



# 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

- Name/purpose of event:** Dickens of a Christmas
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):  
1st Avenue to 5th Avenue, 4th Avenue from Bridge Street to Church Street, 3rd Avenue from bridge street to church street, 2nd Avenue from Bridge Street to Church Street
- Date or dates of event:** 12/08/2018, 12/09/2018
- Start/End Times of Event:** Saturday 12/8 10am-9pm  
and Sunday 12/9 11am-5pm  
*What date/time will set-up begin?* 12/7/2018 4:00 AM  
*What date/time will tear-down be complete?* 12/9/2018 7:00 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): Friday 12/7 Close 5am and Close Public Square where stage is going at 5am  
Close Main Street and Public Square to traffic at 8pm on 12/7  
We would love for "no parking after 5pm" signs to go up the morning of 12/7 if possible
- An estimated number expected to attend during the course of the event:**  
Spectators/Attendees: 90,000      Event Staff/Volunteers: 150      Total: 90,150
- Name of applicant and Organization Requesting Permit:**  
Meredith Rowley - Heritage Foundation  
**a) Address:** Po Box 723  
Franklin, TN 37065  
**b) Phone:** 6155122552      **c) Cell:**      **d) Fax:**  
**e) E-mail address:** mmckellar-rowley@williamsonheritage.org
- DETAILED description of event** (use additional sheets):  
The Heritage Foundation's 34th Annual Dickens of a Christmas will be a free street festival featuring over 100 dressed up Victorian characters, carolers, 100+ arts and crafts vendors, dozens of food vendors and three music areas (one stage on square, 2 platforms, 1 at 4th and Main and the other by Landmark Booksellers parking lot). Due to our new staff we are hoping to add new and exciting things this year.

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 Citys GIS division**

**Please detail any restricted parking areas on the event map.**

**Event Map:** [Dickens 17 MAP.pdf](#)

10. **Person in charge on day of event:** Meredith McKellar Rowley  
**Cell:** 615-512-2552 **E-mail address:** [mmckellar-rowley@williamsonheritage.org](mailto:mmckellar-rowley@williamsonheritage.org)
11. **Name and Cell Number of at least two others available on day of event:**  
**Name:** Kaylen Carrick **Cell:** 615-293-7323 **E-mail address:** [kcarrick@williamsonheritage.org](mailto:kcarrick@williamsonheritage.org)  
**Name:** Jo Ellen McDowell **Cell:** 615-973-1002 **E-mail address:** [jmcdowell@williamsonheritage.org](mailto:jmcdowell@williamsonheritage.org)

12.

**Please attach a list** containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee.

**Administrative Contact List:**

13. **Where is your organization based?** Williamson County
14. **Is your organization authorized to do business in Tennessee?** Yes
15. **Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization?** Yes  
IRS tax exemption letter: [Tax Exempt Certificate.pdf](#)
16. **Will you charge an admission fee?** No  
*Average admission fee:*
17. **Will you charge a vendor participation fee?** Yes  
*Average vendor participation fee?* 275-2000
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?** No
20. **Is this event a fundraiser?** Yes  
*What organization will be the benefactor of event?* The Heritage Foundation of Franklin and Williamson County  
*What percentage of funds will they receive?* 100
21. **Will parking in the area of the event need to be restricted or prohibited?** Yes
22. **Will any sound amplification equipment be used during the event?** Yes
23. **Applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Franklin as additional insured.**

\*\*\*For stages, tents, inflatables, etc. constructed on site prior to the event, that date must be included on Certificate of Insurance provided to the City of Franklin. Stages MUST be removed from site at end of event. \*\*\*Rented inflatables/interactives that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance.

**If you already have your insurance certificate, please upload it now. Otherwise your insurance certificate will need to be submitted before your event is approved.**

**Insurance Certificate:**

24. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.** Arts & Craft vendors, 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:**
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:* At the corner of 4th & Main and 3rd Avenue South by City Hall
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 Mailing List:** [Mailing List.xlsx](#)



# 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: M. M. Bowles <sup>Event</sup> <sub>Coordinator</sub> Date: 6.22.18  
(Signature and title must be officer of organization)

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

\_\_\_\_\_  
Dr. Ken Moore, Mayor

\_\_\_\_\_  
Eric S. Stuckey, City Administrator

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

Event Name: Dickens of a Christmas

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

Building permits and/or inspections also may be required whenever deemed necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems.

All Permit applications are subject to permit fees.

If you have any questions about whether you need to apply for a permit from the Building & Neighborhood Services Department, please call 615-794-7012.

Event Name: Dickens of a Christmas

Signature: \_\_\_\_\_



FORM 1

## Sound Amplification

In accordance with Title 11 Chapter 4 of the Franklin Municipal Code (*Offenses Against the Peace and Quiet*), amplification of sound located in or within 100 feet of a residential property line which is plainly audible is prohibited between the hours of 10:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 11:00 p.m. and 7:00 a.m. Friday and Saturday except for special events where a special permit has been obtained from the City of Franklin authorizing such event. In the event that a special event permit has been obtained from the City of Franklin, no other amplification of sound will be permitted within the area of the special event except that which has been applied for and authorized by the city pursuant to the permit application.

**Applicant/Organization:** Meredith Rowley - Heritage Foundation

**Event Name:** Dickens of a Christmas

**Event Date(s):** 12/08/2018, 12/09/2018

1. **Time amplification equipment will be used:** From: 07:00:00 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.:*

The platform at 4th and Main Street, The platform at Landmark Booksellers, and the stage in the public square. The closing band ends 12/9 at 5pm. we will play light Christmas music until the festival ends at 9pm.

**Sound Amplification Map:** [Dickens17 Map PROOF126.pdf](#)

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

5.

<b>Number of Amplifiers:</b> 2	<b>Number of Speakers:</b> 6	<b>Number of Performers:</b> 50
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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:** Meredith McKellar Rowley

**Cell:** 615-512-2552

**E-Mail:** mmckellar-

rowley@williamsonheritage.org

**Name:** Kaylen Carrick

**Cell:** 615-293-7323

**E-Mail:** kcarrick@williamsonheritage.org

**Authorized Signature:** Meredith Rowley

**Date:** 06/22/2018

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.



## VENDORS

1. DAN TOUSLEY
2. CARA FULLER
3. SCOUT'S BARBER SHOP
4. HONEYCHILD JELLIES
5. KENTUCKY POTTER
6. BRYAN ROSS
- 7,8. TAZIKIS
9. JAMES LED BETTER
10. LARSON TRUFFLES
11. JIM ZHANG
12. FLYING SHUTTLE FIBERS
13. AVEC MOI
- 14,15. GEALUX PHOTOGRAPHY
- 16A. AMY CARTER
- 16B-17. JONDIE
18. SUGAR DROP
- 19,20. MILL CREEK LEATHER
- 21,22. AMY E DESIGNS
- 23,24. PANGAEA
25. CARON BAKER
26. SEREZU DESIGN
27. POODOO LEASH
28. TURNING OVER A NEW LOG
29. STACY BEAM
30. PINNACLE HOME IMPROVEMENT
31. DONAL HINKLEY
32. HEART & HANDS
33. IRON GATE
34. WILL & IVEY
35. SOBERDOUGH
36. TENNESSEE FEWTER
37. FUN STUFF POTTERY
38. PENNS PENS
- 39,40. TOM CLEMENTS
41. LUCKY BUCK JEWELRY
42. IMAGO DEI
43. SAVORY SPICE
44. NATURE OF REACTION
45. JEREMY TEMPLE
46. MANTRA
- 47.
48. LANCE GRACY
49. SIMPLY SOAPS
50. GROOVYGURLZ
51. RICK RUTH
- 52,53. DYLAN BRITT
54. THE BARKERS MARKET
55. SOUTHERN JERKY CO
56. TENNESSEE FOUNDATION SRV.
- 57,58. DAVID THOMPSON
59. AUTHORS CIRCLE
60. GREEN THUMB
61. TOTALLY NUTZ
- 62,63. POOR MARYLOU
64. EZCHAIRS
65. JOYCE AUSTIN
66. LORRIE POWELL
67. JILL STONE
68. RICK HEARD
69. ROSALYN REGO-SHARPE
70. WITTY WINLAND
71. GOOD DEED BOOKS
72. DIVINE PURITY NATURAL
73. YOU AND ME DESIGNS
74. DROPS EVERYTHING
- 75,76. CYPRESS PATIO FURNITURE
77. BAUMGARTNER SOUND
78. MARTINA JEAN
79. SWEET BLESSINGS
80. ED TROOP
81. PATSY HANCOCK
82. BROKEN TWIG DÉCOR
- 83.
84. SAVELL STUDIO PIA
- 85,86. LANDMARK BOOKSELLERS
96. TINSATIONS
97. CRYSTEN CASEY
98. TEAM WHITT DESIGNS
99. IRON PRESS BOOKS
100. KRIS RIVERA
- 101,102. WILLIAM STAUBACK
- 103,104. TJ CRAFTERS
105. JESS TINSLEY FINE ART
106. ELVIE CREATIONS
- 107,108. WYNNDHAM VACATIONS
109. STUMPMAN
110. BEAD AND A PRAYER
111. JEFFREY WARNER
112. WAXPOPS
113. WHITE WOOD COMPANY
114. KY CHEESE
115. THREE FOURTEEN HOME
116. ROCK N DESIGNS
117. ARTIFACTUAL ADORNMENTS
118. EARLY'S HONEY STAND
119. PMK WOODWORKING
135. SIGN NICHE
136. DAVID WELLS
137. LEAF FILTERS
138. DANNY DAVIS
139. CARL TRAPANI
140. HONEY DEW NATURALS
141. ROCK PAPER
142. TESS YEAGER
143. MANAMI LINGERFELT
144. DOOR COUNTY TOFFEE
145. 1ST ST GTSALSA
147. PY GIFTS
148. JANA ROCHLUCKOVA
149. MAXX DOGG TOYZ
150. JASON STODDART
151. POPI 'N' MIMI
152. KAISA AND PATERNOSTER
153. EB COFFEE
154. GODWINK
155. BROTES
156. KILWINS
157. MIMI & DOTTIE
158. SHOPPES ON MAIN
160. DONNANGELO
161. NASHVILLE NOTED
162. VTANGLED NEST JEWELRY
163. JOSLYN FINE METAL WORK
165. THE FRANKLIN THEATRE
166. FLY HOME BIRD HOUSES
167. CHRISTINA HEDSTROM
168. BINK'S
169. LINDA ASBERRY
170. GOOD FINDINGS
171. MICHAEL SERKOWNEK
172. WF SPOONS
173. CLEVER CLOGS
174. RENEWAL BY ANDERSON
175. CHARLES BRUSH
200. K
201. POPPY'S BOUTIQUE
301. STONEY CREEK FARMS
302. CROWING BINDING BOOKS
303. MELODY WEISTWEAVING
304. RED TAIL FORGE WORKS
305. AMY H
306. HAPPY HEAD SCINCY
307. WHISKEY GLITTER
308. SHOP LOCAL COASTERS
309. CHRISTINA BOWLES

310. HEAL MINISTRIES
311. CORY SMITHSON
312. GEORGE EFTA PUZZLES
313. WILLIAM BORELLI CORNHOLE
314. PALLET JUNKTION

321. BROOMS BY SKIP & SUSAN PEEK
322. JOHN SADLER
323. MELANIE KOENIG FIBER
324. SALLIE SWOR APPLE DOLLS
325. ELEMENT TREE
326. ROB COS GROVE
327. CHADWICK DIPS
328. BRANSON BENNETT
329. SCARLETT SCALES
330. TOM O. REED
331. BARE WOOD NATURALS
332. THE UNKNOTTING
333. ROOSTER & MOO
334. TRISH'S DISHES
335. JULIE EUBANKS
350. BUFFALO'S TX SAUSAGE
351. DAN'S GOURMET MAC ATTACK
352. PAPA DOO & MAMA D
353. BANJO'S FOOD
354. BEGLEY'S BRATS & DOGS

401. PUCKETT'S GROCERY
402. HIBACHI 4HIRE
403. CALIFARMIA
404. INTERNATIONAL FOODS
405. COUSIN'S MAIN LOBSTER (SUNDAY ONLY)
406. BEGLEY'S BRATS & DOGS
407. CUMULUS RADIO
408. PORK CHOP EXPRESS
409. WILD BILLS SODA
410. MUSIC CITY BRISKET
411. BLUEGRASS KETTLE MASTERS

- C1. BLOODWATER
- C2. LUCKY SCRUFF
- C2B. ONE GEN AWAY
- C3. FOX 17
- C4-C7. MANTRA WARMING TENT
- C8. AARP
- C9. DIRECTV
- C10-C11. ACE KETTLE CORN
- C12. MIX 92.9
- C12A. ELUE'S DONUTS
- C13-C14. THE HERITAGE FOUNDATION
- C15. TWINE
- C16-C17. FIRST CITIZENS NATIONAL BANK
- C18-C19. PEACHSKIN SHEETS
- C20. NATIONAL DANCE CLUB
- C21. WAY FM
- C22. RBI MIDDLE TENNESSEE
- C23. PAPA C PIES
- C24. COLORADO WASSAIL CO
- C25. PIPER & LEAF
- C26. WHEELY'S COFFEE

- BLACK - Arts & Crafts  
RED - Food & Drink  
BLUE - Sponsor  
PURPLE - Store Merchants  
ORANGE - Demonstrators

The Heritage Foundation of Williamson County  
and the Downtown Franklin Association  
would like to thank the sponsors of the  
**33rd Annual  
Dickens of a Christmas**



**FIRST CITIZENS  
NATIONAL BANK**

**GSRM  
LAW**



**104.5  
the ZONE**

**NASH  
95.5**

**92Q**



**Mix 92.9**

**SUPER TALK  
99.7  
WTN**

**NASH  
FM 103.3**

**Renewal  
by Andersen**  
WINDOW REPLACEMENT an Andersen Company

#dickensTN

#DickensofaChristmas

The Heritage Foundation's  
**33rd Annual  
Dickens of a Christmas**

Presented by  
**FIRST CITIZENS  
NATIONAL BANK**

Saturday, December 9<sup>th</sup> - 10am - 5pm  
(Saturday Evening ice skating until 9pm)  
Sunday, December 10<sup>th</sup> - 11am - 4pm

**FOX 17**  
100% LOCAL NEWS  
5:00PM - 6:25PM  
FOX 17 NEWS

**92Q**  
100% LOCAL MUSIC  
5:00PM - 6:25PM  
92Q

**GSRM LAW**

**Dickens of a Christmas**  
www.dickensofachristmas.com  
www.downtownfranklin.org

**CELEBRATING 50 Years**  
DOWNTOWN FRANKLIN  
TENNESSEE  
WILLIAMSON COUNTY, TN



Presented by



**FIRST CITIZENS  
NATIONAL BANK**  
MEMBER FDIC

Map provided by

**GSRM  
LAW**



**HERITAGE  
FOUNDATION**  
WILLIAMSON COUNTY, TN



KID'S AREA

350-354



PARKING



SHUTTLE STOP



PARKING

300-335

VINTAGE CRAFTS

ICE  
SKATING

C1 - C21

C13-C20

C12-12B

C4-C11

C1-C3

STAGE

4TH & MAIN  
MUSIC AREA

1-26

27-44

120-152

45-66

113-119

67-87

94-112

1ST & MAIN  
MUSIC AREA

## GUITAR CENTER / PUBLIC SQUARE STAGE

### SATURDAY

Dancing Divas	10:00
Legacy Dance	10:15
ACT too	10:30
Fairy Taled Princesses	11:00
Southern Academy of Irish Dance	11:30
Rocky Top Revue	12:05
3rd Annual Lucky Scruff Wintery Whisker Revue	1:00
Music City Strings	1:55
KY Youth Choir	2:30
The Erabellas	3:15
Jars of Clay	4:00

### SUNDAY

Dave Upton	11:00
CHS Guitar Ensemble I	11:45
CHS Guitar Ensemble II	12:20
Joseph Shakelford	1:05
Carly Moffa	1:50
Independence HS Declaration Singers	2:35
Freedom Intermediate School Choir	3:05
Grace Chapel Choir	3:30
TOWN SING @ Historic Presbyterian	4:15

## 1ST AND MAIN MUSIC AREA

### SATURDAY

Hayley Dawn	10:45
Lauren McKenzie	11:30
Callie Hopper	12:30
Kelsey Christian	1:15
Michael Ricks	2:00
Melissa Ramski	2:45
Town Sing @ Square Main Stage	4:00

## 4TH SOUTH MUSIC AREA

### SATURDAY

96 West	10:00
Callie Hopper	10:45
Jordan Anderson	11:30
Liv Noelle	12:15
Flat Creek Dancers	1:00
Morgan Clark	1:40
Radio Farm	2:25
Town Sing @ Square Main Stage	4:00

### SUNDAY

Radio Farm	11:00
Callie Hopper	11:45
Sydney St. George	12:30
Liv Noelle	1:15
Carly Moffa	2:45
TOWN SING @ Historic Presbyterian	4:15

Street Performers:

### SATURDAY

4th and Main  
Flat Creek Dancers 1:00 & 3:00

5th and Main  
Bell Ringer Choir 11:00 - 1:00

2nd and Main  
Music City Strings

Goode Time Carolers 11:00-2:00

Street Performers:

### SUNDAY

4th and Main  
Flat Creek Dancers 2:00

5th and Main  
Bell Ringer Choir 12:00 - 1:00

Goode Time Carolers 11:00-2:00





## TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX  
CERTIFICATE OF EXEMPTIONHERITAGE FOUNDATION OF FRANKLIN & W  
PO BOX 723  
FRANKLIN TN 37065-0723

Effective Date: July 1, 2015

Exemption Number: 100091394

Expiration Date: June 30, 2019

209 E MAIN ST  
FRANKLIN TN 37064-2517

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 THE HERITAGE FOUNDATION  
Address 112 BRIDGE ST - PO BOX 723  
City FRANKLIN State TN Zip 37065

I, Jackie Canaday, 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 THE HERITAGE FOUNDATIONPrint Name of Purchaser JACKIE CANADAYSignature of Purchaser Jackie CanadayDate 6/28/15

***Staff Conditions:***

Staff recommends approval of the event application with the following recommendations:

- Applicant will provide 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.

***Risk Management:***

- Applicant will provide certificate of insurance naming the City as additional insured.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.

***Streets Department:***

- Department will close the F&M Bank quadrant of the Square and Fourth Avenue (N & S) at 5 a.m. on Friday, December 7<sup>th</sup>.
- Department will place signs “No Parking after 3 p.m.” on Friday, December 7<sup>th</sup>.
- Department will set-up closure and provide barricades beginning at 8 p.m. on Friday, December 7<sup>th</sup>. Closure includes Main Street from First Avenue to Fifth Ave.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew after the event.

***Police Department:***

- Applicant will hire required number of extra-duty Franklin Police Officers to provide security and crowd control.
- Applicant has requested amplification on stages at the following locations for the permitted area:
  - Second Ave and Main
  - Fourth Avenue and Main
  - Stage on the Square

Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

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

- Electrical permit will be required.
- No stakes should be placed in ground at City Hall (Third Avenue South)

***Sanitation and Environmental Services Department:***

- Department will provide clean-up crew during event.



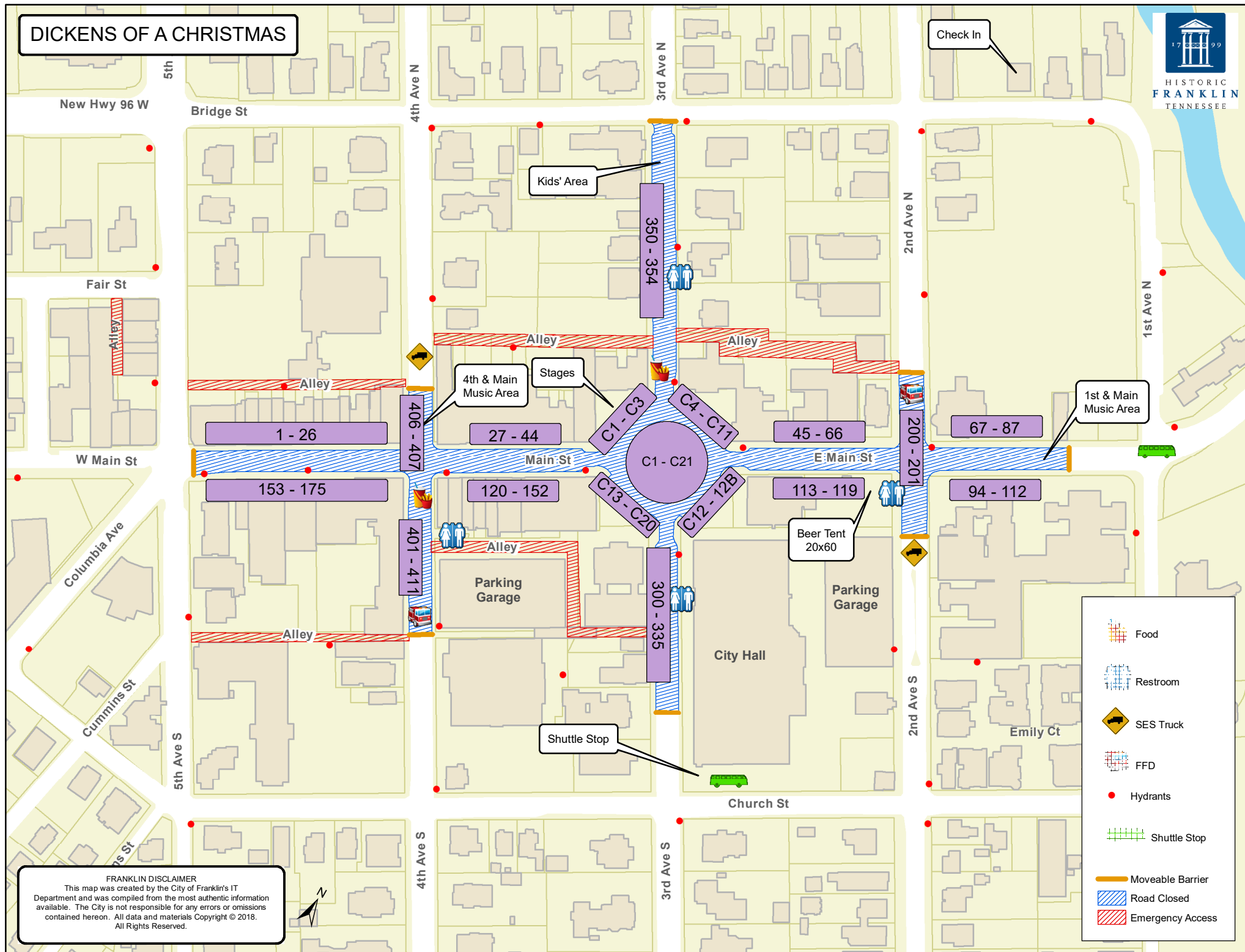
***Fire Department:***

- Contact Franklin Fire Department for Tent and event inspections.

***Water Management Department:***

- Taps will be placed on hydrants at:
  - Fourth & Main
  - Third Ave. South at Square

# DICKENS OF A CHRISTMAS



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