



City of Franklin

Special Event Permit Application

*Application is Due 90 Days Prior to Scheduled Event.
Please read application carefully and fully complete each section.
A non-refundable application fee of \$100 is due at time of filing.*

Note: Filing this application does not guarantee that you request will be granted.

Please list all that apply:

- Festival/Fair

1. **Name/purpose of event:** Pilgrimage Music and Cultural Festival

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

-partial closure of Franklin Road and Liberty Pike for site ingress and egress per the traffic plan develop with, submitted to and approved by the City of Franklin

3. **Date or dates of event:** 09/25/2020, 09/26/2020, 09/27/2020

4. **Start/End Times of Event:** 10am to 8:30am each day

What date/time will set-up begin? 9/14/2020 12:00 AM

What date/time will tear-down be complete? 10/2/2020 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): as per the 2019 plan submitted to and approved by The City of Franklin

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

Spectators/Attendees: 25,000

Event Staff/Volunteers: 1,500

Total: 26,500

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

william brandt wood - Pilgrimage Presents, LLC

a) Address: 230 Franklin Road Suite 12H
Franklin, TN 37064

b) Phone: 6157218111

c) Cell:

d) Fax:

e) E-mail address: brandt@pilgrimagefestival.com

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

-multi-day music festival with multiple stages, food and beverage booths, maker village, and back of house operational infrastructure

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: [PMCF Site Plans 190802.pdf](#)

10. **Person in charge on day of event:** William Brandt Wood
Cell: 214-952-9663 **E-mail address:** brandt@pilgrimagefestival.com
11. **Name and Cell Number of at least two others available on day of event:**
Name: Sharif Zawaideh **Cell:** 206-799-5136 **E-mail address:** Sharif@pilgrimagefestival.com
Name: Kevin Griffin **Cell:** 323-599-6643 **E-mail address:** Kevin@pilgrimagefestival.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: [2019 org chart.pdf](#)

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: [2019 org chart.pdf](#)
16. **Will you charge an admission fee?** Yes
Average admission fee: 185.00
17. **Will you charge a vendor participation fee?** Yes
Average vendor participation fee? \$1,200
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? Pilgrimage Foundation: Friends of Franklin Parks, Dark Horse Institute, Heritage Foundation, and more
What percentage of funds will they receive? 2
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.** all same as last year
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: [PMCF Site Plans 190802.pdf](#)
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: per site plan
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: [GNLFinal9.5.17.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: _____ Date: _____
(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)

EventPilgrimage Music and Cultural
Name:Festival



FORM 1

Signature: _____

Buildings, Structures, & Power Sources

If your special event includes any of the following, you may need to obtain a permit from the Building and Neighborhood Services Department. Please check any that apply.

- Any site-built platforms (stages) and/or bleachers
- Any electrical work utilizing site-constructed equipment or wiring
- Any electrical equipment or work utilizing in excess of 120 volts
- Any cooking equipment requiring site modifications or additions (duct work
- exhaust systems
- electrical work
- etc.)
- or that utilizes in excess of 120 volts;

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

All Permit applications are subject to permit fees.

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

EventPilgrimage Music and
Name:Cultural Festival



FORM 1

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: william brandt wood - Pilgrimage Presents, LLC

Event Name: Pilgrimage Music and Cultural Festival

Event Date(s): 09/25/2020, 09/26/2020, 09/27/2020

1. **Time amplification equipment will be used:** From: 09:00:00 AM To: 07:30:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). *Provide map/layout if necessary:*
multiple stages
Sound Amplification Map: [PMCF Site Plans 190802.pdf](#)
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:**
 - PA System
5.

Number of Amplifiers: 40	Number of Speakers: 80	Number of Performers: 55
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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:**

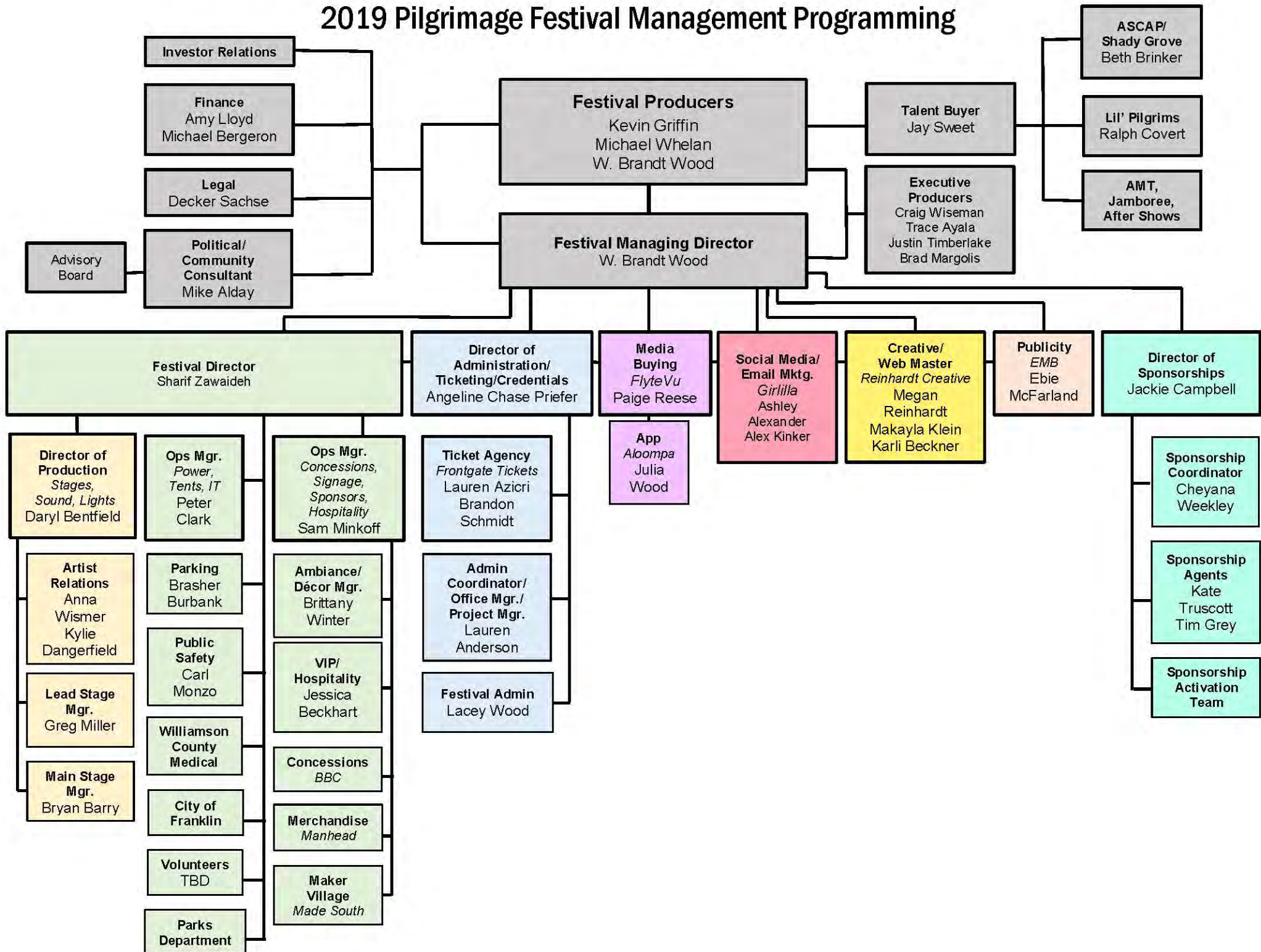
Name: Daryl Bentfield	Cell: 651-587-0563	E-Mail: daryl@pilgrimagefestival.com
Name: Greg Miller	Cell: 917-747-3956	E-Mail: gemaudio2@me.com

Authorized Signature: william brandt wood

Date: 10/28/2019

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.

2019 Pilgrimage Festival Management Programming





September 8, 2017

Dear Neighbor,

As you are no doubt aware, we are on final approach for year three of the Pilgrimage Music & Cultural Festival. After a successful two years, we couldn't be more excited to continue this celebration of the rich music and cultural heritage of Franklin and Williamson County. This year's festival will be held on September 23rd and 24th at the Park at Harlinsdale Farm. We sincerely hope to see you and your family there!

A daytime festival, Pilgrimage will run from 10:00 a.m. until 8:30 p.m. and expects to draw over 25,000 guests each day. As with previous years, we have worked closely with the City in providing a traffic plan that considers the safe and efficient flow of regular Franklin traffic as well as festival attendee traffic. We will be utilizing the same plan we used last year: only southbound traffic flow will be permitted from Harpeth Industrial Court to First Avenue, while the northbound lane will be reserved for pedestrians, bicycles, and festival shuttle service. Two-way traffic flow will remain from Harpeth Industrial Court to Mack Hatcher. Franklin Police Officers will direct traffic along Franklin Road and will assist those residents who need to exit or enter their driveways or streets. Please visit www.franklinton.gov/pilgrimagefestival to see the complete plan as well as a map. Traffic updates will be provided throughout the weekend on the City of Franklin's Facebook (www.facebook.com/cityoffranklin) and Twitter (@cityoffranklin) feeds

On our website, www.pilgrimagefestival.com, you will find other event details, such as band line-ups, family activities, participating vendors and ticket information. The site also contains information about our ongoing support of Franklin's parks and the artist community through the Pilgrimage Foundation.

Should you have additional questions, contact Lauren Anderson at the Pilgrimage office at Lauren@PilgrimageFestival.com or email the City of Franklin at SpecialEvents@FranklinTN.gov.

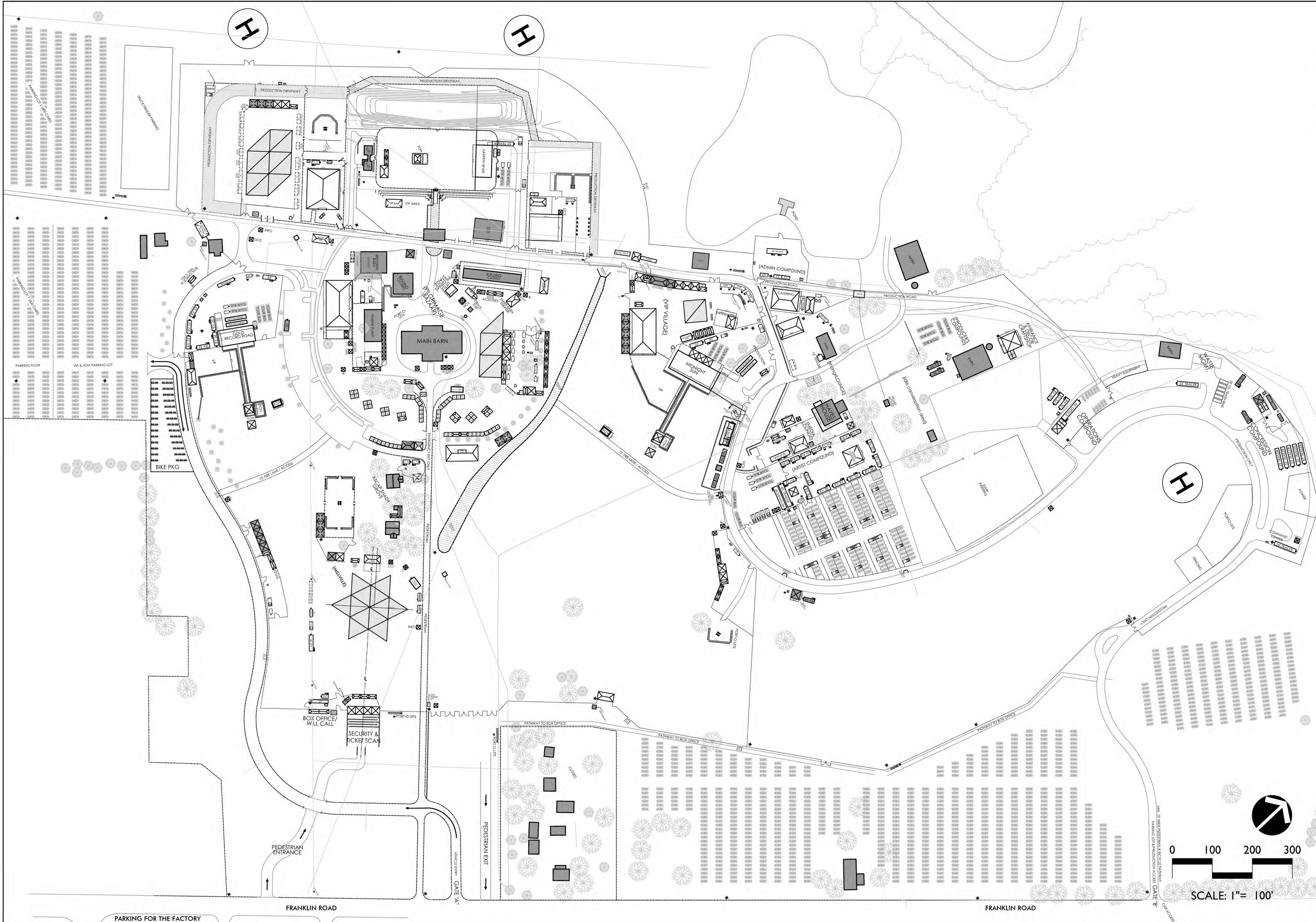
Thank you for supporting Pilgrimage as we endeavor to deliver a world-class boutique music festival to Franklin.

Sincerely,

Kevin Griffin
Michael Whelan
W. Brandt Wood

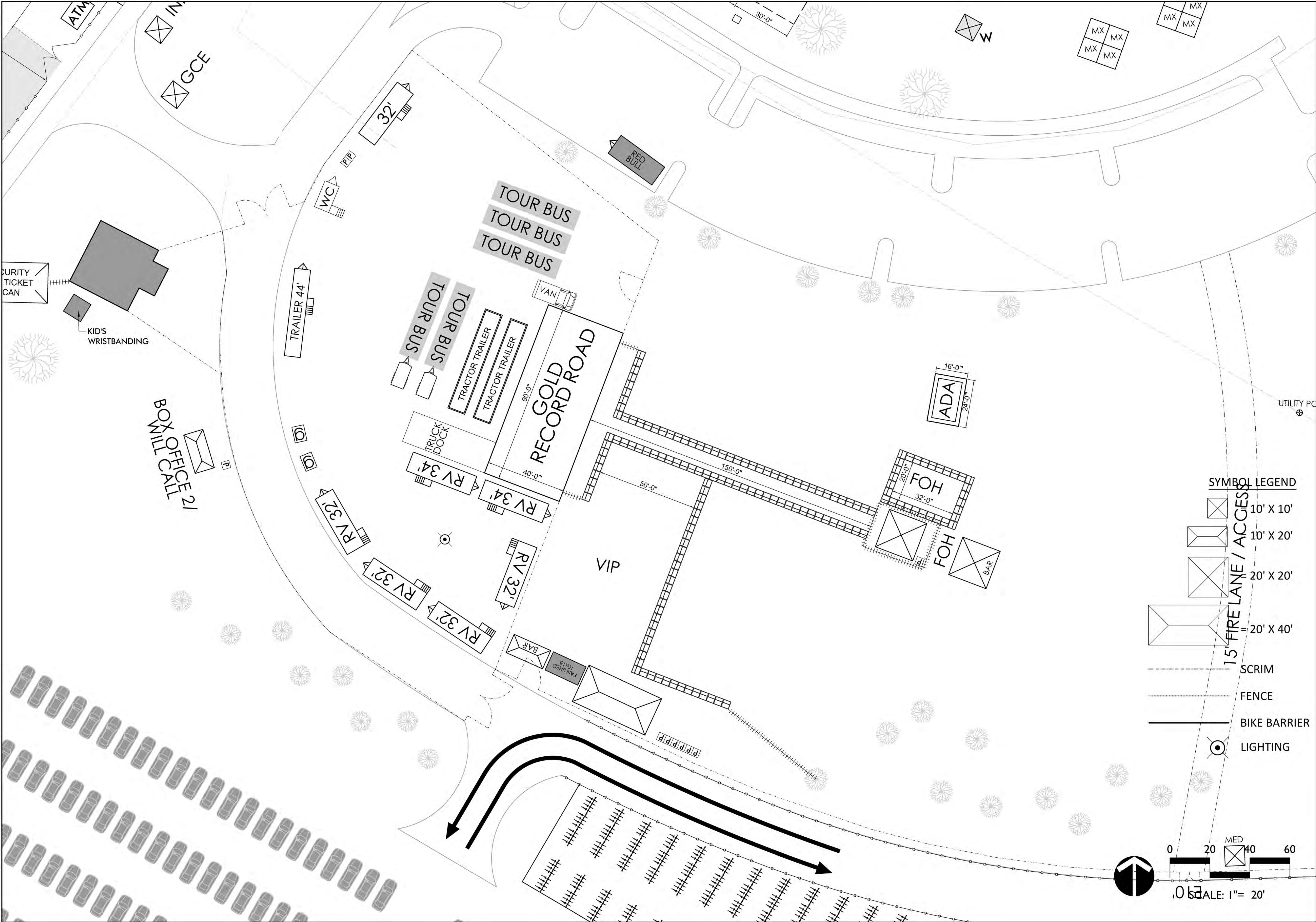
Pilgrimage Producers

615-716-2973 | P.O. BOX 570 • FRANKLIN, TENNESSEE 37065



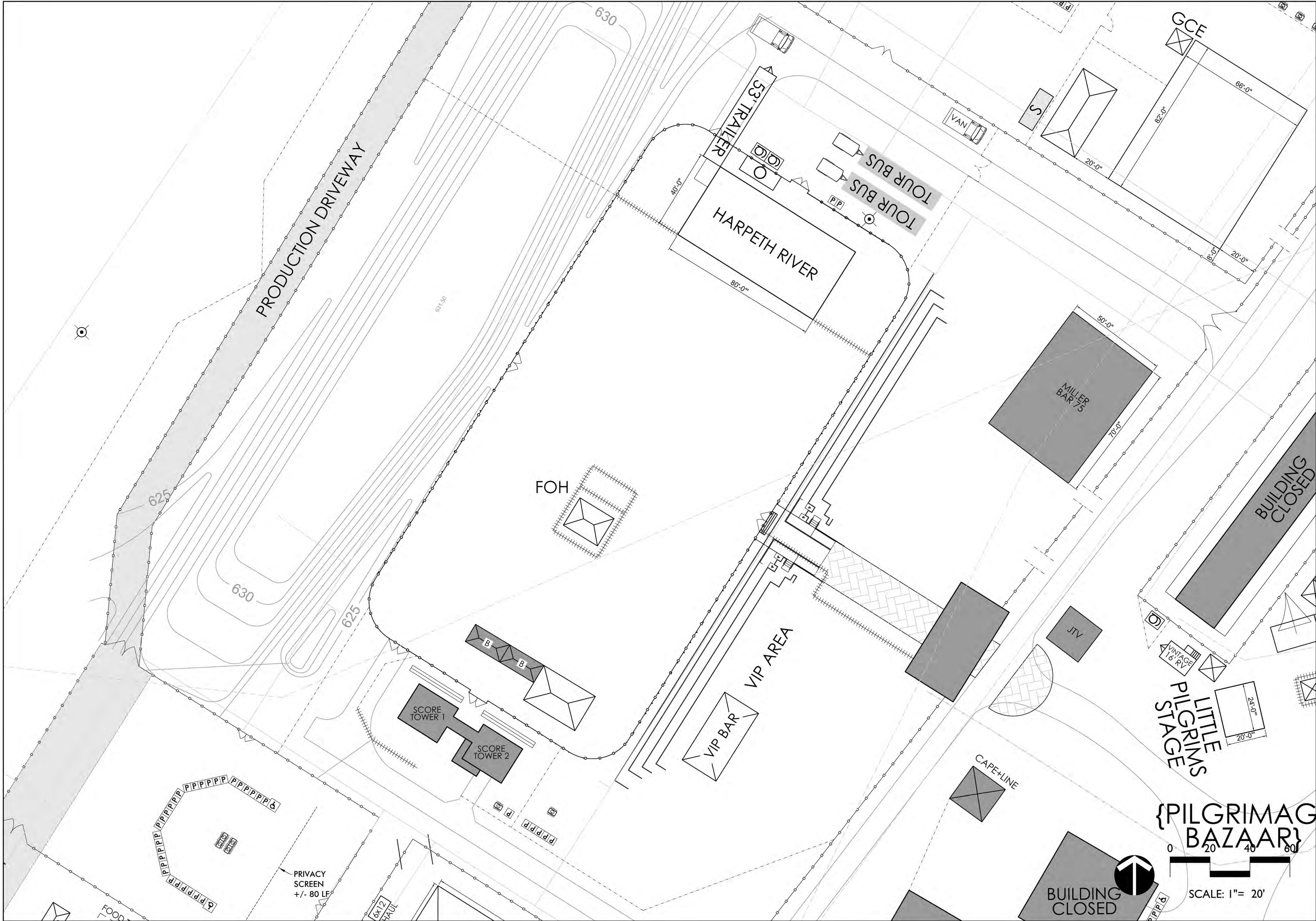
PMCF OVERALL SITE PLAN 2019
HARLINSDALE FARM
FRANKLIN, WILLIAMSON COUNTY, TENNESSEE

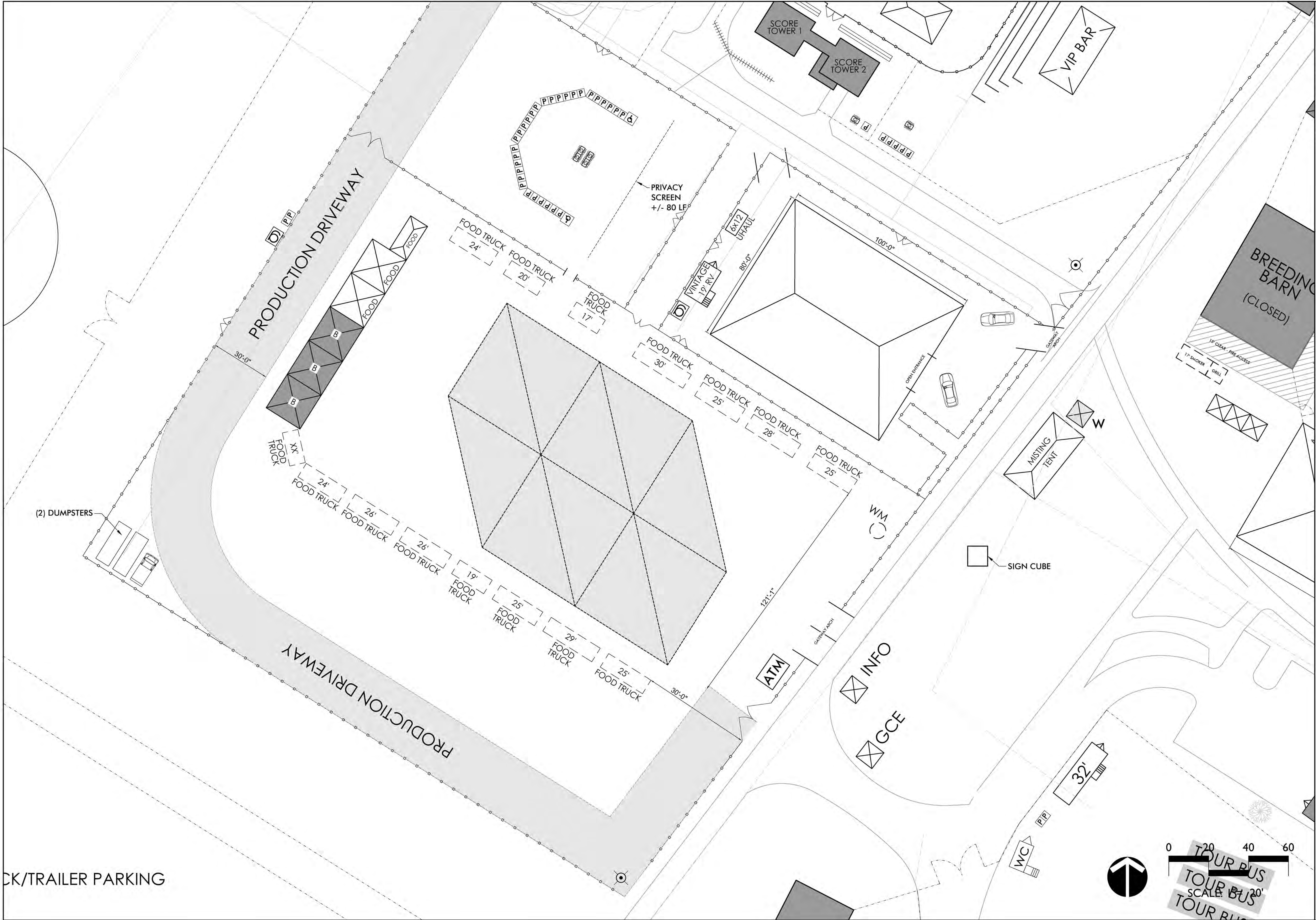
REVISIONS:



SYMBOL LEGEND

- 10' X 10'
- 10' X 20'
- 20' X 20'
- 20' X 40'
- 15' FIRE LANE / ACCESS
- SCRIM
- FENCE
- BIKE BARRIER
- LIGHTING

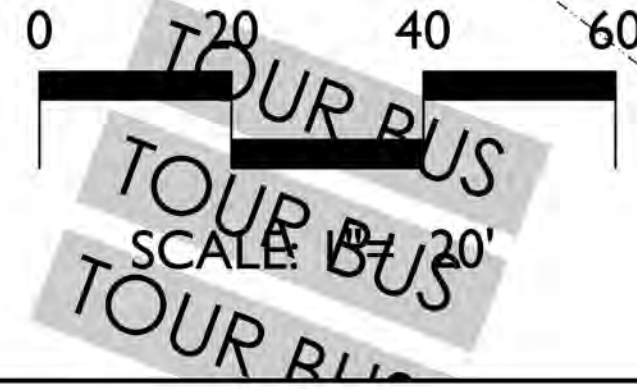




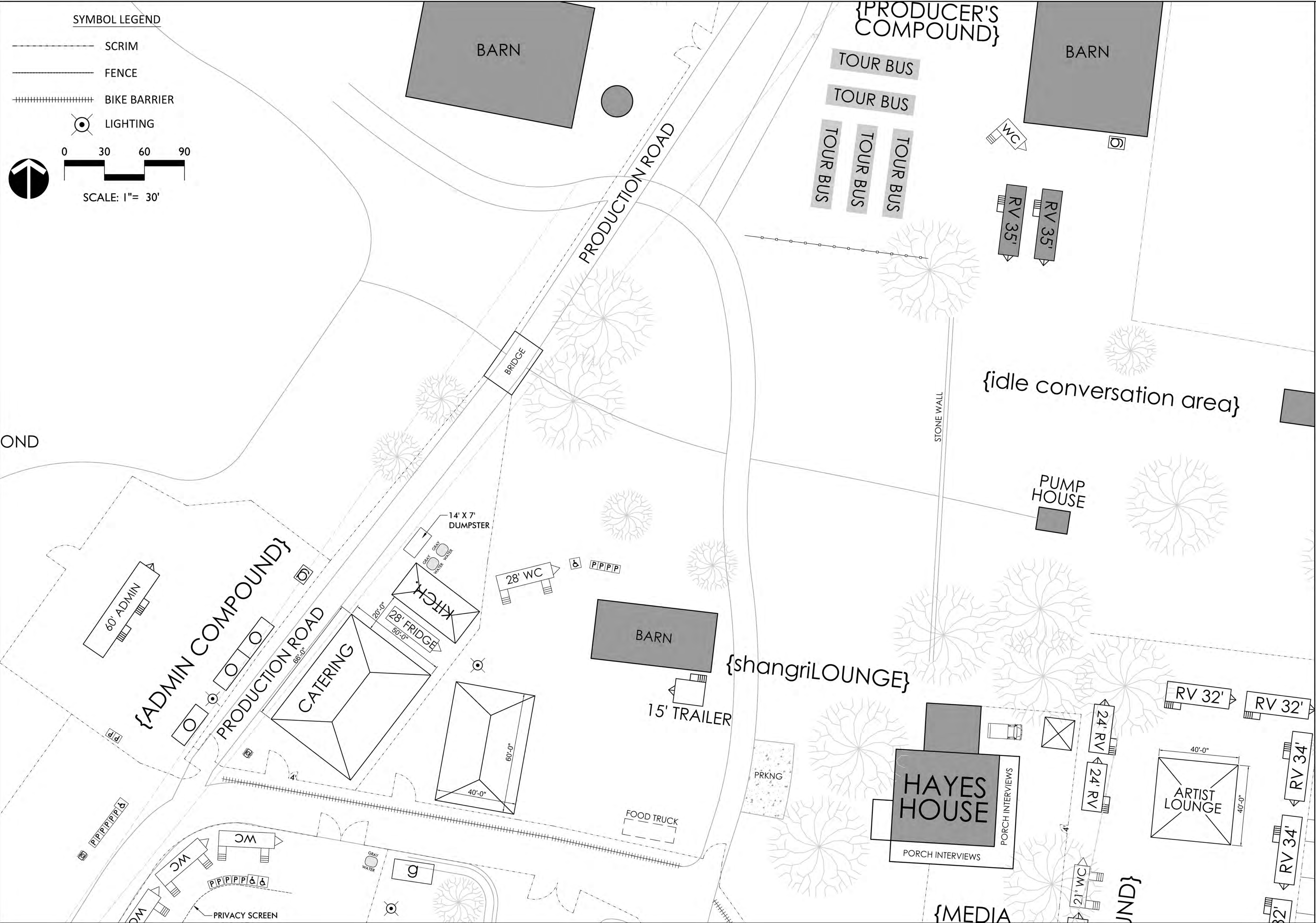
SOUTHERN PADDOCKS
PILGRIMAGE FESTIVAL - HARLINSDALE FARM
FRANKLIN, WILLIAMSON COUNTY, TENNESSEE

DATE: 08.02.2019
DESIGNED BY: KHR
DRAWN BY: KHR
CHECKED BY: BW
SCALE: 1"=30'
PROJECT #: 17010
SHEET NUMBER:
L1.3

REVISIONS:

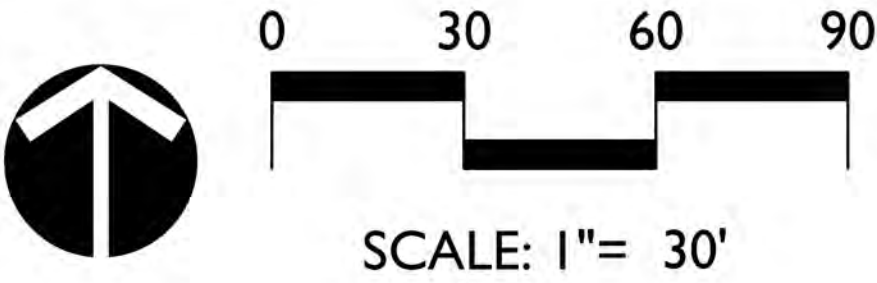


CK/TRAILER PARKING



SYMBOL LEGEND

- SCRIM
- FENCE
- BIKE BARRIER
- LIGHTING



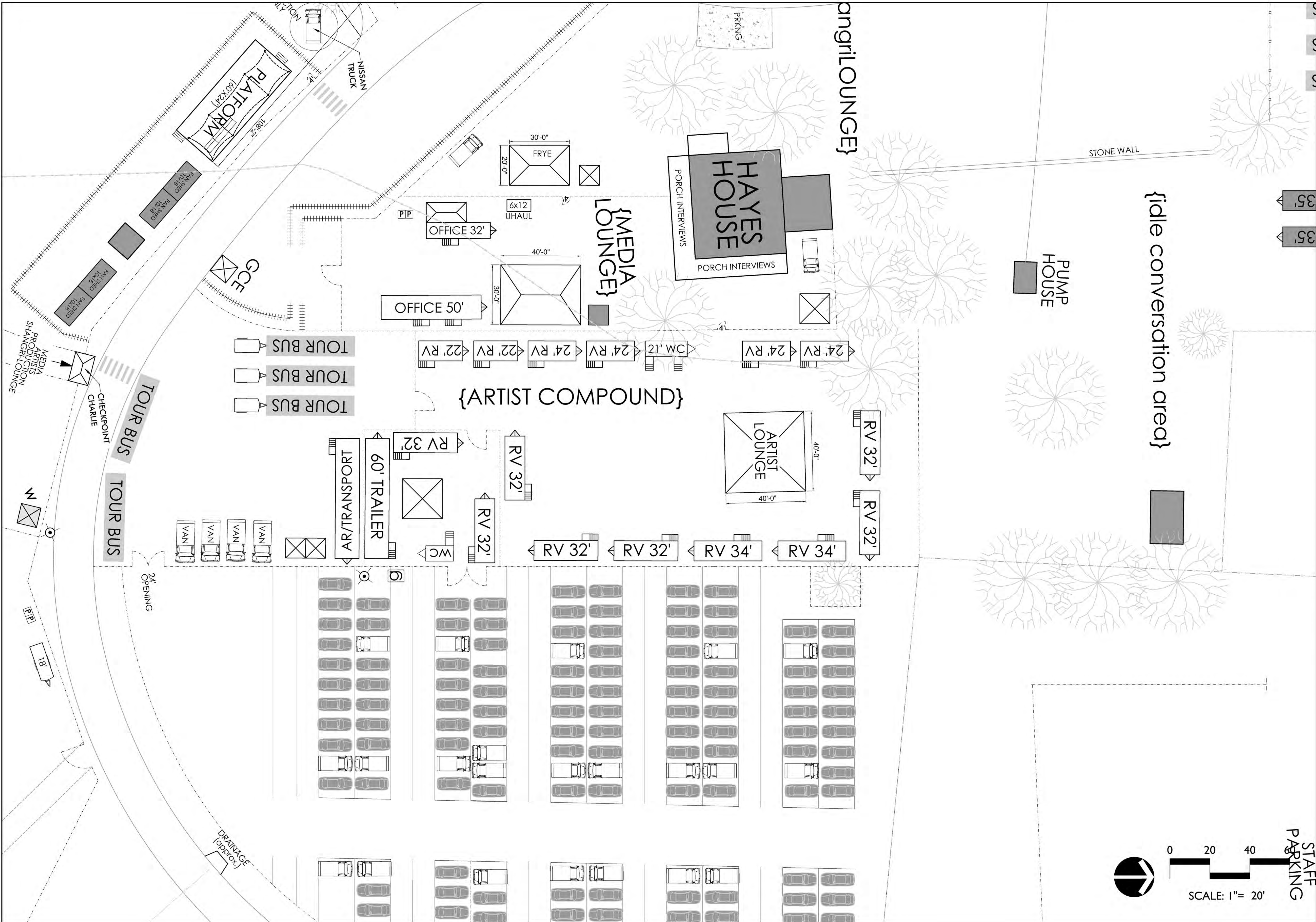
REVISIONS:

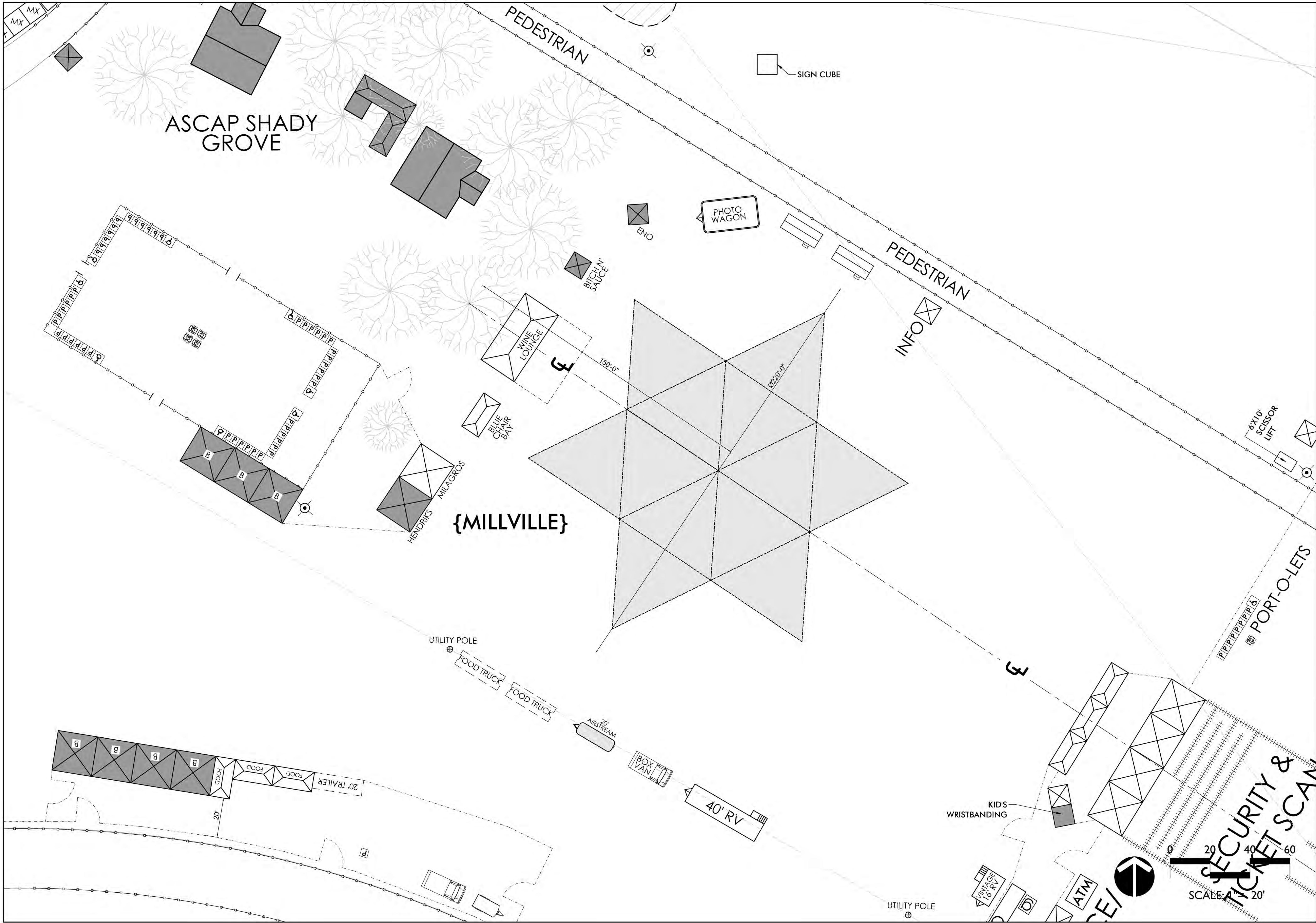
DATE: 08.02.2019
DESIGNED BY: KHR
DRAWN BY: KHR
CHECKED BY: BW
CADD BY: KHR
SCALE: 1"=30'
PROJECT #: 17010
SHEET NUMBER:
LI.6

STAFF
PARKING



SCALE: 1"= 20'





Open Issues: 11

electrical

PMCF Site Plans 190802.pdf

11. Ground-Fault Circuit-Interrupter

allen@franklintn.gov A GROUND-FAULT CIRCUIT-INTERRUPTER SHALL BE INSTALLED IN A READILY ACCESSIBLE LOCATION FOR THE PROTECTION OF THE FAN SHEDS.

Fire-Planning

General Issues

1. Golf Cart

curt.edelmann@franklintn.gov Provide a golf-cart for exclusive use by fire prevention personnel.

2. Fan Sheds

curt.edelmann@franklintn.gov Fan sheds must have code-compliant steps with a 7-inch maximum riser and 11-inch minimum tread and adequate handrails on both sides of the steps.

3. Propane

curt.edelmann@franklintn.gov Event staff shall prepare a propane guide for vendors. The guide shall include the following:

1. Compression fittings are not acceptable. The use of flared fittings is recommended.
2. Test all systems for leaks prior to arriving on site.
3. Teflon tape must be listed for gas service.
4. Reduce the number of fittings an potential for leaks.

Work with a propane distributor to work out the guidelines.
Provide a guideline to the fire department for review by August 7, 2020.

4. Tents

curt.edelmann@franklintn.gov The tent installer must work closely with the tradesmen installing the wooden facades. In a number of cases, the facades put undue stress on the tents causing them to lean.

5. Food Vendors

curt.edelmann@franklintn.gov Remind food vendors both in trucks and in booths, must have a fire department inspection sticker before they can begin cooking. Fire inspectors will be on site Friday afternoon and Saturday morning to inspect operations and issue stickers.

6. Tents

curt.edelmann@franklintn.gov Ideally, tent stakes are driven vertically into the ground with no more than 2-inches above the ground. Stakes should be located far enough away from the tent so that the ropes are at a 45-degree angle.

In an effort to reduce the footprint of the tent and stake line, stakes are driven closer to the tent, and since the upward pull on the stake is increased, stakes are driven at an angle. Rocks prevent driving the stakes fully into the ground.

If modifications to these staking requirements are used, additional stakes will be required to increase holding power.

Staking diagrams showing additional stakes where necessary shall be submitted to the fire department by August 7, 2020.

7. Tents

curt.edelmann@franklintn.gov Enclosed tents must have exits in accordance.

Minimum of two exits is required.

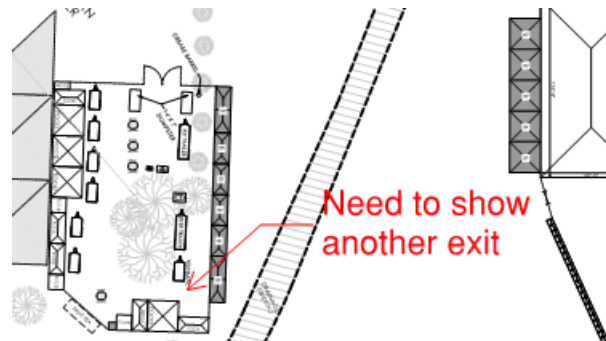
Minimum 36-inches wide (May have to be increased due to occupant load).

Height must be a minimum of 80-inches.

Triangular openings are not acceptable.

8. Enclosed areas

curt.edelmann@franklintn.gov Enclosed areas must have a minimum of two remotely located exits.



9. Flammable liquids / propane storage.

curt.edelmann@franklintn.gov Show the flammable liquids / propane storage areas on the drawing.



10. Fire Suppression

Gregw@franklintn.gov Provide the FD Suppression personnel 3 golf carts for the event.