose Gossett will play at 7pm and will be followed by Vinyl Radio at 8pm. The music will end at 10pm. There is also a "makers" component at Town Center with local artists and makers along with food trucks. There will also be a food vendor at the Westhaven Residents' Club.

Streets will be blocked off around most porches from 2:30pm until 7:30pm.

We will have one large beer/libations area at the lake.

This year we will not allow street parking in the heart of the community where porches are. Last year, vehicles parked on both sides of the street and created a concern for emergency vehicles passing through. We will have signage out on these streets as well as parking attendants directing traffic. We will also have two tow trucks on site to remove any vehicles who park in areas where event parking is prohibited.

Parking will be available at the school and on the wider streets on the northeast side of the community. Joy Rides and Nissan will be providing a shuttle service again this year.

The entire event will end at 10pm. A cleanup crew will be hired to return the event areas back to their original condition that evening.

We are continuing to work with the Franklin Police and Fire Departments to make sure this event meets the following common goals:

1. To ensure a safe and pleasant environment/experience for all participants;
2. To ensure access to every home in case of an emergency;
3. And to continue to provide a quality, high caliber music event!

Two of the items we have let folks know about for the past two years will still apply to the 2018 event:

1. All golf carts (other than utility carts used by event organizers) must be street legal and licensed.
2. Open containers of alcohol are not allowed on public streets.

We are excited to be able to provide this amazing event in the Westhaven community and thank you for volunteering porches, attending the event, buying merchandise, inviting out-of-town friends in for the event, etc. The event would not be successful without engagement, support, and participation by all residents.

If you have any questions, please feel free to contact our committee at porchfest@southernland.com.

Best regards-

Amy Law
Director of Community Management
Southern Land Company

Porchfest - Coordinate

Amy Law

From: Eric Anderson <eanderson@franklintn.gov>
Sent: Friday, March 09, 2018 3:02 PM
To: Amy Law
Cc: Paige Larson
Subject: RE: Porchfest Map

Amy or Paige-

Here is my list for the POSTS and CLOSURES for FPD personnel. Can you insert the TIMES? I know that some of these closures will "go away" at the porch concerts end and the main stage events begin.

POST/ CLOSURE	OFC NAME	TIMES
Pearl St @ Prospect		2:30 PM - 7:30 PM
Pearl St @ Prospect		2:30 PM - 7:30 PM
Pearl St @ Townsend		2:30 PM - 7:30 PM
Pearl St @ Townsend		2:30 PM - 7:30 PM
Morning Mist @ Pearre Springs Way		2:30 PM - 7:30 PM
Pearre Springs @ Townsend		2:30 PM - 7:30 PM
Pearre Springs @ Cheltenham		2:30 PM - 7:30 PM
Pearre Springs Way @ Acadia		2:30 PM - 7:30 PM
Pearre Springs Way @ Acadia		2:30 PM - 7:30 PM
Townsend @ Jewell		2:30 PM - 7:30 PM
Townsend @ Keats		2:30 PM - 7:30 PM
Front St @ Hwy96W		9:00 AM - 10:00 PM
Front St @ Whitman		9:00 AM - 10:00 PM
Front St @ Keats		9:00 AM - 10:00 PM
Front St @ access street		9:00 AM - 10:00 PM
Front St @ Oleander		9:00 AM - 10:00 PM
Front St @ Westhaven Blvd		9:00 AM - 10:00 PM
State St @ Cheltenham		2:30 PM - 7:30 PM
State St @ Cheltenham		2:30 PM - 7:30 PM
State St @ Addison		2:30 PM - 7:30 PM
Cheltenham @ Prospect		2:30 PM - 7:30 PM
Cheltenham @ Glass Springs		2:30 PM - 7:30 PM

ADD WESTHAVEN BLVD @ STATE 1 PM - 8 PM

Lt. Eric Anderson, M.S. Ed.



**FRANKLIN POLICE
DEPARTMENT**
Professional. Progressive. Responsive

Training & Special Projects
The Office of the Chief of Police

Staff Conditions:

- Applicant has provided a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- Applicant has contracted with a parking company to ensure attendees are parking in designated
- ***Risk Management:***
 - o Applicant will provide certificate of insurance naming the City as additional insured.
- ***Police Department:***
 - o Applicant will hire recommended number of City of Franklin extra duty officers.
 - o Applicant will stay in communications with the Department leading up to the event.
- ***Fire Department***
 - o Alleyways must remain accessible for emergency vehicles throughout the event.
 - o Applicant will meet with the Department at least 30 days prior to event to discuss Department's requirements.
- ***Sanitation and Environmental Services Department:***
 - o Department will provide at least 20 roll-out containers and recycling frames.
 - o Applicant will provide volunteers for clean-up.