



# 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:**

- Annual Fundraiser

- Name/purpose of event:** Seventh Annual Raise the Roofs
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):  
The Park at Harlinsdale Farm
- Date or dates of event:** 08/18/2018
- Start/End Times of Event:** The 7th Annual Raise the Roofs will start at approximately 4:30 or 5:00 pm and end no later than 10 pm. Set-up the week prior to the event.  
What date/time will set-up begin? 8/16/2018 1:00 PM  
What date/time will tear-down be complete? 8/20/2018 1:00 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 closure requested
- An estimated number expected to attend during the course of the event:**  
Spectators/Attendees: 500                      Event Staff/Volunteers: 20                      Total: 520
- Name of applicant and Organization Requesting Permit:**  
Torrey Barnhill - Friends of Franklin Parks  
**a) Address:** P. O. Box 549  
Franklin, TN 37065  
**b) Phone:** 615-674-5388                      **c) Cell:**                      **d) Fax:**  
**e) E-mail address:** torrey@friendsoffranklinparks.org
- DETAILED description of event** (use additional sheets):  
Raise the Roofs is held annually at the Park at Harlinsdale Park and proceeds benefit Friends of Franklin Parks and their projects in the City of Franklin Parks.

The event will be held in the TSC Arena for equestrian exhibition in addition to the big tent for the guests to be housed on the event lawn next to the Main Barn. We are moving the big tent back to the Main Barn area to bring awareness back to the fundraising efforts to restore the iconic Main Barn and Harlinsdale campus.

Guests will be entertained with equine exhibitions and an interscholastic polo match in the TSC Arena, treated to food selections from Franklin's favorite restaurants and listen to a great local band.

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:** [EPSON013.PDF](#)

10. **Person in charge on day of event:** Torrey Barnhill, Executive Director  
**Cell:** 615-406-9230 **E-mail address:** [torrey@friendsoffranklinparks.org](mailto:torrey@friendsoffranklinparks.org)
11. **Name and Cell Number of at least two others available on day of event:**  
**Name:** Stacey Perry **Cell:** 615-613-6538 **E-mail address:** [downtothewire.nashville@gmail.com](mailto:downtothewire.nashville@gmail.com)  
**Name:** Adam Ballash **Cell:** 615-415-3393 **E-mail address:** [aballash@boyle.com](mailto:aballash@boyle.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:** [Board of Directors 2018.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: [FOFP Sales Tax Exemption.pdf](#)
16. **Will you charge an admission fee?** Yes  
*Average admission fee:* \$125
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?* Friends of Franklin Parks  
*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

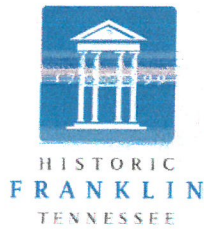
23. **Applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Franklin as additional insured.**

\*\*\*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.** Food Vendors
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:** [Raise the Roofs Clean.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:*
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 for Raise the Roofs.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: *Jerry Barnhill* Date: 5/21/18  
(Signature and title – must be officer of organization)

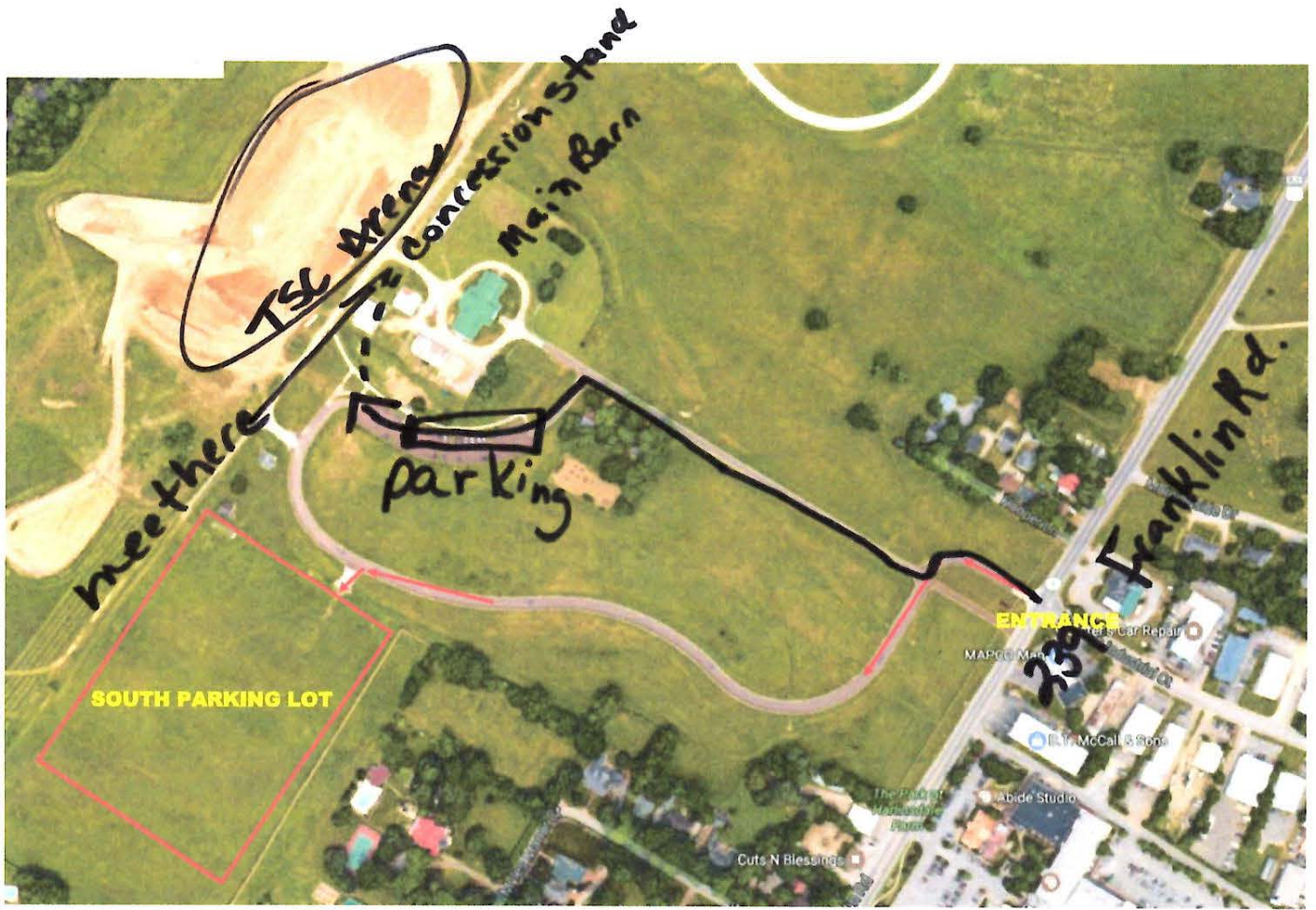
Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
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) ★  
★  
★  
\*\*\*\*\*







# Raise the Roofs



TSC Arena

Concession Stand

Parking

Access

Access

Hooper Ln

239

Franklin Rd

Myles Manor Ct

Winslow Rd

Access

Hydrants

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.



Event: Seventh Annual Raise the  
Name: Roofs

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

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:** Torrey Barnhill - Friends of Franklin Parks

**Event Name:** Seventh Annual Raise the Roofs

**Event Date(s):** 08/18/2018

1. **Time amplification equipment will be used:** From: 06:00:00 PM To: 12:00:00 AM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). *Provide map/layout if necessary.:*

Inside the TSC Arena during the polo hour and then a band will be playing on the event lawn at the Park at Harlinsdale Farm.

**Sound Amplification Map:** [Parking for Arena Mtg..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
- Mobile

5. 

<b>Number of Amplifiers:</b> 1	<b>Number of Speakers:</b> 4	<b>Number of Performers:</b> 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:** Torrey Barnhill

**Cell:** 615-406-9230

**E-Mail:** [torrey@friendsoffranklinparks.org](mailto:torrey@friendsoffranklinparks.org)

**Name:** Stacey Perry

**Cell:** 615-613-6538

**E-Mail:** [downtothewire.nashville@gmail.com](mailto:downtothewire.nashville@gmail.com)

**Authorized Signature:** Torrey Barnhill

**Date:** 05/21/2018

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.



Raise the Roofs Clean-Up Plan:

Volunteers and Board Members will clean up after the event like previous six events.



August 6th, 2018

Dear Neighbor,

I am writing to let you know of a proposed event coming to your neighborhood this summer. On August 18th we are hosting our 7<sup>th</sup> Annual Raise the Roofs event at The Park at Harlinsdale Farm.

Raise the Roofs is Friends of Franklin Park's Annual fundraiser to raise funds for projects at Harlinsdale and the city's other parks.

This event would run from 4pm until 9:30 pm with an interscholastic polo match, dinner and band. With set-up and tear-down, we anticipate having the area closed from 8 a.m. until approximately 10 p.m.

If you would like to contact someone in the City Administration's office regarding the event, you may contact the Public Outreach Specialist by e-mail at [CityofFranklin@FranklinTN.gov](mailto:CityofFranklin@FranklinTN.gov), by phone at 615-550-6606, or by mail at 109 Third Avenue South, Franklin, TN 37064.

If you or need to contact the event organizer or would like to get involved, or become a sponsor, you may contact Torrey Barnhill, 615-674-5388, [torrey@friendsoffranklinparks.org](mailto:torrey@friendsoffranklinparks.org). Thank you in advance for your support of this event.

Sincerely,

Torrey Barnhill  
Executive Director

Friends of Franklin Parks, Inc./ P. O. Box 549 / Franklin, TN 37065 /  
615.674.5388

[www.FriendsOfFranklinParks.org](http://www.FriendsOfFranklinParks.org)

## Board of Directors

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Boyle Investment Company

**Michael Barker**  
FirstBank

**Chad Dannenfelter**  
Avanir

**Ashley Hill**  
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Landrum Stables  
Williamson Co. Commissioner

**Braton Machleit**  
Buzz'd Fly Fishing &  
Harpeth River Shuttle

**Zane Martin**  
First Farmers & Merchants

**Monty McInturff, DVM**  
Tennessee Equine Hospital

**Shari Meghreblian, PhD**  
Deputy Commissioner TDEC

**Amy Cross Nance**  
Amy Cross, Attorney at Law

**Jamey Parker**  
Parker McCoy Group, Morgan  
Stanley

**Ashley Roberts**  
Tennessee Fine Wine & Spirits

**Jay Sheridan**  
Sheridan Public Relations, LLC

**Allen Sills, MD**  
Professor of Neurosurgery & Co -  
Director of the Vanderbilt Sports  
Concussion Center VUMC

**Susan Smallwood**  
Susan Smallwood Interiors

**Katie Spence**  
Jackson National Life

**Kevin Thompson**  
Thompson Burton PLLC

**Gary Vogrin**  
Kiser + Vogrin Design, LLC

**Greg Young**  
Burr & Forman, LLP



## Friends of Franklin Parks 2018 Board of Directors

Adam Ballash Development Manager Boyle Investment Company	222 Adams Court Franklin, TN 37064 (615) 550-5583 Office (615) 415-3393 Cell <a href="mailto:aballash@boyle.com">aballash@boyle.com</a>
Michael Barker VP Commercial Relationship Manager First Bank	1415 Adams St Franklin, TN 37064 (615) 435-2469 (615) 512-5980 Cell <a href="mailto:mbarker@firstbankonline.com">mbarker@firstbankonline.com</a>
Chad Dannenfelser Avanir Neuroscience Area Manger	315 4 <sup>th</sup> Avenue South Franklin, TN 37064 (615) 599-2896 Office (615) 498-0588 Cell <a href="mailto:chaddannenfelser@yahoo.com">chaddannenfelser@yahoo.com</a>
Ashley Hill Executive Vice-President Franklin Synergy Bank	722 Columbia Ave Franklin, TN 37064 (615) 236-4605 Office (615) 504-1555 Cell <a href="mailto:Ashley.Hill@franklinsynergy.com">Ashley.Hill@franklinsynergy.com</a>
David Landrum Owner Landrum Stables Williamson County Commissioner	242 Myles Manor Court Franklin, TN 37064 (615) 790-0312 Office (615) 351-2224 Cell <a href="mailto:landrumstables@aol.com">landrumstables@aol.com</a>
Braton Machleit Owner Buzz'd Fly Fishing Harpeth River Shuttle	1317 Bostic Street Franklin, TN 37064 (615)948-5877 Cell <a href="mailto:braton@buzzdflyfishing.com">braton@buzzdflyfishing.com</a>
Zane Martin Private/Business Banking Relationship Manager First Farmers & Merchants Downtown Franklin	1421 Adams St Franklin, TN 37064 (615) 771-6484 Office (615) 852-0759 Cell <a href="mailto:Zane.Martin@myfirstfarmers.com">Zane.Martin@myfirstfarmers.com</a>
Shari Meghreblian, PhD Deputy Commissioner Tennessee Department of Environment & Conservation	193 Polk Place Dr. Franklin, TN 37064 (615) 532-0102 Office (615) 289-5278 Cell <a href="mailto:sharimeg@bellsouth.net">sharimeg@bellsouth.net</a>
Monty McInturff, DVM Tennessee Equine Hospital	3077 Old Hillsboro Road Franklin, TN 37064 (615) 591-1232 Office (615) 972-7684 Cell <a href="mailto:mmcinturff@tnequinehospital.com">mmcinturff@tnequinehospital.com</a>
Amy Cross Nance Amy Cross, Attorney at Law	103 Forrest Crossing Blvd. Suite 205 Franklin, TN 37064 (615) 794-5644 Office (615) 300-5914 Cell <a href="mailto:amy@amycrossnance.com">amy@amycrossnance.com</a>

Jamey Parker First Vice President Parker McCoy Group, Morgan Stanley	1210 Echo Lane Franklin, TN 37069 (615) 764-4472 Office (615) 415-7777 Cell <a href="mailto:james.parker@morganstanley.com">james.parker@morganstanley.com</a>
Ashley Roberts Director of Operations Tennessee Fine Wine & Spirits	119 Battle Ave. Franklin, TN 37064 (615) 807-1111 Office (615) 429-4424 Cell <a href="mailto:ashleywroberts82@gmail.com">ashleywroberts82@gmail.com</a> ;
Jay Sheridan Sheridan Public Relations, LLC	223 Fourth Ave N Franklin, TN 37064 (615)364-5143 Cell (615)472-8879 <a href="mailto:jay@sheridanpr.com">jay@sheridanpr.com</a> ;
Susan Smallwood Susan Smallwood Interiors	103 Harlinsdale Court Franklin, TN 37069 (615)429-0752 Cell <a href="mailto:susan.smallwood@comcast.net">susan.smallwood@comcast.net</a>
Allen Sills, MD Professor of Neurosurgery and Co-Director of the Vanderbilt Sports Concussion Center Vanderbilt University Medical Center	1067 Natchez Valley Lane Franklin, TN 37064 (615)496-1327 Cell <a href="mailto:allen.sills@vanderbilt.edu">allen.sills@vanderbilt.edu</a> ;
Katie Spence Audit Manager Jackson National Life	1807A 5th Ave N. Nashville, TN 37208 (303)906-4280 Cell (615)861-5208 Office <a href="mailto:Katie.spence@jackson.com">Katie.spence@jackson.com</a>
Kevin Thompson Thompson Burton, PLLC	840 Crescent Centre Dr., Ste. 260 Franklin, TN 37069 (615) 465-6001 Office (615)268-3540 Cell <a href="mailto:kevin@thompsonburton.com">kevin@thompsonburton.com</a>
Gary Vogrin Founder Kiser + Vogrin Design, LLC 5005 Meridian Blvd, Suite 100 Franklin, TN 37067	727 Azalea Court Franklin, TN 37064 (615) 708-0567 Office/Cell <a href="mailto:gary@kiservogrin.com">gary@kiservogrin.com</a>
Greg Young Attorney & Partner Burr & Forman, LLP	1111 Holly Hill Drive Franklin, TN 37064 (615) 724-3222 Office (615) 406-7146 Cell <a href="mailto:gyoung@burr.com">gyoung@burr.com</a>

## Staff

Torrey Barnhill Executive Director Eastern Flank Battlefield Park --Office 1368 Eastern Flank Circle Franklin, TN 37064	P.O. Box 549 Franklin, TN 37065 (615) 674-5388 Office (615)406-9230 Cell <a href="mailto:torrey@friendsoffranklinparks.org">torrey@friendsoffranklinparks.org</a>
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**TENNESSEE DEPARTMENT OF REVENUE**

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**SALES AND USE TAX  
CERTIFICATE OF EXEMPTION**

**FRIENDS OF FRANKLIN PARKS INC  
PO BOX 549  
FRANKLIN TN 37065-0549**

**Effective Date:** January 4, 2017

**Exemption Number:** 780409694

**Expiration Date:** June 30, 2019

PO BOX 549  
FRANKLIN TN 37065-0549

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 \_\_\_\_\_

## **Staff Conditions**

Staff recommends approval with the following conditions:

- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.

### ***Risk Management:***

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured.

### ***Building & Neighborhood Services Department:***

- Applicant will contact the Department to determine if Special Event Electrical Permit is needed.

### ***Police Department:***

- Applicant will hire required number of extra-duty Franklin Police Officers.

### ***Revenue Management:***

- Applicant must obtain a Beer Permit from the City's Beer Board.
- If wine is served, applicant must obtain separate permit from the Tennessee Alcohol Beverage Commission.

### ***Parks Department:***

- All coordinating regarding the event, including fees and pre-event site meetings, will be done with the Programming Division at the Parks Department.