

OFFICE USE ONLY:

Permit No:

ITEM #15
BOMA
03/27/2012



HISTORIC
FRANKLIN
TENNESSEE

CITY OF FRANKLIN 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 your request will be granted.

Please check
all that apply:

street closure

parade

other special event

beer served (*separate permit required*)

Please supply the following information. For additional space, use separate sheets of paper and attach to the application.

1) Location requested (if Temporary Street Closure only, list major roads to be closed):

Aspen Grove Park
 Fieldstone Farms
 Jim Warren Park

Liberty Park
 Pinkerton Park
 Harlinsdale Farm

Eastern Flank BattleField Park

Other: Main Street & Bicentennial Park

2) Name/purpose of event: Main Street Festival

3) Date or dates of event: April 28-29, 2012

4) Time of Event: 10am-10pm Sat; Noon-6pm Sun.

5) Time of Street Closure (if applicable): 5am Apr 27 - 4th Ave; 10pm Apr 27 Main St

Set-Up Date/Time: 10pm Apr 27 **Tear-down Date/Time:** 8pm Apr 29

*Note: Two (2) hours will be added before set-up time and two hours (2) will be added after tear-down to allow time for clean-up. Event is responsible for payment of Franklin Police Officers during this time. Read Additional Requirements section for more information.

6) Name of Applicant and Organization Requesting Permit:

Heritage Foundation of Franklin & Williamson Co.

a) **Address:** 510 Columbia Ave., Franklin TN 37064

b) **Phone:** 615-591-8500 c) **Cell:** 545-9172 d) **Fax:** 591-8502

e) **E-mail address:** nwilliams@historicfranklin.com

7) Person in charge on day of event: Nancy Williams

Cell: 545-9172 **E-mail address:** nwilliams@historicfranklin.com



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8) Name and Cell Number of at least two others available on day of event:

Name: Kristy Williams Cell: 305-3610 E-mail address: kwilliams@historicfranklin.com

Name: Mary Pearce Cell: 300-7218 E-mail address: mpearce@historicfranklin.com

9) DETAILED description of event (use additional sheets):

28th Annual Main St. Festival with 220 arts/crafts booths, 3 stages, 30 food vendors, carnival at Bicentennial Park kids' area on 3rd Ave N and beer garden on 4th Ave S.

10) **ENCLOSE A DETAILED MAP** of event site, 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.* A

11) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:

130,000

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. B

13) Is your organization based in Williamson County? Circle Yes or No
(if no, please state where: _____)

14) Is your organization authorized to do business in Tennessee? Circle Yes or No

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? Circle Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status. C

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Free admission, \$1,100 food vendors, \$275 arts/craft
\$3000-20,000 for sponsors

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No

18) Is this event a fundraiser? Circle Yes or No. If yes, what organization will be benefactor of event? What percentage of funds will they receive? Downtown Franklin Association /
Heritage Foundation 100%

19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.



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- 20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22. Yes
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
There will be sound systems on the stages.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Bands, announcements & music for dance groups
- 23) During what time period is sound amplification requested? 10am-10pm Sat; Noon-6pm Sun
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). There are 3 stages continuously scheduled. Each uses 50 amps. The largest group is the Williamson County community band with 50 members.
- 25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle Yes or No. If yes, Applicant must give specific details as to the location and type of games/activities, i.e. inflatables, Horseshoes, relay races, etc. along with the name of the company providing the stages and/or activities. 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.
- 26) What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets. List to be provided
- 27) Will food, beverages, or merchandise be sold or given away? Circle Yes or No. If yes, clean-up is required. Please provide name of clean-up provider, contact, and phone number of person on-site during event. See Question #28. City of Franklin Solid Waste
- 28) 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 clean-up is not done properly, the organization requesting the permit will be fined (See Attachment A). 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. \$1000 deposit on file for 2012



29) **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.*

30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:

3 locations:
4th + Main ; 3rd Ave N ; 3rd Ave S @ Public Square

31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes or No. If yes, a permit from the relevant board is required. *Please read Additional Requirements section of this application for more information.*

32) Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or no. Events using tents of size 20 x 10 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.*

33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.* We will notify the Downtown Franklin Association + Downtown Neighborhood Association as well as widespread publicity of the event.

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil Rights Act, contact the Title VI Coordinator:

Rodney Escobar
Risk Manager
City of Franklin
109 Third Avenue South
Franklin, Tennessee 37064
615.791.3277

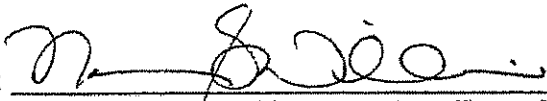
The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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PLEASE READ 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 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, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.
- 4) I/We agree to provide a copy of this 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.
- 5) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 6) I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- 7) 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.
- 8) The City reserves the right to require one or more City of Franklin police officers or other emergency personnel be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$30 per hour at a minimum of two (2) hours.

BY:  Date: 1-19-12
 (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

If you have questions concerning your request, please call 615-550-6606.

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



January 23, 2012

MEMO

TO: Monique McCullough

FROM: Nancy Williams

RE: Additional information about Franklin Main Street Festival April 28-29

With the attached street closure application for the Franklin Main Street Festival, I want to point out a couple of specific requests on the application. We are seeking use of the future Bicentennial Park site for a carnival once again, and it would open on Thursday, April 26 and run through April 29. The carnival would move in on Sunday evening, April 22, and be completely cleared out by the end of the day Monday, April 30.

There are a couple of proposed changes this year. We would like to move the children's area from Third Avenue South to Third Avenue North because there is now power to run the rides on that street. This worked well at Pumpkinfest last year. On Third Avenue South, we would like to expand the arts/crafts show with vendors on one side of the street only, which would keep a clear emergency lane on the west side of the street. We did this at the last Dickens of a Christmas.

The attached request is to close sections of Fourth Avenue North and South early on Friday morning (5 a.m.) to set up tents and food vendors and to close Main Street from First to Fifth at 10 p.m. Friday. This is not changed from the last several years. We plan to put up a much smaller beer tent (40 feet instead of 100 feet) but we are proposing a change in the beer permit that would allow beer on Fourth Avenue after 4 p.m. outside the tent but confined to 4th Avenue. The area will be contained. The beer permit also includes McCreary's Pub at 414 Main Street (as it has for several years) and now Papa Boudreaux's at 328 Main Street (this is new). Each of these establishments will put a barrier directly in front of their storefronts to allow serving customers in the street in the same area as a craft booth, and will serve beer under the normal restrictions and in plastic cups.

The stages would be in the usual locations in front of City Hall and on Fourth Avenue North.

Thank you for all your help coordinating the Main Street Festival with the various city departments.

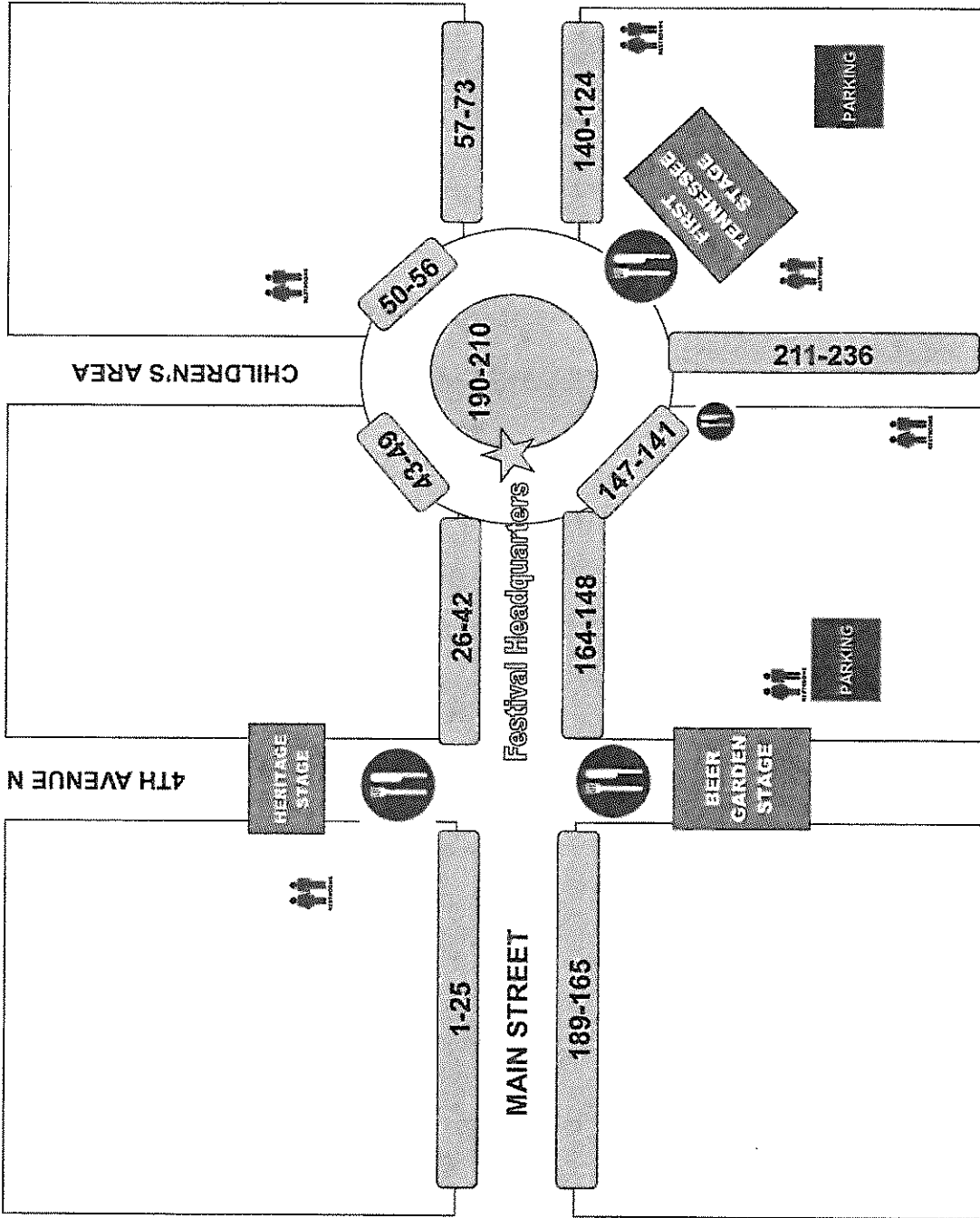
MAIN STREET FESTIVAL

CARNIVAL AT 3rd AVENUE AND MARGIN STREET



BRIDGE STREET

4TH AVENUE N



CHILDREN'S AREA

2ND AVENUE N

TO ANTIQUE DISTRICT



5TH AVENUE SOUTH / 5 POINTS

1-25

189-165

26-42

164-148

43-49

147-141

50-56

57-73

140-124

74-98

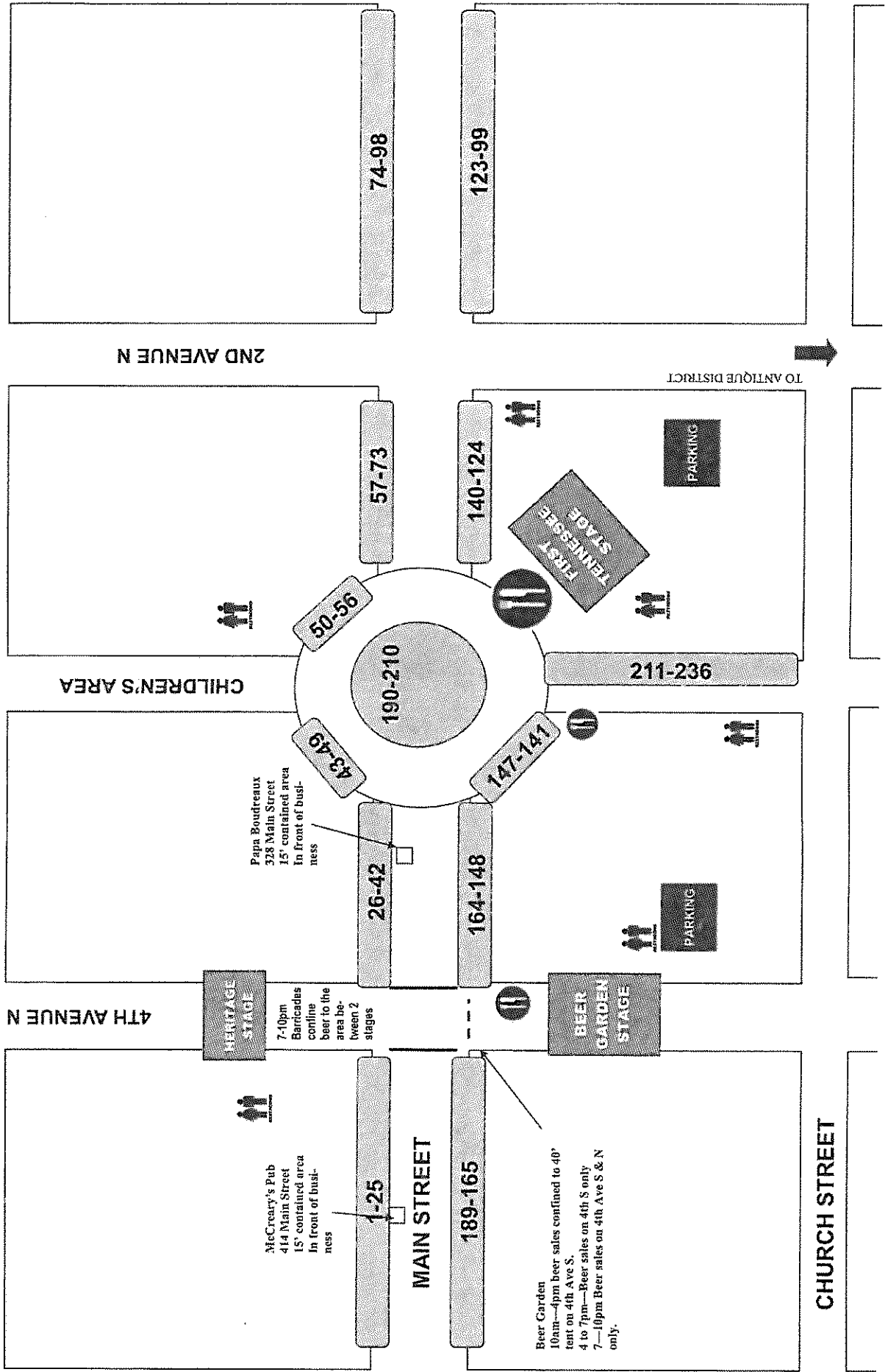
123-99

1ST AVENUE S

CHURCH STREET

BRIDGE STREET MAIN STREET FESTIVAL Beer Locations

CARNIVAL AT 3rd AVENUE AND MARGIN STREET



5TH AVENUE SOUTH / 5 POINTS

1ST AVENUE S

2ND AVENUE N

4TH AVENUE N

MAIN STREET

CHURCH STREET

McCreary's Pub
414 Main Street
15' contained area
In front of busi-
ness



HERITAGE STAGE



Papa Boudreaux
328 Main Street
15' contained area
In front of busi-
ness

CHILDREN'S AREA

190-210

43-49

50-56

26-42

164-148

147-141

140-124

57-73

123-99

74-98



PARKING



211-236

PARKING

BEER GARDEN STAGE



FIRST TENNESSEE STAGE



Beer Garden
10am-4pm beer sales confined to 40' tent on 4th Ave S.
4 to 7pm-Beer sales on 4th S only
7-10pm Beer sales on 4th Ave S & N only.

The Heritage Foundation
Board Member List & Staff List
Year 2011-2012

		Mailing Address	Telephone			Fax	e-mail	Spouse	1st/2nd Term Ends
			Home	Work	Cell				
Teresa	Anderson	720 Murfreesboro Road Franklin, TN 37064	794-4030	936-2776	585-4030	936-2777	teresa.anderson@vanderbilt.edu	Danny	2009/2012
Julian	Bibb IV	314 Highland Avenue Franklin, TN 37064	794-9181	794-2123	337-6130		jlibbb@jlbworks.com	Debra	2010/2013
Jody	Bowman	1149 Lewisburg Pike Franklin, TN 37064	794-0244	236-8307	476-0052		joseph.bowman@franklinsvnergy.com	Gilda	2011/2014
Angela	Calhoun	1005 Scramblers Knob Franklin, TN 37069	794-5090		642-2890		anocalhoun@mindspring.com	Porter	
Tracie	Dycus	601 Boyd Mill Avenue, Unit K3 Franklin, TN			417-0315		traciedycus@gmail.com		
Bryan	Echols	5016 Jackson Lane Brentwood, TN 37027	661-8921		400-3123		brechols@comcast.net; brechols@dickinson-wright.com	Laura	
Michele	Evans	397 Lake Valley Drive Franklin, TN 37069	591-0803	370-8878	973-9018	377-6756	mievans@valassis.com	Wayne	2009/2012
Connie	Haley	5205 Stillhouse Hollow Rd., Franklin 37064	791-5640		476-2557	591-1702	connietaylor8@gmail.com	Carl	2012/2015
Kelly	Harwood	3708 Estes Road Nashville, TN 37215	383-0052	472-1134	260-0170		kellyharwood@comcast.net		
Angela	Humphreys Cashia	3200 Del Rio Pike Franklin, TN 37069	595-1885				ahumphreys@bassberry.com	Joe Cashia	
Ann	Johnson	c/o300 Mallory Station Rd#C6, Franklin 37067	715-1800	771-6602	500-1234	771-6686	aj@wastetechservices.com		2012/2015
Emily	Magid	1208 Hillview Lane Franklin, TN 37064	595-8021		479-7936	595-8022	emmyam@hughes.net		2009/2012
Andy	Marshall	120 4th Avenue So. Franklin, TN 37064	595-9255	794-5527	478-6445		andy@puckettsgrocery.com	Jan	Merchant
Jason	McMurray	603 Band Drive Franklin, TN 37064	595-6986	695-5328	812-1800		j.mcmurray@lipmanbrothers.com	Jill	
Linda	Moore	145 Second Ave. So. Franklin, TN 37064	794-9863		495-4261		1944linda@comcast.net	Kenneth	2009/2012
Robert	Moore	2406 Goose Creek Bypass, Franklin 37064	794-4155	791-4447	289-0231	791-4463	rmcompany@aol.com		2010/2013
Bill	Powell	5395 Old Highway 96 Franklin, TN 37064	790-1940	390-4162	390-4162	790-0633	billpowell2@msn.com	Dale	2012/2015
Fred	Reynolds	510 South Margin Street Franklin, TN 37064	790-8101		390-5982		wfr@rockcity-gc.com	Linda	
Cyril	Stewart	3319 West End Ste 200 Nashville, TN 37203	297-9148	322-4833	207-5959	343-8388	cyril.stewart@vanderbilt.edu	Fran	2011/2014
Walker	Joe	First Tennessee 231 Public Square Franklin, TN 37064	498-4999	790-5100			jwalker@firsttennessee.com		

Officers:

Cyril Stewart	President
Jody Bowman	VP of Finance
Fred Reynolds	VP of Preservation
Andy Marshall	VP of Main Street
Linda Moore	VP of Events & Fundraising
Connie Haley	VP of Membership & Development
Michelle Evans	Secretary
Emily Magid	VP of the Franklin Theatre

HF Staff:

Mary Pearce	Executive Director	mpearce@historicfranklin.com	591-8500 Ext. 15	410 Watercross Drive, 37064
Nancy Williams	Main Street Program Director	nwilliams@historicfranklin.com	581-8500 Ext. 17	221 Third Avenue South, 37064
Kristy Williams	Membership & Development	kwilliams@historicfranklin.com	591-8500 Ext. 18	112 Brookfield Ave., N/ville 37205
Wendy Dunavant	Accounting	wdunavant@historicfranklin.com	591-8500 Ext. 13	PO Box 723, Franklin, 37065
Torrey Barnhill	Ball, Annual Meeting	tbarnhill@historicfranklin.com	591-8500 Ext. 20	1228 Buckingham Cr., 37064
Rick Warwick	Historian	rwarwick@historicfranklin.com	591-8500 Ext. 14	3169 McMillan Rd., 37064
Clark Shelton	Vendors	cshelton@historicfranklin.com	591-8500 Ext. 16	

Theatre Staff:

Joseph Logdson	Technical Director	joseph@franklintheatre.com	473-3634
Leah Dennison	Operations	leah@franklintheatre.com	980-4649
Lindsay George	Community Relations	lindsay@franklintheatre.com	400-2335
Sara Preston	Program Director	sara@franklintheatre.com	347-0430

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.

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.

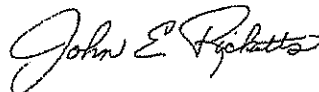
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public 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,

A handwritten signature in cursive script that reads "John E. Ricketts".

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



HISTORIC
FRANKLIN
TENNESSEE

ITEM #5
WRKS 03/13/2012

MEMORANDUM

February 29, 2012

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator *ES*
Special Events Advisory Team

SUBJECT: Main Street Festival (April 28 – 29)

Purpose

The purpose of this memorandum is to outline recommendations for the Main Street Festival in Downtown Franklin.

Background

The event, organized by the Heritage Foundation and consisting of more than 220 arts/crafts vendors and entertainment, brings in an estimated 130,000 visitors to Franklin each year. The festival is scheduled for April 28th – 29th. The Carnival is scheduled for April 26th – 29th at Bicentennial Park.

There are a couple of changes from previous years:

- The Children's Area will move to Third Avenue North (previously on Third Avenue South). Arts & Crafts vendors will expand to Third Avenue South.
- Beer will be allowed outside the beer tent but confined to Fourth Avenue from 7 p.m. until 10 p.m. on Saturday, April 28th. The Beer tent will be smaller than in previous years.
- The Beer Permit will also include locations at McCreary's and Papa Boudreaux's.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. at least 15 days prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.
- Applicant will provide partitions for performers using the City Hall Admin hallway
- Applicant will look into Park and Ride options for the event.
- Church Street Parking Lot will be closed for official vehicles.

Building & Neighborhood Services:

- Special Event Electrical Permit will be required.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.
- Carnival operators must provide certificate of insurance naming the City as additional insured. All dates on property must be covered on COI.
- Applicant will provide proof of alcohol liability insurance.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.
- Applicant will provide sticker on each tent/booth/vendor space that easily identifies the booth (corresponds to map/layout).
- Applicant will provide Emergency Evacuation Plan prior to event.



Police Department:

- Applicant will hire at least eight (8) extra-duty Franklin Police Officers to provide security.
- Security for the Carnival will be provided by two additional extra-duty Franklin Police Officers.
- Police Department Explorers and Volunteers will assist with the event at no charge to applicant.
- Incident Command Vehicle will be onsite throughout the event.
- Applicant will have private security monitoring the Beer area.

Parks Department:

- Parks Department will permit carnival on dates requested (April 22nd – 30th).
- Pavilion is off limits to public and carnival operators.
- Area needs to be cleared prior to carnival's departure.
- Carnival operations should not have any animals and should not sell drug paraphernalia and/or weapons.
- Should any carnival trucks, equipment, campers, etc. *arrive earlier or stay later*, Park fees will apply as follows:
 - \$250 per day Friday – Sunday
 - \$150 per day Monday – Thursday

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.

Streets Department:

- Fourth Avenue N & S will close at 5 a.m. on Friday, April 27th.
- Main Street will close at 10 p.m. on Friday, April 27th
- No parking along Fourth Avenue South (only City vehicles)
- Department will provide light towers at North Margin on Friday, April 27th, and Saturday, April 28th, between 7 p.m. and 9 p.m.
- Applicant or designee will stay present at event until all vendors are gone.
- Vendors should have identification numbers displayed in vehicles for entry into the event area for loading and unloading.
- Department will provide clean-up crew for after the event.

Solid Waste Department:

- Department will provide crew for cleanup during event.
- Department will provide and service recycling frames
- Applicant will use grease hauler for food vendors and notify Department of location of bins.
- Department will provide container for recycling cardboard on Fourth Avenue for food vendors.
- Department will provide container for ashes
- Carnival charges:
 - \$170 per day for daily servicing of two dumpsters on-site at carnival.

Water Management Department:

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



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TENNESSEE

MEMORANDUM

Fire Department:

- Applicant shall maintain 18 feet of clear width down the center of Main Street for the duration of the event.
- 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.
- 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.
- Applicant will ensure EMS is on-site throughout the event.
- Large Sponsor Tent should move to the same side of the Square as Children's Area