

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: [map.jpg](#)

10. **Person in charge on day of event:** Tommy Jackson

Cell: 615-390-3588

E-mail address: rtrevue@aol.com

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

Name: Nan Puetz

Cell: 615-947-7671

E-mail address: fancy_air@icloud.com

Name: Robyn Durdin

Cell: 615-210-2076

E-mail address: nybor3381@gmail.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: [ADMIN 001.jpg](#)

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: [501 c-3 WCCAC.pdf.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? 300

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? Williamson County Cultural Arts Commission

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.** Crafts - companies-food
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: [ADMIN 001.jpg](#)
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: Water tap 3rd ave south at city hall
Water tap on square at quad in front of FM bank
28. **Will alcohol, beer, and/or wine be given away or sold?** No
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: [festival 001 \(1\).jpgletter.jpg](#)
Good Nieghbor Letter Mailing List:

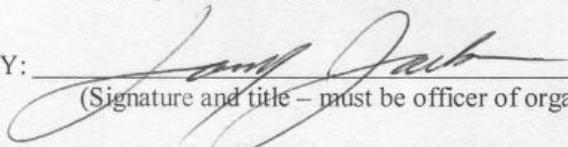


HISTORIC
FRANKLIN
TENNESSEE

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:  Date: 3-7-19
 (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) *
 *

EventBluegrass Along The Harpeth

Name: music 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 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: Bluegrass Along The
Name: Harpeth music festival



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: tommy jackson - bluegrass along the harpeth

Event Name: Bluegrass Along The Harpeth music festival

Event Date(s): 07/26/2019, 07/27/2019

- 1. Time amplification equipment will be used:** From: 03:00:00 PM To: 09:00:00 PM
- 2. Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:
Parking Quad in front of first Tennessee bank building
Sound Amplification Map: [map.jpg](#)

- 3. For what purpose will sound amplification be used? Please list all that apply:**
 - Announcements/Speeches
 - Band/Singers
 - DJ
 - Sound System

- 4. Type of Amplifier:**
 - Fixed
 - PA System

- 5.**

Number of Amplifiers: 2	Number of Speakers: 8	Number of Performers: 80
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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: JBM Sound

Cell: 615-708-6537

E-Mail: contactus@jbmsound.com

Name: JBM sound

Cell: 931-235-2229

E-Mail: cotactus@jbmsound.com

Authorized Signature: tommy jackson

Date: 03/07/2019

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.

BLUEGRASS ALONG THE HARPETH
ADMINISTRATIVE PERSONNEL

TOMMY JACKSON
615-390-3588

ROBYN DURBIN
615-210-2076

NANCY PUETZ
615-947-7671

Internal Revenue Service

Date: October 12, 2005

WILLIAMSON COUNTY CULTURAL ARTS
COMMISSION
101 CHURCHILL PLACE
FRANKLIN, TN 37057

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Sally Froehle
ID# 31-08058
Toll Free Telephone Number:
8:30 a.m. to 5:30 p.m. ET
1-877-829-5500

Federal Identification Number
62-1388211

Dear Sir or Madam:

This is in response to your request of October 11, 2005 regarding your tax-exempt status and your name change to Williamson County Cultural Arts Commission.

In May 1995 we issued a determination letter that recognized you as exempt from federal income tax. Our records indicate that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that you are also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to you are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,
Cindy M. Westcott
Cindy Westcott
Manager, EO Determinations

BLUEGRASS FESTIVAL



5th Ave N

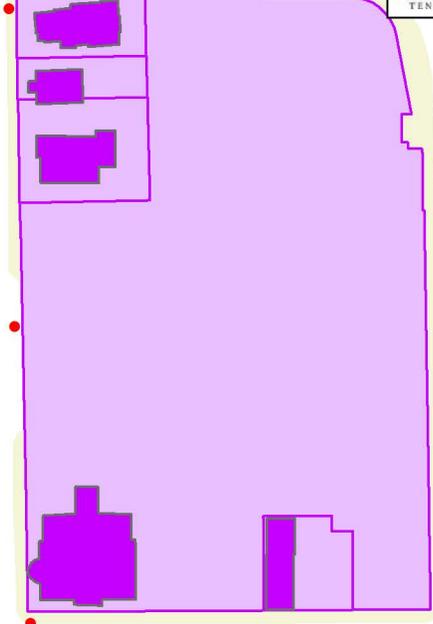
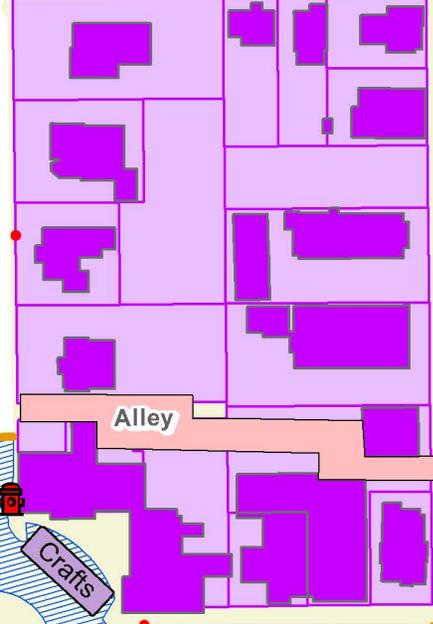
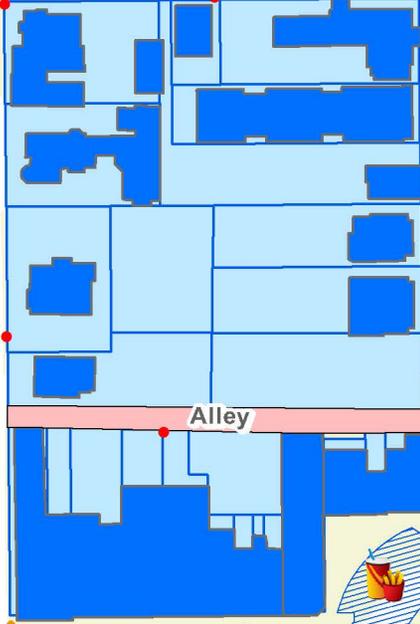
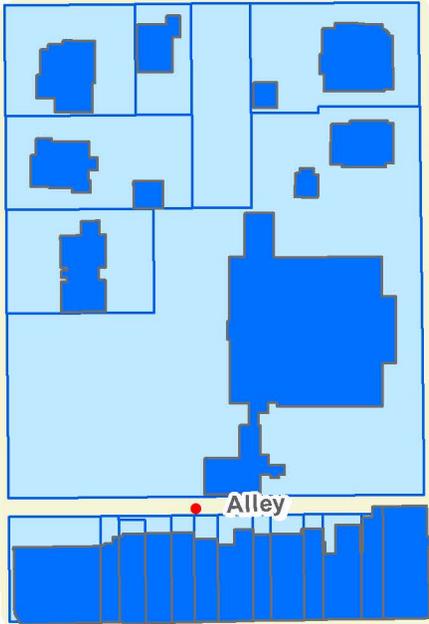
4th Ave N

3rd Ave N

2nd Ave N

1st Ave N

Bridge St



5th Ave S

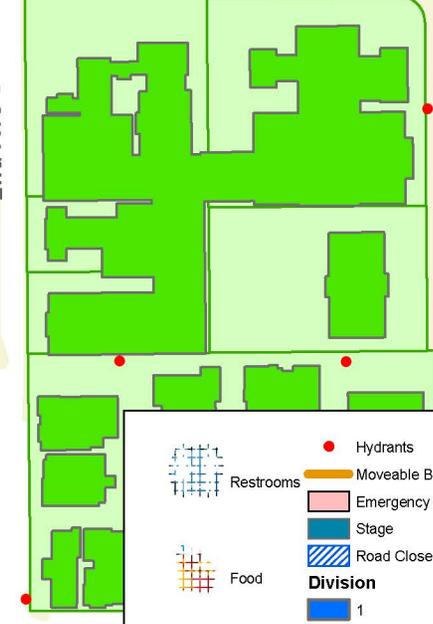
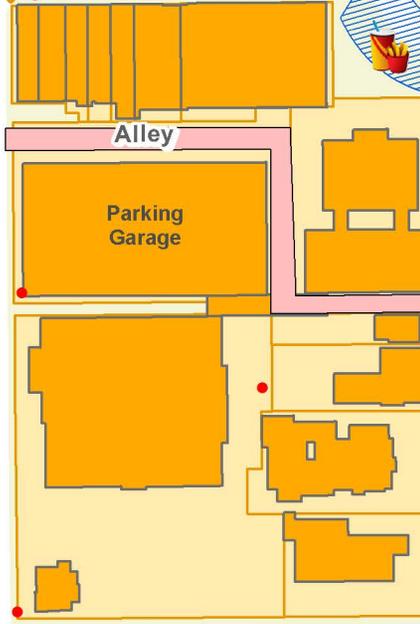
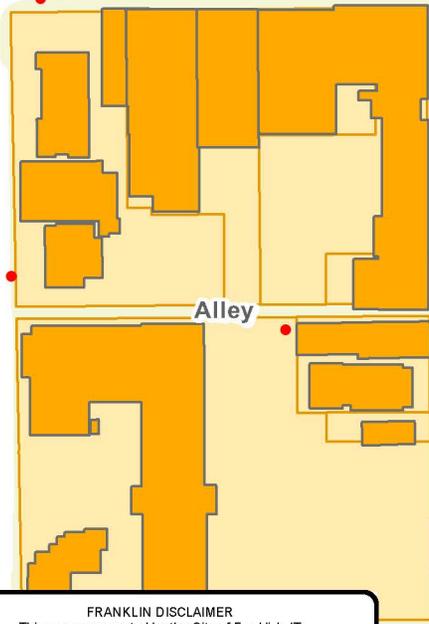
4th Ave S

3rd Ave S

2nd Ave S

1st Ave S

Church St



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 hereon. All data and materials Copyright © 2019. All Rights Reserved.

	Hydrants
	Moveable Barrier
	Emergency Access
	Stage
	Road Closed
	Restrooms
	Food
	Police
	Division
	1
	2
	3
	4



Good Neighbor Letter

Dear Neighbor

I am writing to let you know of a proposed event coming to your neighborhood this July. The event is the annual Bluegrass Along the Harpeth fiddlers Jamboree. This is the 29th year for this event.

The streets proposed to be closed will be primarily around the square. There is a site map attached.

This event is free to the public. This is a family festival and does not allow alcohol. The event promotes the preservation of old time music and dance.

The event will start on Friday night July 26th at 7pm and conclude at 10 pm. Saturday July 27th the festival will start at 10 am and conclude at 10 pm. There will be crafts and food booths.

If you would like to contact someone in the City Administration's office regarding the event, you may contact Public Outreach Specialist by e-mail at Cityoffranklin@FranklinTn.gov by phone at 615-550-6606, or by mail at 109 Third avenue South, Franklin, TN 37064.

If you need to contact Bluegrass Along the Harpeth organizer for more information for concerns or possible sponsorship, you may contact Tommy Jackson 615-390-3588 rtrevue@aol.com

We hope you and your family will attend this musical event.

Tommy Jackson
Festival Coordinator

Staff Conditions:

- 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.
- Applicant will provide notice of the closure of the quadrants of the Square on Friday to 231 Public Square, F&M Bank, Fifth Third Bank, and Mellow Mushroom.
- Applicant will consider Bicentennial Park as the location for the event in 2020 or consider starting the event later on Friday or on Saturday.

- **Risk Management:**
 - Applicant will provide certificate of insurance naming the City as additional insured.

- **Streets Department:**
 - Department will utilize electronic message boards to alert motorists of closure and will also post detour signs to direct motorists to alternate routes.
 - Department will set-up closure and provide barricades.
 - Department will close requested quadrants of the Square at 5 a.m. on Friday.

- **Police Department:**
 - Applicant will hire required number of extra-duty Franklin Police Officers each day
 - Applicant has requested amplification on stages located 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

- **Sanitation and Environmental Services Department:**
 - The Sanitation and Environmental Services department will provide (20) rollout containers at no charge. There will be charge of \$150.00 to service the containers on Saturday morning.

- **Water Department:**
 - Applicant requests water tap on hydrant at Third Avenue South and the Square.

- **Fire Department/EMS:**
 - A 20-foot fire lane must be maintained down East Main and 2nd Avenue South. Craft booths can be arranged on either side of the street to leave a 20-foot path down the middle of the street, or booths can be arranged on one side of the street to allow a 20-foot path down the other side of the street. Chairs may be set-up in the square.
 - Tents cannot be placed in front of fire hydrants

– Open Issues: 4



– Electric Permit Required



– Bluegrass Festival.pdf [0 redlines]



– 4. Electric Permit Required

close issue



City of Franklin
Ran Edwards
rane@franklintn.gov
4/3/19 11:52 AM
Special Event - 1

An electric permit and consequent inspection is required for this event



– Fire-Planning



– Bluegrass Festival.pdf [0 redlines]



– 2. Special Events

close issue



City of Franklin
Curt Edlmann
curt.edlmann@franklintn.gov
3/26/19 5:56 PM
Special Event - 1

A 20-foot fire lane must be maintained down East Main and 2nd Avenue South. Craft booths can be arranged on either side of the street to leave a 20-foot path down the middle of the street, or booths can be arranged on one side of the street to allow a 20-foot path down the other side of the street. Chairs may be set-up in the square.



– Sanitation and Environmental Services



– Plan Review Application.pdf [0 redlines]



– 3. Solid Waste Service

close issue



City of Franklin
Nate Ridley
nate.ridley@franklintn.gov
4/1/19 1:24 PM
Special Event - 1

The Sanitation and Environmental Services department will provide (20) rollout containers at no charge. There will be charge of \$150.00 to come in and service the containers the next morning. The invoice will be sent out the following week.



– Special Event



– Bluegrass Festival.pdf [0 redlines]



- 1. Layout

 close issue  

City of Franklin
Kristie Thompson
kristie.thompson@franklintn.gov
3/25/19 4:24 PM
Special Event - 1

Tents cannot be placed in front of fire hydrants.

 Reply  Edit  Delete