



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

1. **Name/purpose of event:** The Great Americana BBQ Festival

2. **Location Requested:** (if Temporary Street Closure, list major roads to be closed):
Harlinsdale Farm Park.

No street closures needed.

3. **Date or dates of event:** 08/25/2018

4. **Start/End Times of Event:** 9:00 a.m. - 8:00 p.m.

What date/time will set-up begin? 8/22/2018 5:00 PM

What date/time will tear-down be complete? 8/26/2018 12:00 AM

*Note: Event is responsible for cost of staff required during this time (including Franklin Police Officers). Read Additional Requirements section for more information).

5. **Time of Street Closure** (if applicable): N/A

6. **An estimated number expected to attend during the course of the event:**

Spectators/Attendees: 5,000

Event Staff/Volunteers: 100

Total: 5,100

7. **Name of applicant and Organization Requesting Permit:**

Scott Hubbard - The Franklin Noon Rotary Charitable Foundation, Inc.

a) **Address:** 707 Dorris Court
Franklin, TN 37069

b) **Phone:** 615-377-3319

c) **Cell:** 615-294-2977

d) **Fax:** 615-377-0644

e) **E-mail address:** scott@mhclosings.com

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

This event is a barbecue competition which will include over 80 professional and amateur teams competing for cash prizes. Some other features will include Americana music, a classic car show, craft vendors and more.

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: [event map-2017 BBQ Festival.pdf](#)

10. **Person in charge on day of event:** Chris Bridgewater

Cell: 615-719-1528

E-mail address: chris.bridgewater@franklintn.gov

11. **Name and Cell Number of at least two others available on day of event:**

Name: Scott Hubbard

Cell: 615-294-2977

E-mail address: scott@mhclosings.com

Name: Devin Gilliam

Cell: 615-708-8590

E-mail address: devin.gilliam@e-farmcredit.com

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: [2018 BBQ Festival Leadership and Committees.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?** Yes

Average admission fee: 5.00

17. **Will you charge a vendor participation fee?** Yes

Average vendor participation fee? 100.00

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? Franklin Noon Rotary Charitable Foundation, Inc.

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.** Craft and food vendors will be present.

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: [CLEAN UP PLAN -2017.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: Will need water taps at 2 fire hydrants
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.docx](#)
Good Neighbor Letter Mailing List: [Good neighbor letter mailing list.xlsx](#)



HISTORIC
FRANKLIN
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: 12. Lane Martin Date: 5-4-18
(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) *
*

Event: The Great Americana BBQ

Name: 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.

- 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.



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: Scott Hubbard - The Franklin Noon Rotary Charitable Foundation, Inc.

Event Name: The Great Americana BBQ Festival

Event Date(s): 08/25/2018

1. **Time amplification equipment will be used:** From: 09:00:00 AM To: 07:00:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:

Music Stage located next to the stables at Harlinsdale

Sound Amplification Map: [event map-2017 BBQ Festival.pdf](#)

3. **For what purpose will sound amplification be used?** Please list all that apply:

- Announcements/Speeches
- Band/Singers

4. **Type of Amplifier:**

- Fixed
- PA System

5.

Number of Amplifiers: 8	Number of Speakers: 8	Number of Performers: 6
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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: Jeff Nicholls

Cell: 972-569-0900

E-Mail: home@jeffnicholls.com

Name: Levei Dominguez

Cell: 915-525-3036

E-Mail: levei.sstuible@farmersagency.com

Authorized Signature: Scott Hubbard

Date: 05/04/2018

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.

Americana BBQ Festival Harlinsdale Farm



**THE GREAT AMERICANA BBQ FESTIVAL
2018 LEADERSHIP AND COMMITTEE STRUCTURE**

BBQ FESTIVAL BOARD:

Chris Bridgewater
Devin Gilliam
Jeff Nichols
Patrick Baggett
Mark Tumblin
Bill Foley
Scott Hubbard
Nathan Perry

BBQ FESTIVAL COMMITTEES AND CHAIRS:

1. Grounds and Utilities: Chris Bridgewater and Bert Morton
2. BBQ Competitors and Judges: Nathan Perry and Jason Gregg
3. Marketing and Media: Kelly Mays, Jeff Nicholls, Derby Jones
4. Red Tape Committee (City of Franklin approvals) Scott Hubbard
5. Club Beer and Food (meal vendors) Sales: Mark Tumblin
6. Craft Vendors, Snack Vendors (Popcorn, ice cream, etc.):
7. Sponsors: Devin Gilliam, Scott Hubbard, Chris Bridgewater
8. Music and Entertainment: Jeff Nicholls
9. Ticket Sales: Bill Foley
10. Demonstration Stage: Nancy Otte
11. Bourbon Tent: Jeff Nicholls
12. Craft Beer Garden: Jeff Nicholls
13. Website and Social Media: Jeff Nicholls
14. Parking: Matt Ligon
15. Technology and Festival Communication: Mark Tumblin
16. People's Choice BBQ: Chuck Jolly
17. Merchandise: Valerie Clark
18. Rentals (Gold Carts, Kubotas): Scott Hubbard
19. Insurance Compliance: Patrick Baggett
20. Safety: Patrick Baggett, Devin Gilliam, Scott Hubbard
21. Guest, Judge and Handicap Transportation:
22. Schedule of Day's Events: Kelly Mays
23. Tents, Tables and Chairs: Devin Gilliam
24. Hospitality: Jeff Nicholls
25. Coke and water sales: Bill Foley

CLEAN UP PLAN FOR THE GREAT AMERICANA BBQ FESTIVAL
AUGUST 26, 2017

Cleanup of the park will be by members of the Franklin Noon Rotary Club. Cleanup will take place throughout the day of the event and final cleanup should be completed by 7:00 p.m. on August 27.

Cleanup and waste removal to be coordinated with the City of Franklin solid waste department as was done for the 2016 event. More dumpsters will be needed for the 2017 event.

Dumpsters rented from the City of Franklin will be located in multiple areas of the park for use throughout the event. BBQ teams will have two dumpsters located in their area.

BBQ teams will have special containers dedicated for grease disposal.

Dumpsters will need to be delivered to the park by Friday morning August 25.

Staff Conditions

- Applicant will provide Good Neighbor Letter which will be distributed to area residents.
- **Risk Management:**
 - Certificate of Insurance that includes all the activities, alcohol liability, equipment, vendors, booths and food trucks including the dates from set up to clean up to put on this event. Any hired providers must have insurance covering their activity, equipment and service, naming the City of Franklin as additional insured for the duration of the event from set up to clean up. The certificate of insurance will be due 30 days prior to the event (July 27, 2018). The certificate of insurance must include the dates of set up through equipment pickups and teardown.
- **Building and Neighborhood Services:**
 - Special Event Electrical Permit may be required if generators are used.
- **Police Department:**
 - Applicant will hire recommended number of extra-duty Franklin Police Officer to provide traffic control and security, including overnight.
 - Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.
- **Sanitation and Environmental Services:**
 - Four to six dumpsters will be provided by department at a cost of \$110 each
- **Fire/EMS Department:**
 - Tent permit and inspection will be required for any tents larger than 200 square feet.
 - The applicant will contact the Fire Department to determine if on-site EMS services are needed.
- **Revenue Management**
 - Applicant will contact Revenue Management to determine if Beer permit is needed.
- **Parks Department:**
 - Upon setup, work with Park staff for placement of signs, portable toilets, tents, vehicles, barricades, set up and all equipment or stages.
 - The Park at Harlinsdale Farm should remain open until dark on Wednesday, August 22, 2018 and open again as soon as possible after the event.
 - Once the event set up days are determined the Parks Department will calculate the total rental fee charges based on the number of days to be rented.

- Parks Staff will be required to supervise the facility during the rental. A payment of \$25 per hour per person will be payable at the end of the event. The Parks Department will determine the number of staff required.
- Signage (including banners) can be placed at The Park at Harlinsdale Farm two weeks prior to the event, must be no longer than 8 feet, and can only be placed to the side of the entrance using the eye bolts that are already in place.
- A pre-event meeting should be held with parking service/volunteers and City to review parking plan and to walk the site.
- A communications plan, emergency weather plan, and emergency plan (for lost child, medical etc.) must be supplied in writing and reviewed with Fire, EMS, Police, parking and Parks prior to event. Organizers charged with this responsibility must be present on the day of the event to review all plans with personnel each day.
- The Event organizer is responsible to rent portable toilets to handle the number of attendees. The locations will be determined with Parks Staff prior to the event.
- There will be no use of the main barn.
- Use of the Tractor Supply Co Arena requires a separate application with a separate payment. A certificate of insurance with the Friends of Franklin Parks listed as additional insured would be required.
- Electrical boxes in the event space are available for use.
- Irrigation on the event pad will be marked prior to any tents being staked.
- 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.
- Ice and EMS/first aid onsite would be required.
- There is no 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.
- The emergency road around the 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 without blocking the emergency road. The city will provide 10 orange/yellow barricades to assist with traffic control.
- Security must be onsite once the 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.
- On the day of the event, the center road will be closed and used for emergency vehicles only. The public and vendors will be required to use the outside loop road for access to parking.