



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:** 37th Annual Main Street Festival
- Location Requested:** (if Temporary Street Closure, list major roads to be closed):
 - Main Street from 1st Ave - 5th Ave.
 - 2nd Ave N from Bridge St - 2nd Ave S parking garage.
 - 3rd Ave N from Bridge St - Church St.
 - 4th Ave N from Bridge St - 4th Ave S parking garage.
 - Public Square.
 - W Main Street from 6th Ave N-5 Ave N. (Intersection & cross walks open)
- Date or dates of event:** 04/25/2020, 04/26/2020
- Start/End Times of Event:** 4/25/2020 10am-6pm
4/26/2020 10am-6pm
What date/time will set-up begin? 4/24/2020 9:00 AM
What date/time will tear-down be complete? 4/26/2020 8:00 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): We'd like to close off 3/4 Public Square quadrants for the main stage, beer garden, and whiskey lounge load in on Friday morning, 4/24/20 at 9am.

Entire footprint would need to be closed for vendor load in on 4/24/20 at 8pm.
 - Main Street from 1st Ave - 5th Ave.
 - 2nd Ave N from Bridge St - 2nd Ave S parking garage.
 - 3rd Ave N from Bridge St - Church St.
 - 4th Ave N from Bridge St - 4th Ave S parking garage.
 - Public Square.
 - W Main Street from 6th Ave N-5 Ave N.
- An estimated number expected to attend during the course of the event:**

Spectators/Attendees: 100,000	Event Staff/Volunteers:125	Total:100,125
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7. **Name of applicant and Organization Requesting Permit:**

Miriam Wiggins - Heritage Foundation

a) Address: Po Box 723
Franklin, TN 37065

b) Phone: 6155122552

c) Cell:

d) Fax:

e) E-mail address: mwiggins@williamsonheritage.org

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

Main Street Festival produced by the Heritage Foundation of Williamson County, is Franklin, TN's annual spring celebration featuring more than 200 high-quality arts and crafts vendors, superb entertainment, great food, and fun for the entire family. Consistently listed among the top 20 events in the Southeast by the Southeast Tourism Society, Main Street Festival will be celebrating its 37th anniversary in 2020 and is expected to attract 100,000+ visitors.

This year, we want to better differentiate our three signature festivals. For Main Street Festival, the timing coincides with the 50th anniversary of the international cause "Earth Day" (April 22, 2020). In the spirit of this cause, we are wanting to be more purposeful with our activation areas throughout the festival. We'll have several familiar activation areas.

The Main Stage will be located in Public Square close to Ruby Sunshine & First Tennessee Bank complete with music and dance performers and Little Miss Main Street Pageant.

The 5th Ave/Main Acoustic stage will feature acoustic performances throughout the day Saturday and Sunday.

Arts & Crafts booths will be located down Main Street from 1st Ave to the Public Square.

Earth Day Market concept will consist of growers, makers, and up-cycled, repurposed vendors on Main St from 5th ave to the Public Square.

Kids Zone will be located on 3rd Ave S and will include face-painting, inflatables, interactive activities, and kids crafts.

Open Street Park is a new concept to Main Street Festival. This concept is to bring nature into the streets of Downtown Franklin, giving attendees a place to sit, eat, and enjoy the festival. This will be located on Main St from 4th Ave to Public Square.

Food Trucks and Tents Food Court will be located on 3rd Ave N with estimated 5 food vendors to be located on the Public Square. All food vendors are required to provide a COI with City of Franklin listed as an additional insured.

Mar's Petcare "Mutts on Main Street" -Pet Friendly area will be located at Main St and 2nd Ave S with pet photos and pet vendors located in an easily accessible common area.

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: [DRAFT2020MainStreetFestivalMap-1.16.20.pdf](#)

10. **Person in charge on day of event:** Miriam Wiggins

Cell: 6156515807

E-mail address: mwiggins@williamsonheritage.org

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

Name: Jill Burgin

Cell: 6159058937

E-mail address: jburgin@williamsonheritage.org

Name: Meg Hershey

Cell: 7178240436

E-mail address: mhershey@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: [Staff Festival Contacts .docx](#)

13. **Where is your organization based?** Williamson County

14. **Is your organization authorized to do business in Tennessee?** Yes

15. **Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization?** Yes

IRS tax exemption letter: [HF TAX EXEMPT FIN .pdf](#)

16. **Will you charge an admission fee?** No

Average admission fee:

17. **Will you charge a vendor participation fee?** Yes

Average vendor participaion 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?** Yes

20. **Is this event a fundraiser?** Yes

What organization will be the benefactor of event? The Heritage Foundation of Williamson County

What percentage of funds will they receive? 15

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 & Crafts, Fine Arts, Food & Beverage

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: [TBD.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:
- Food Court at 3rd Ave S
 - Public Square
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: [TBD.pdf](#)
Good Neighbor Letter Mailing List: [TBD.pdf](#)



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.

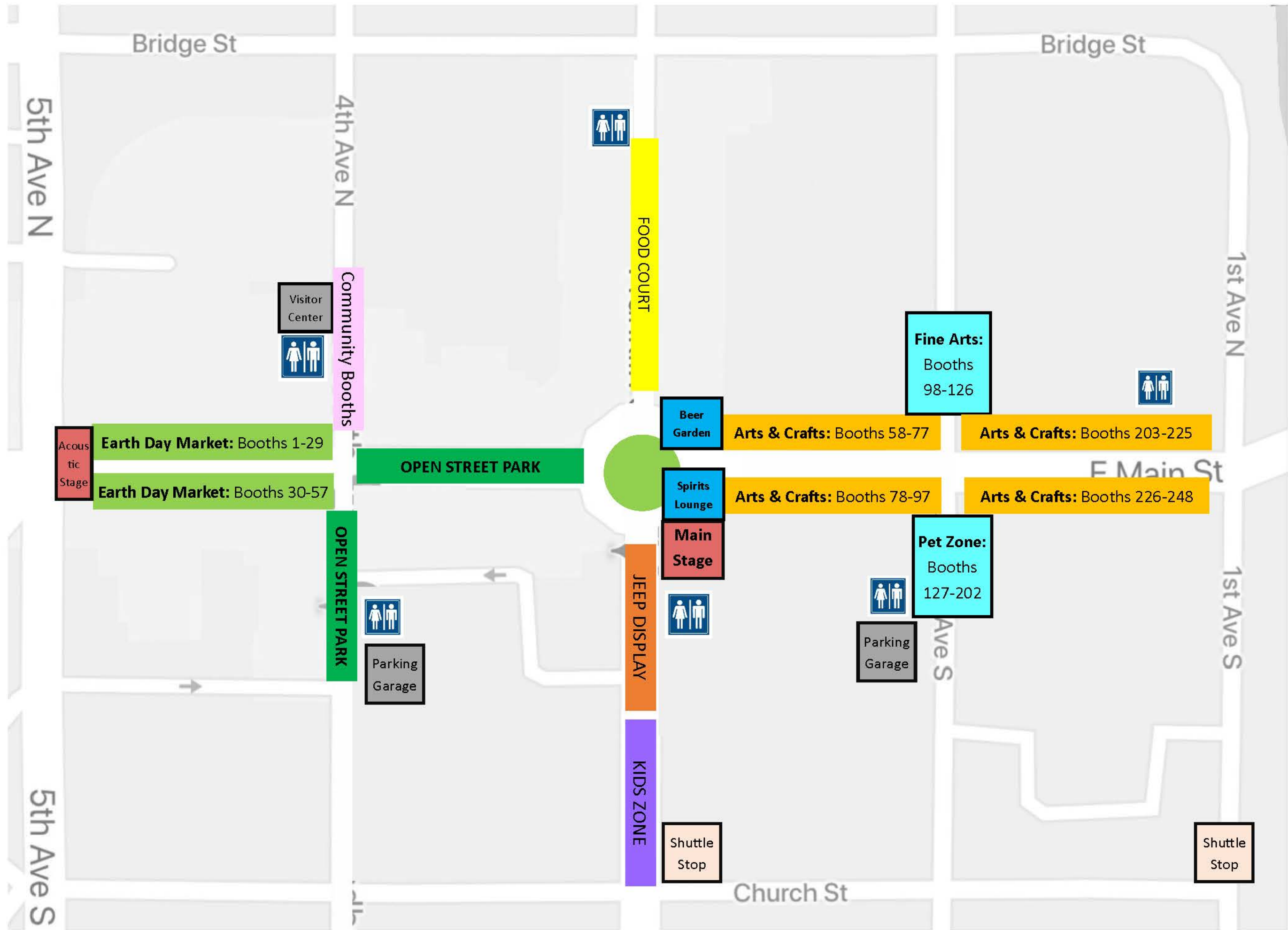
BY: Miniam Wiggins / Asst. Dir. of Events Date: 1/21/2020
(Signature and title – must be officer of organization)

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) ★
★
★



MAIN STREET FESTIVAL
APRIL 25 - 26, 2020



Note:
In the event of a severe storm,
City Hall and the Parking Garages
may be used as shelter.
Not for Tornado Shelters

Vendor Parking at
Bicentennial Park.

FRANKLIN DISCLAIMER
This map was created by the City of Franklin's IT
Department and was compiled from the most authentic information
available. The City is not responsible for any errors or omissions
contained herein. All data and materials Copyright © 2020.
All Rights Reserved.



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.

Event: 37th Annual Main Street
Name: Festival

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: Miriam Wiggins - Heritage Foundation

Event Name: 37th Annual Main Street Festival

Event Date(s): 04/25/2020, 04/26/2020

1. **Time amplification equipment will be used:** From: 09:00:00 AM To: 05:00:00 PM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary:
 - Main Stage @ 231 Public Square
 - Acoustic Stage @ 438 Main Street
 - Intersection of 4th Ave S @ 403 Main Street for Flat Creek Dance performances only (mobile PA system).
 - W. Main St at 6th Ave N/5th Ave N.

Sound Amplification Map: [Sound Amp Map .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:**
 - Fixed
 - PA System
 - Mobile
5.

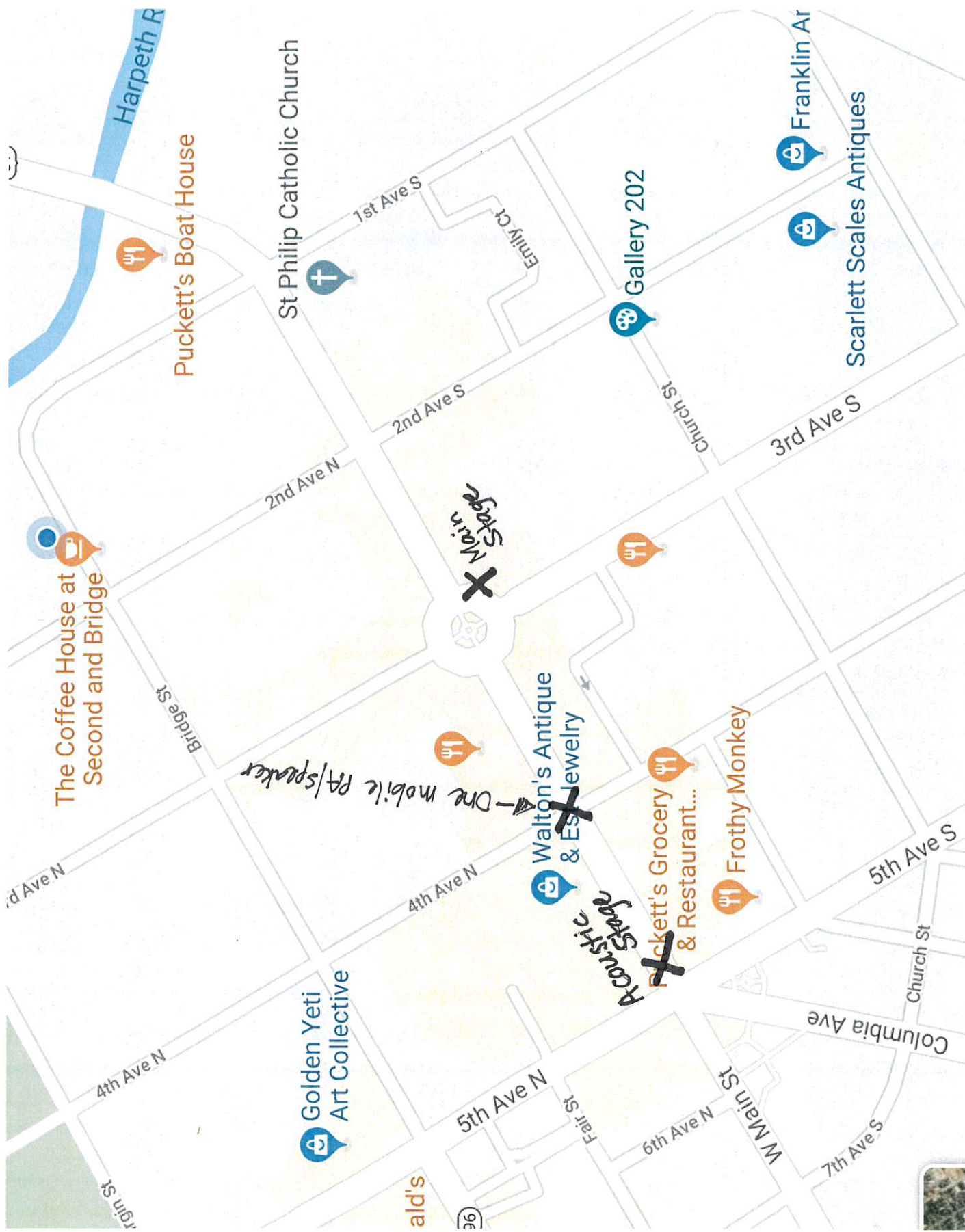
Number of Amplifiers: 2	Number of Speakers: 4	Number of Performers: 20
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6. **Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

Name: Meg Hershey	Cell: 7178240436	E-Mail: mhershey@williamsonheritage.org
Name: Miriam Wiggins	Cell: 6156515807	E-Mail: mwiggins@williamsonheritage.org

Authorized Signature: Miriam Wiggins

Date: 01/29/2020

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.



The Coffee House at
Second and Bridge

Puckett's Boat House

St Philip Catholic Church

Golden Yeti
Art Collective

ald's

66

Main Stage

One mobile PA/speaker

Walton's Antique
& Est. Jewelry

Acoustic Stage

Puckett's Grocery
& Restaurant...

Frothy Monkey

Gallery 202

Franklin Ar

Scarlett Scales Antiques

Bari Beasley (615) 509-5511

Blake Wintory (501) 539-1488

Gerald Odom (615) 969-6959

Heather Kantor (615) 975-4534

Jaryn Abdallah (931) 982-2966

Jill Burgin (615) 519-8201

Katie Rysiewicz (586) 909-8025

Meg Hershey (717) 824-0436

Miriam Wiggins (615) 576-0651

Wendy Dunavant (615) 715-7313

Dave Dewey-Contractor Handyman/Security (615) 479-3755

Ray Fisher- Electrician (615) 305-3867

Walkie Locations:

Heather (volunteer check in/HF Tent)

Golf Cart Driver



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/29/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER International Insurance Brokerage, LLC 504 Autumn Springs Ct. # A-9 Franklin TN 37067		CONTACT NAME: Melinda Tangerstrom PHONE (A/C, No, Ext): (615) 778-7667 FAX (A/C, No): (615) 778-9615 E-MAIL ADDRESS: melinda@iibllc.net	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Owners Insurance Company	
		NAIC # 32700	
INSURED Heritage Foundation Of Williamson County PO Box 723 Franklin TN 37065-0723		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** CL2012908399**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			03289431	01/01/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Liquor Liability \$ 1,000,000
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5196105900	09/06/2019	09/06/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Med Pay \$ 10,000
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			5101275600	01/01/2019	01/01/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	03289483	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)Event: Main Street Festival
Dates: 04/25/2020 - 04/26/2020**CERTIFICATE HOLDER****CANCELLATION**City of Franklin Parks Department
109 3rd Ave S

Franklin

TN 37064

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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March 2, 2020

Dear Neighbor,

The Heritage Foundation is excited to host the 37th Annual Main Street Festival to be held April 25-26, 2020 in Downtown Franklin. This letter is to notify you of the event and to provide details about street closures, amplified entertainment, and other activities scheduled to take place that weekend.

Parking along Main Street between 1st and 5th Avenues will be restricted after 3 p.m. on Friday, April 24.

Main Street will close to vehicle traffic at 8 p.m. and remain closed until 8 p.m. on Sunday, April 27. In addition, 3rd Avenue S. from Church Street to the Public Square, 3rd Avenue N. from the Public Square to Bridge Street, 4th Avenue S. from Main Street to the parking garage entrance, and 4th Avenue N. from Main Street to Bridget Street will be closed during the same time.

The festival will include more than 200 arts & crafts sellers, food vendors, children's activities, pet activities, and stage performances from dance and musical artists.

Specific festival elements will be located as follows:

- Arts & Crafts Booths – Main Street from 3rd Ave – 1st Ave.
- Food Vendors – 3rd Avenue S. from Main Street to Bridge Street
- Main Stage – Public Square
- 5th Avenue Acoustic Stage – Main Street & 5th Ave
- Kids Zone – 3rd Avenue S.
- Mutts on Main St Pet Area – 2nd Avenue N and Main St.

The parking garages will remain open during the entire weekend, and a park & ride option with shuttle service will be offered from Harlinsdale Farm on Saturday and Sunday.

We are excited about the upcoming festival and hope you will be able to join us for the fun.

Sincerely,

Miriam Wiggins
Assistant Director of Events
Heritage Foundation of Williamson County, TN
mwiggins@williamsonheritage.org



STATE OF TENNESSEE DEPARTMENT OF REVENUE

HERITAGE FOUNDATION OF FRANKLIN &
WILLIAMSON
PO BOX 723
FRANKLIN TN 37065-0723

Effective Date: July 1, 2019
Expiration Date: June 30, 2023
Account No: 1000054936-SLC
Exemption No: 292191232
Facility Address:
209 E MAIN ST
FRANKLIN TN 37064-2517

Exempt Organizations or Institutions Sales and Use Tax Certificate of Exemption

This organization or institution qualifies for the authority to make sales and use tax exempt purchases of goods and services that it will use, consume or give away.

This authorization for exemption is limited to sales made directly to the referenced organization. This exemption 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 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 organization.

This exemption certificate may not be used to make purchases without the payment of sales and use tax for other locations and may not be transferred to or used by any other person.

Heritage Foundation 112 Bridge St., Franklin, TN
Seller's Name Seller's Address (City & State) 37064

Miriam Wiggins as an authorized representative of the taxpayer named above, affirm that the purchases qualify for the exemption and will be used at the location of the facility address referenced above. Under penalty of perjury, I affirm this to be a true and correct statement.

Miriam Wiggins [Signature] 10/1/19
Print Name of Authorized Representative Signature of Authorized Representative Date

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: March 19, 2001

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

Heritage Foundation of Franklin and Williamson
County Tennessee
% Mary Shearer Pearce
PO Box 723
Franklin, TN 37065

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.

Date: February 11, 2020
Applicant: Miriam Wiggins
Project Title: 37th Annual Main Street Festival
Project Address:

Open Issues: 9

Fire-Planning

General Issues

2. Fire Department Access

curt.edelmann@franklinn.gov The fire department event map does not permit booths / exhibits on 2nd Avenue. The drawing shows booths 98--202 along 2nd Avenue.

3. Additional details

curt.edelmann@franklinn.gov The Jeep display is new this year. Please provide a detail of the layout to verify fire department access is maintained.

4. Kids Zone

curt.edelmann@franklinn.gov Provide a detail of the kids zone layout to verify fire department access is maintained.

5. Open street park

curt.edelmann@franklinn.gov Provide details of the open street park to verify fire department access is maintained and to get an idea of the activities taking place in these areas. Be advised that the open street park on 4th Avenue South must stop north of the parking garage entrance.
[Edited By Curt Edelmann]

6. Acoustic Stage

curt.edelmann@franklinn.gov Placement of the acoustic stage at 5th and Main must leave a 20-foot wide fire lane.

7. Tent requirements

curt.edelmann@franklintn.gov

Tents must meet the following requirements.

1. Tents are located no closer than 20-feet to a building or other tent (zoning requirement; exceptions apply)
2. Tents must be properly anchored. Tents 20-feet by 20-feet and larger must be anchored in accordance with manufacturer's instructions. Staking is preferred. If staking is not possible, concrete blocks are required. Water barrels are not permitted.
3. Tents 20-feet by 20-feet and larger must have at least one 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
4. Tents 20-feet by 20-feet and larger must have a label or certificate showing that the tent fabric meets flammability standards.
5. Pop-up vendor tents must have a minimum of 40-pounds of ballast on each pole.
6. Pop-up tents using open flames, such as, candles, portable heaters, torches, must have one ABC fire extinguisher that is fully charged.

8. Mobile food vendors / food trucks

curt.edelmann@franklintn.gov

Mobile food vendors must meet the following requirements:

1. Mobile food vendors with cooking operations require a minimum 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
2. Mobile food vendors with cooking operations that produce grease-laden vapors must have a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
3. Mobile food vendors using solid-fuel cooking equipment must have either a 2 ½-gallon approved water fire extinguisher or a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
4. Mobile food vendors using solid-fuel cooking equipment must have an approved means of disposing of ashes and hot coals.

Food trucks must meet the following requirements:

1. Food trucks with cooking operations require a minimum of one 5-pound ABC fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
2. Food trucks with cooking operations that produce grease-laden vapors must have a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
3. Food trucks using solid-fuel cooking equipment must have either a 2 ½-gallon approved water fire extinguisher or a K-class fire extinguisher. Extinguishers must have a current inspection tag issued by a licensed fire equipment distributor.
4. Food trucks using solid-fuel cooking equipment must have an approved means of disposing of ashes and hot coals.
5. Food trucks are spaced 10-feet apart
6. Only listed safety cans are used to dispense gasoline or other flammable liquids.

Police

General Issues

1. Placement / Egress

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1. We will need 8 large trucks (fire, streets, sanitation, etc.) to block all ingress/egress points, in conjunction with patrol cars.
2. Would like a dedicated spot on the square for the PD surveillance tower, so it can be placed Friday rather than Saturday morning. This placement allows better viewing of the crowds and monitoring egress at Sunday's closing.
3. If HF is in need of overnight PD security, this should be planned for up front. It was a last minute addition the past two festivals.
4. I will be working to amend the egress map to accommodate for the "food court" which is now on 3rd Ave N.

Sanitation and Environmental Services

General Issues

9. Solid Waste Service

nate.ridley@franklintn.gov

Sanitation and Environmental Services will provide clean-up for the event. We will maintain the containers before, during and after the event. There will be staff on site both days of the Main Street Festival.

We will have **(2)** side loaders on site to aid with traffic control locations to be announced. There will also be **(3-4)** Rear loaders on site for the garbage disposal along with **(35-45)** roll-out containers. Event recycle frames will be provided around the square **(aluminum and plastic only)**.

A grease bin must be on site for the proper disposal of cooking oil generated by the food vendors.

If you have any questions, concerns or comments please contact Wayne Sullivan or Nate Ridley at (615) 794-1516.

[Edited By Nate Ridley]

Staff Conditions

Staff recommends approval of the event with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, kids area, etc. at least 15 days prior to event.
- Applicant will provide at least one portable restroom trailer to be available for attendees. City will provide water and electricity for the trailer.
- Church Street Parking Lot will be closed for official vehicles only.
- All vehicles must be out of the area no later than 9 a.m. on Saturday, April 25th.

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.
- Vendor vehicles will be easily identifiable with placard or flyer in windshield which contains vendor name and booth number.
- There should be a buffer of at least 20 feet from the barricades at Third & Bridge and Third & Church.
- Applicant will provide placard or weather-proof flyer on each tent/booth/vendor space that easily identifies the booth (corresponds to map/layout).
- Applicant will provide Emergency Evacuation Plan for Main Street Festival 15 days prior to event.

Parks Department:

- Parking for the event participants in the South Parking Area at The Park at Harlinsdale Farm must be supervised by a professional paid parking company for organized parking and traffic control in and out of the facility. Appropriate safety gear, visible identification and radio communication are required by the parking company. A pre-event meeting should be held with hired company and Franklin Parks Department contacts to review the parking plan and to walk the site.
- On Friday setup, work with Parks staff for placement of signs and banners.
- A banner, no longer than 3.5' x 8' feet, can be placed on the fence at the entrance (eye bolts indicate location) one week prior to the event.
- Please note clearly on all signage: the cost of the shuttle and any restrictions, like dogs and strollers, and the schedule for pickups and the last drop off of the night.
- Bicentennial Park will be available for vendor parking ONLY and will require an event organizer to monitor.

Police Department:

- Applicant will hire recommended number of extra-duty Franklin Police Officers to provide security.
- Police Department Explorers and Volunteers will assist with the event at no charge to applicant.

- Vendors must not begin set-up on Friday, April 25th, until after the streets are closed to traffic
- Applicant should have tow company on stand-by
- Applicant will have private security monitoring the Beer area.
- Applicant has requested amplification on stages at the following locations for the permitted area:
 - Main Street at Fifth Avenue
 - Stage located off the Square in front of City Hall
- Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

Revenue Management:

- Applicant must obtain a Beer Permit from the City's Beer Board.
- Applicant will provide a complete list of vendors to the City prior to the event. This list should contain contact information.

Streets Department:

- City Hall Quadrant, Fifth Third Quadrant, and F&M Quadrant of the Square and parking spaces in alley next to Fourth Ave Parking Garage will close at 5 a.m. on Friday, April 24th
- Main Street will close at 8 p.m. on Friday, April 24th
- "No Parking after 3 p.m." signs will be placed along Main Street on Friday, April 24th
- Applicant will use volunteers and cones to block parking after 3 p.m. on Friday, April 24th.
- No parking along Fourth Avenue South (only City vehicles) throughout the event.
- No parking along Fourth Ave North (next to Franklin Mercantile)
- No parking along Church Street from Third Avenue to Second Avenue.
- Applicant or designee will stay present at event until all vendors are gone.
- Variable Message Machines will be placed on April 22nd
- Department will provide clean-up crew for after the event.

Sanitation and Environmental Services Department:

- Department will provide crew for cleanup during event.
- Department will provide and service recycling containers
- Applicant will use grease hauler for food vendors and notify Department of location of bins.
- Parking spaces next to Fourth Ave Parking Garage will be left open for Department to place dumpster boxes.

Water Management Department:

- Taps will be placed on hydrants at:
 - Fourth & Main
 - Third Ave N at Square
 - Third Ave S at City Hall

Building & Neighborhood Services:

- Special Event Electrical Permit will be required.

Fire Department/EMS:

- Applicant shall maintain 20 feet of clear width down the center of Main Street for the duration of the event.
- Alleys & fire hydrants must be kept clear and unobstructed
- Fire lane in alleys shall be maintained.
- Any vehicles or objects obstructing Fire Department or emergency access will be towed or removed.
- Applicant shall ensure that all vehicles, except authorized emergency vehicles, shall be moved out of the street closure area no later than one hour prior to the scheduled starting time.
- Tents over 400 square feet will require a tent permit.
- Applicant shall adhere to requirements set forth by the Fire Marshal's Office for tents, mobile vendors, and food trucks
- Applicant shall require all tents to be in place no later than midnight prior to the event for inspection purposes. All tents shall be secured with weights to prevent movement in wind conditions.
- EMS will be present on-site throughout the event.