

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:

- Party/Fundraising Event
- 1. Name/purpose of event: 46th Annual Heritage Ball
- Location Requested: (if Temporary Street Closure, list major roads to be closed): Eastern Flank Battlefield Park
 1368 Eastern Flank Circle
 Franklin, TN
- 3. Date or dates of event: 10/05/2019
- Start/End Times of Event: 6:00pm 12midnight What date/time will set-up begin? 9/27/2019 8:00 AM What date/time will tear-down be complete? 10/8/2019 5:00 PM *Note: Event is responsible for cost of staff required during this time (including Franklin Police Officers). Read Additional Requirements section for more information).
- 5. Time of Street Closure (if applicable): N/A

6.	An estimated nu Spectators/Attend	•	tend during the course of the event Event Staff/Volunteers:102	: Total:887	
7. Name of applicant and Organization Requesting Permit: Kaylen Carrick - Heritage Foundation					
	a) Address:	Po Box 723 Franklin, TN 3706	35		
	b) Phone: 6155122552 e) E-mail address: kcarrick@willian		c) Cell:	d) Fax:	

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

46th Annual Heritage Ball. Registration/silent auction/reception 6:00pm - 7:30pm. Plated Dinner 7:45pm - 9:00pm. Live Auction 9:00pm - 10:00pm. Dancing 10:00pm - 12mid.

- **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: Heritage Ball Tent Layout.pdf 10. Person in charge on day of event: Jo Ellen D. McDowell Cell: 615.973.1002 E-mail address: jmcdowell@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 Name: Bari Beasley Cell: 615.509.5511 E-mail address: bbeasley@williamsonheritage.org
- 12.

9.

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: Heritage Ball Chair, Staff, Committee List - 2019.docx

- 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 notfor-profit organization? Yes IRS tax exemption letter: 501c3 form.pdf
- 16. Will you charge an admission fee? Yes Average admission fee: 425
- 17. Will you charge a vendor particiation fee? No Average vendor participaion 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? Heritage Foundation of 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. -Southern Events 101 Alpha Drive Franklin, TN 37064 contact - Jill Cole 615-595-8508 -Bright Events 172 Rundle Avenue Nashville, TN 37210 contact - Clint Pilkinton 615-866-8796 Quest Events 1924 Air Lane Drive Nashville, TN 37210 contact - Sara Miller 615-884-5455 -Nashville Tent & Awning 1301 Herman Street Nashville, TN 37208 contact - Rob Maynard 615-329-3701

-Posh Privy 914 Loxley Drive Nashville, TN 37211 615-696-7290

-Garden Delights 2179 Hillsboro Road Franklin, TN 37069 contact - Steve McLellan 615-300-0651

caterer - TBD

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:** Heritage Ball clean-up plan.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. *<u>NOTE</u>: 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 Ball 2018.docx Good Nieghbor Letter Mailing List: Good Neighbor Letter Mailing List.docx



Rules and Regulations

Please Read All Attachments Before Signing Application.

- I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed 1) upon the event by the City Administrator and the Board of Mayor and Aldermen.
- I/We do swear or affirm that all of the information given in this application is true and complete. 2)
- 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.
- I/We agree to submit a certificate of insurance prior to the event in an amount determined by the City 4) 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.
- I/We agree, if holding the special event on City property, to return the site to its pre-event condition at 5) the conclusion of the event.
- I/We agree to provide a copy of the signed Event Application to any vendors, planners, and related 6) parties associated with the event to ensure they are familiar with the guidelines set forth herein.
- I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related 7) 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: Man Manual, Eye. Div Hautz Ball Date: 11.4,18 (Signature and title – must be officer of organization) and Special Invatives Approved by the Board of Mayor and Aldermen on ______, 20___. *Return application to:* City Administrator's Office City Hall 109 Third Ave South Franklin, TN 37065 615-791-3217 615-790-0469 (FAX) ********** Dr. Ken Moore, Mayor

* *********************

Eric S. Stuckey, City Administrator

6

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.

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: Kaylen Carrick - Heritage Foundation

Event Name: 46th Annual Heritage Ball

Event Date(s): 10/05/2019

- 1. Time amplification equipment will be used: From: 05:00:00 PM To: 11:00:00 PM
- 2. Exact locations sound amplification equipment will be used (i.e. stage located on Second Avenue). Provide map/layout if necessary .:

Reception area for background music and announcements. Dinner tent for announcements, music during dinner (trio), live auction, and dancing (band).

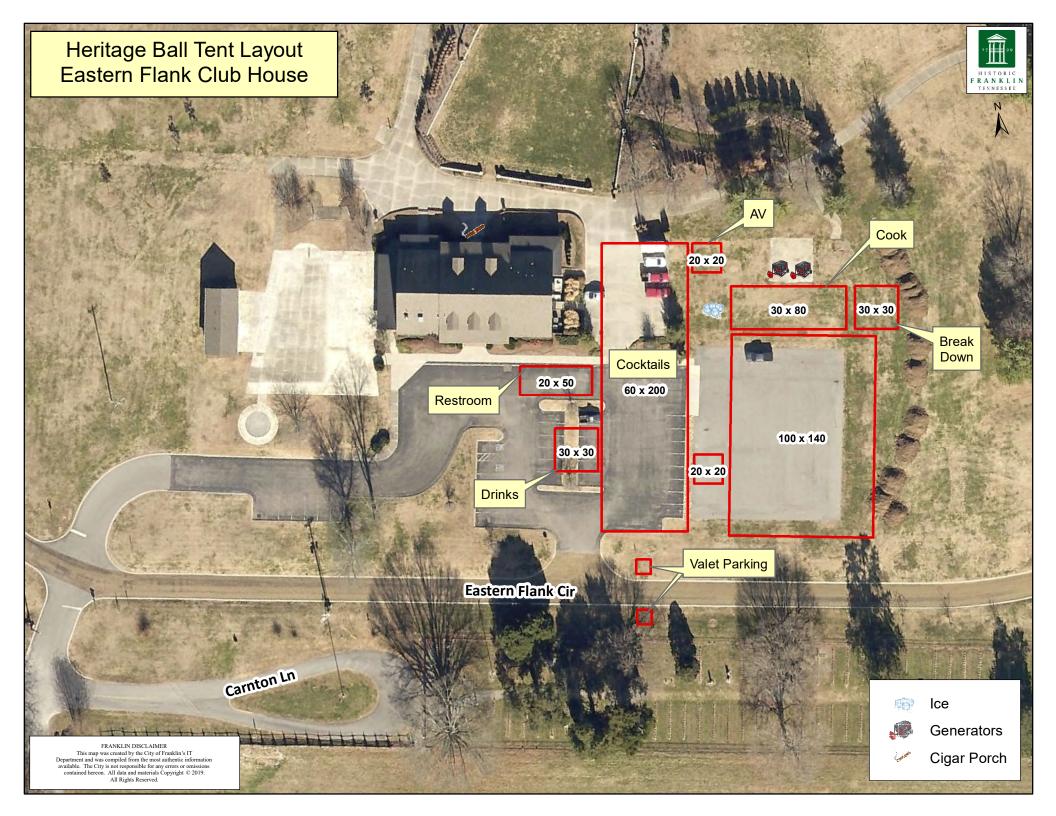
Sound Amplification Map: Heritage Ball Tent Layout.pdf

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

- Announcements/Speeches
- Band/Singers
- live auction
- 4. Type of Amplifier:
 - Fixed
- 5

5.	Number of Amplifiers: 1	Number of Speakers: 10	Number of Performers: 9		
6.	Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:				
	Name: Jo Ellen D. McDowell	Cell: 615-973-1002	E-Mail: jmcdowell@williamsonheritage.org		
	Name: Kaylen Carrick	Cell: 615-293-7323	E-Mail: kcarrick@williamsonheritage.org		
Auth	orized Signature: Kaylen Carrick		Date: 12/04/2018		

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.



Clean-up Plan

City of Franklin to provide extra trash dumpster starting on Tuesday, October 1. Dumpster to be refreshed on Thursday, October 3.

Caterer will be cleaning up area initially after the event.

Staff/hired cleaners and volunteers to be cleaning night of (after the Ball), the next day and after removal of tents.

Internal Revenue Service

Date: March 19, 2001

Heritage Foundation of Franklin and Williamson County Tennessee% Mary Shearer PearcePO Box 723Franklin, TN 37065 Department of the Treasury

P. O. Box 2508 Cincinnati, OH 45201

Person to Contact: Richard Owens 31-00913 Customer Service Representative Toll Free Telephone Number: 8:00 a.m. to 9:30 p.m. EST 877-829-5500 Fax Number: 513-263-3756 Federal Identification Number: 23-7042596

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1970, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Heritage Foundation of Franklin and Williamson County Tennessee 23-7042596

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,

John & Fichatto

John E. Ricketts, Director, TE/GE Customer Account Services

August 24, 2018

Dear Neighbors of Carnton Plantation,

This letter is coming to you and your neighbors because of the proximity of your home to the Eastern Flank Battlefield and thereby the 45th Annual Heritage Ball which will be Saturday, September 15th.

Many of you are very familiar with the Heritage Foundation and are members because you understand the positive impact on the community.

For those of you unacquainted with the Foundation, the mission is to preserve and protect Downtown Franklin and Williamson County's countryside within the context of economic growth. This organization began 51 years ago, after the Corn House, a 19th Century home on the corner of 5th Avenue and Bridge Street was razed to build a gas station. Immediately after, a group of determined and frustrated citizens met to organize thereby changing the face of Franklin forever.

This year, as the Heritage Foundation celebrates 51 years, we look back on many of the accomplishments including acquiring the designation of National Historic Registration for the original 16 blocks, street scape for Main Street, conservation of hundreds of acres of countryside, saving and revitalizing the Franklin Theatre and the Old, Old Jail plus bringing hundreds of thousands of people to Main Street Festival, Pumpkinfest, Dickens of a Christmas and the monthly Art Scene.

September 15th will see the 45th Annual Heritage Ball on the Eastern Flank Battlefield. The event will begin at 6:00 pm and conclude at midnight. The gala plays a major role in supporting The Heritage Foundation's mission of preservation as well as underwrite the costs of working year-round to make Franklin and Williamson County a special place.

I'd like to invite you to attend the longest running black tie affair in Williamson County. If you have not received an invitation, please call 615-591-8500 or email me at <u>jmcdowell@williamsonheritage.org</u>. If you will be unable to join us, we beg your patience, as music will be played until midnight at this annual event.

Thank you again for your understanding.

Sincerely,

Jo Ellen McDowell Executive Director, Events

<u> 2019 – 46th Annual Heritage Ball</u>

Ball Chairs Senator Bill & Tracy Frist

Staff Jo Ellen D. McDowell, Executive Director of the Heritage Ball & Special Initiatives <u>jmcdowell@williamsonheritage.org</u> 615-973-1002

Kaylen Carrick, Manager of Heritage Ball & Special Initiatives kcarrick@williamsonheritage.org 615-293-2373

Bari Beasley, CEO bbeasley@williamsheritage.org 615-509-5511

Ball Committee TBD

Board Members Involved with Planning David Garrett, President david@cpgarrettlaw.com 615-426-1411

Staff Conditions:

• Applicant will provide copy of Good Neighbor letter which will be distributed to affected neighborhood.

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.
- Applicant will call 811 ("Call Before You Dig") before placing any stakes into the ground.

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured. COI must cover all days applicant is on the property.
- Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured. Insurance needs to include the entire time from set up to breakdown.

Police Department:

• Applicant will hire recommended number of extra-duty Franklin Police Officer to provide security and traffic control.

Sanitation and Environmental Services Department:

- Parks Department will supply roll-out trash receptacles.
- Applicant will lease two dumpsters from the Sanitation and Environmental Services Department
- Applicant will provide volunteers to pick-up any trash associated with the event.

Fire Department:

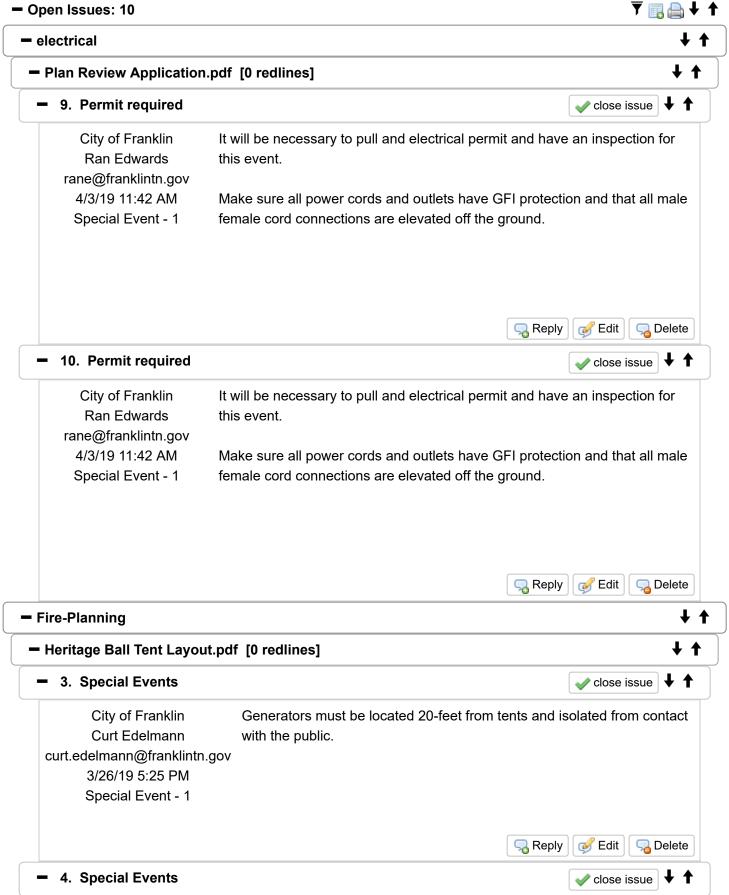
- Tents require permit and inspection from the Franklin Fire Department.
- Generators must be located 20-feet from tents and isolated from contact with the public.
- There must be a 20-foot separation from tents occupied by the public and any cooking operations.
- Propane tanks 500-gallons or less must be kept 10-feet from tents.
- For any tent larger than 20 x 20, provide the following:
 - o Flammability certificate
 - o Staking diagram
- For any tent larger than 30 x 30, provide the following:
 - Proposed layout showing placement of fixtures and means of egress.
 - Show locations of fire extinguishers
- Provide flammability information on any hanging draperies or other materials used for decoration.

Building & Neighborhood Services Department:

- It will be necessary to pull an electrical permit and have an inspection for this event.
- Make sure all power cords and outlets have GFI protection and that all male female cord connections are elevated off the ground.

Revenue Management:

• Applicant must obtain a Beer Permit from the City's Beer Board.



City of Franklin Curt Edelmann curt.edelmann@franklintn.gov	There must be a 20-foot separation from tents occupied by the public and any cooking operations.		
3/26/19 5:30 PM Special Event - 1	v Propane tanks 500-gallons or less must be kept 10-feet from tents.		
	Reply		
 5. Special Events 		✓ close issue	
City of Franklin Curt Edelmann curt.edelmann@franklintn.gov 3/26/19 5:36 PM	For any tent larger than 20 x 20, provide the followin1 Flammability certificate2 Staking diagram	g	
Special Event - 1	 For any tent larger than 30 x 30, provide the followin Proposed layout showing placement of fixtures ar Show locations of fire extinguishers 	-	
- C. Special Event	Reply	Edit G Delete	
 6. Special Event 		✓ close issue	
City of Franklin Curt Edelmann curt.edelmann@franklintn.gov 3/26/19 5:43 PM Special Event - 1			

Open Comments

For your information, here is a copy of the fire department tent inspection checklist. Note: The special event permit covers the requirement for individual tent permits. The 20-foot separation requirement will be waived since this is a single event.

General:

03. Tents more than 200-square feet require a permit. (Zoning Ordinance 4.2.4)

04. Canopies more than 400-square feet require a permit. (Zoning Ordinance 4.2.4)

<u>Clearances:</u>

05. 20-feet of clearance is required on all sides of tent. (Zoning Ordinance 4.2.4)

06. No more than two tents on a single 12-acre parcel. BNS may approve more than two tents on a 20-acre parcel for a special event. (Zoning Ordinance 4.2.4)

07. Tents cannot be in place more than thirty days in a calendar year and limited to three occurrences per year. (Zoning Ordinance 4.2.4) **Exits:**

08. All points in a tent must be within 100-feet of exit.

09. Tents with an occupant load up to 199 persons require two exits. Exit must be a minimum of 72- inches wide.

10. Exits from tents must remain open unless covered by a flameresistant curtain. The curtain must be a contrasting color.

11. Exit signs are required where the occupant load exceeds fifty people. Signs must be internally illuminated in accordance with UL 924 or externally illuminated signs are permitted if lighting is supplied by two circuits.

12. Emergency lighting is required where the occupant load exceeds fifty people. (There is an exception for private party tents less than 1200-square feet)

Fire Prevention:

13. Tents must have a certificate stating that the tent fabric meets flammability criteria of NFPA 701.

14. Three feet clearance is required between the walls of the tent and any contents.

15. Portable fire extinguishers are required.

16. Open flames are not permitted within a tent.

17. Heating and cooking equipment must be located 10-feet from exits and combustible materials.

18. LPG cylinders 500-gallons or less must be located 10-feet from tent.

19. LPG cylinders more than 500-gallons must be located 25-feet from tent.

20. LPG cylinders must be protected from vehicle impact.

21. Generators must be located 20-feet from the tent.

	Reply Celete	
 7. Special Events 	✓ close issue	
City of Franklin Curt Edelmann curt.edelmann@franklintn.gov 3/26/19 5:45 PM Special Event - 1	Illuminated exit signs and emergency lighting are required. The requirement for emergency lighting will be waived if the lighting load in each tent is split between the two generators so that failure of one generator will not cut all of the lights in a tent.	
 8. Special Events 	Reply Close issue	
City of Franklin Curt Edelmann curt.edelmann@franklintn.gov 3/26/19 5:46 PM Special Event - 1	Provide flammability information on any hanging draperies or other materials used for decoration.	
	Reply GEdit Delete	
МІТ	+	
 Heritage Ball Tent Layout.pd 	f [0 redlines]	
 – 1. Fiber Optic 	✓ close issue	

City of Franklin Mike Proctor mikep@franklintn.gov 3/26/19 1:37 PM Special Event - 1

Show existing fiberoptic interconnect conduit and pull boxes - NOT TO BE DISTURBED. Fiber Locates must be called in prior to putting large tent stakes into ground.



-	- Sanitation and Environmental Services				
-	 Plan Review Application.pdf [0 redlines] 				
	- 2. Solid Waste Service		✓ close issue		
	City of Franklin Nate Ridley nate.ridley@franklintn.gov 3/26/19 2:56 PM Special Event - 1	The City of Franklin will provide (2) dumpsters starting of 1, 2019. The dumpsters will be serviced on Thursday O returned to Eastern Flank for the event on Saturday. SE dumpsters a second time once final clean-up has been them to 417 Century Ct. There will be a charge of \$110. service provided. The total charge will be \$440.00 .	ctober 3, 2019 and S will service both completed and return		

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