




# MEMORANDUM

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October 16, 2012

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Dickens of a Christmas Event Application

## Purpose

The purpose of this memo is to outline recommendations for the Dickens of a Christmas Event.

## Background

The Heritage Foundation/Downtown Franklin Association has requested street closures for the annual Dickens of a Christmas event (December 8-9). Estimated attendance is 50,000.

## Recommendations

Staff recommends approval of the event application with the following recommendations:

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.

### ***Risk Management:***

- Applicant will provide certificate of insurance naming the City as additional insured.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.

### ***Streets Department:***

- Department will set-up closure and provide barricades beginning at 5 a.m. on Saturday, December 8<sup>th</sup>.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew after the event.

### ***Police Department:***

- Applicant will hire five (5) extra-duty Franklin Police Officers to provide security and crowd control.

### ***Building & Neighborhood Services Department:***

- Electrical permit will be required.
- No stakes should be placed in ground at City Hall (Third Avenue South)

### ***Solid Waste Department:***

- Department will provide clean-up crew during event.

### ***Fire Department:***

- Contact Franklin Fire Department for Tent and event inspections.

### ***Water Management Department:***

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

OFFICE USE ONLY:  
Permit No:  
\_\_\_\_\_



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## 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:

<input checked="" type="checkbox"/> street closure	<input type="checkbox"/> parade
<input type="checkbox"/> other special event	<input type="checkbox"/> beer served ( <i>separate permit required</i> )

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	_____ Liberty Park	_____ Eastern Flank BattleField Park
Fieldstone Farms	_____ Pinkerton Park	
Jim Warren Park	_____ Harlinsdale Farm	Other: <u>Main St. from 2<sup>nd</sup> to 5<sup>th</sup> Ave.</u>

**2) Name/purpose of event:** Dickens of a Christmas

**3) Date or dates of event:** Dec, 8-9, 2012

**4) Time of Event:** 10 a.m. to 5 p.m. Saturday, Dec. 8; Noon to 5 p.m. Sunday, Dec. 9

**5) Time of Street Closure (if applicable):** 5 a.m. Dec. 8 to 7 p.m. Dec. 9;

**Set-Up Date/Time:** 5 a.m. Saturday      **Tear-down Date/Time:** 7 p.m. Sunday

\*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 County

a) Address: 510 Columbia Avenue, Franklin TN 37064

b) Phone: 615-591-8500 ext. 17    c) Cell: 615-545-9172      d) Fax: 615-591-8502

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

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

Cell: 615-545-9172      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: Mary Pearce Cell: 300-7218 E-mail address: mpearce@historicfranklin.com

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

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

Dickens of a Christmas is a Victorian holiday street festival with 250+ costumed characters.

traditional arts/crafts, street performers, stage performances, carriage rides, Victorian food and town sing.

**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. *A*  
**For large-scale events, map should be obtained from the City's GIS division.**

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

60,000

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. Vendors pay fees ranging from \$200 to \$15,000.

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? Yes. All proceeds go to the Downtown Franklin Association, and Heritage Foundation of Franklin & Williamson County.

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



- 20) Will any sound amplification equipment be used during the event? Circle  Yes or No. If no, please skip to Question #22.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?  
Amplified sound at the stage for musical performances. A dance group uses an amplification system at the intersection of 4<sup>th</sup> & Main for a traditional Victorian dance performed with the crowd.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
For musical groups on the stage, for the town sing, and for the group dance. All for entertainment only.
- 23) During what time period is sound amplification requested? 10 a.m. to 5 p.m. Sat.; Noon to 5 p.m. Sun.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Most entertainment at this event is non-amplified, but the stage on the Public Square has a sound system. The largest group is a church choir of 80.
- 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.  
**Children's activities will be on Third Avenue North as shown on the attached map. All ride vendors provide Certificate of Insurance. No inflatables or rides at this event, except for ponies, petting zoo and carriage rides.**
- 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 will be provided prior to the event.
- 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 Department.
- 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. Deposit on file



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- 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:  

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Yes—At 4<sup>th</sup> & Main and 3<sup>rd</sup> Ave. S. (City Hall side)
- 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.* This will be a widely publicized event that is open to the public. In addition, we have email addresses for more than 5,000 downtown neighbors, businesses and citizens who will be notified.

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


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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: 9-10-12  
 (Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_.

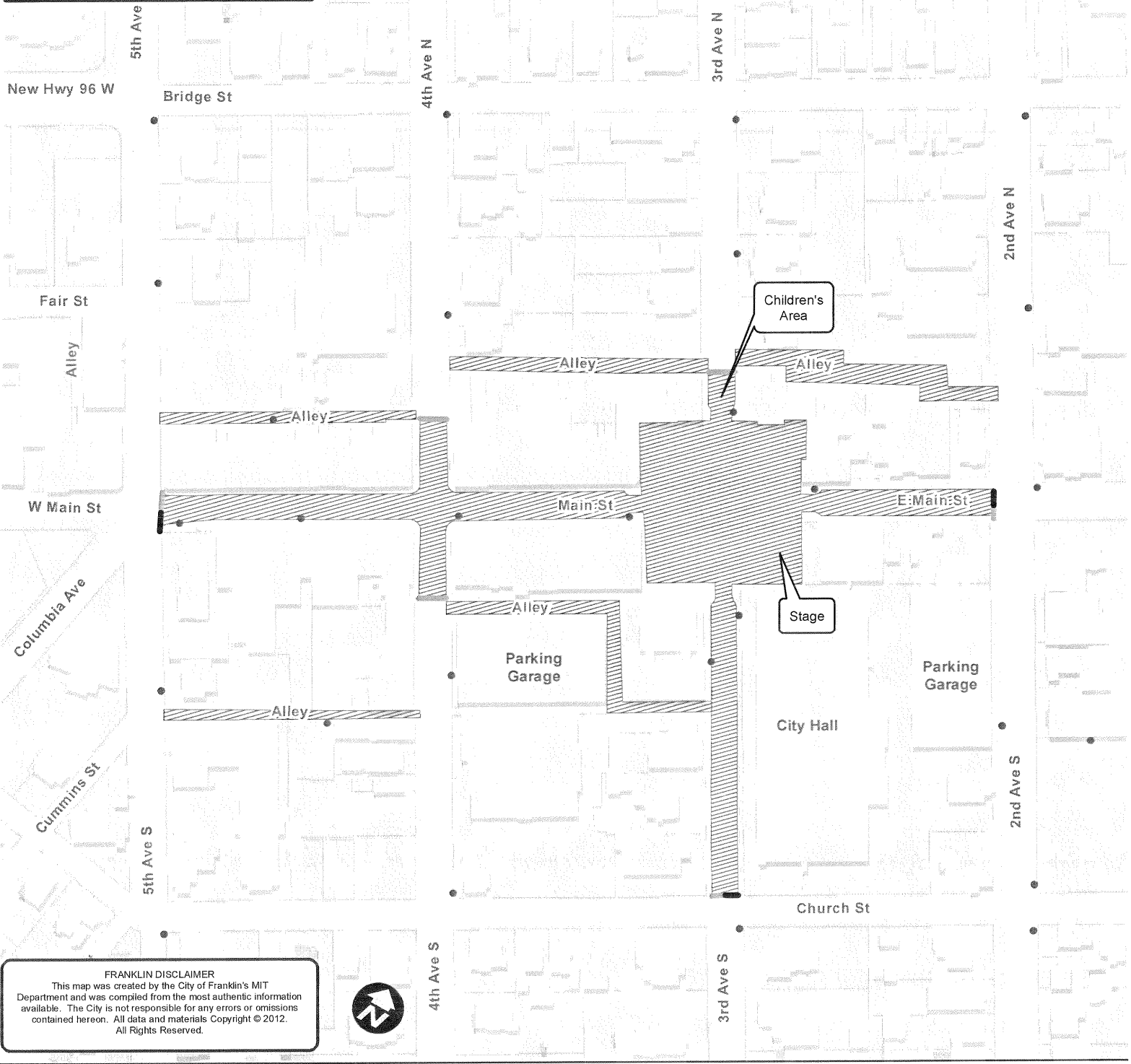
\_\_\_\_\_  
 Dr. Ken Moore, Mayor

\_\_\_\_\_  
 Eric S. Stuckey, City Administrator

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

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



## FRANKLIN DISCLAIMER

This map was created by the City of Franklin's MIT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained hereon. All data and materials Copyright © 2012. All Rights Reserved.



# BRIDGE STREET

# Dickens Of a Christmas

## Main Street Musicians

(various locations, Saturday and Sunday)  
Abigail Bobo, Kili Walsh, Donal Himely, Tom  
Shinness, Deanna Loveland, Swing Time Carolers  
and many more



## Fourth & Main Intersection - Saturday

1 p.m. - Flat Creek Community Contra Dancers  
3 p.m. - Flat Creek Community Contra Dancers  
(80 performers dancing scenes from A Christmas Carol)



4TH AVENUE

5TH AVENUE / 5 POINTS

# MAIN STREET

## Historic Presbyterian Church/Five Points area

10 a.m. - noon - Williamson County Youth Orchestra Small  
String Ensembles

Noon - Harpeth Double Reed Society

1 to 3 p.m. - Clearview Handbell Choir

3 p.m. Franklin High School Tri M Honor Music Society

4-5 p.m. Brass Quintet

## Sunday

Sunday performances are on Main Street at Five Points, not in  
the sanctuary

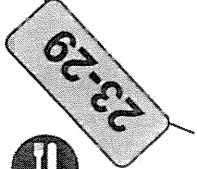
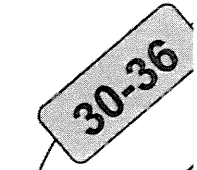
1 to 3 p.m. - Clearview Baptist Church Handbell Choir

3 to 4:30 p.m. Brass Quintet

Also Sunday, 2 p.m., on Main Street 400 Block - Suzuki  
Strings



## Festival Headquarters



**PARKING**



# CHURCH STREET



(B)

The Heritage Foundation  
Board Member List & Staff List  
Year 2012-2013

	Mailing Address	Telephone			Fax	e-mail	Spouse	1st/2nd Term Ends
		Home	Work	Cell				
Brian	Beathard 704 Fair Street Franklin, TN 37064	656-4661		752-8628	800-513-0	brianbeathard@comcast.net	Lisa	2015/2018
Julian	Bibb III 918 Fair Street Franklin, TN 37064	794-5076	782-2227		791-8481	julian.bibb@stites.com	Jayne	2015/2018
Jody	Bowman 1149 Lewisburg Pike Franklin, TN 37064	794-0244	236-8307	476-0052		joseph.bowman@franklinsynergy.com	Gilda	2011/2014
Angela	Calhoun 1005 Scramblers Knob Franklin, TN 37069	794-5090		642-2890		anpcalhoun@mindspring.com	Porter	2014/2017
Sean	Carroll 1419 Clairmonte Circle Franklin, TN 37064	790-5909	415-7595	936-4544		seanpcarroll@gmail.com	Stacey	NG
Bryan	Echols 5016 Jackson Lane Brentwood, TN 37027	661-8921		400-3123		jbechols@comcast.net bechols@cickinson-wright.com	Laura	
Matt	Gonring 300 Innovative Drive Franklin, TN 37067		861-5521			matt.gonring@jackson.com		2015/2018
Connie	Haley 5205 Stillhouse Hollow Rd., Franklin 37064	791-5640		476-2557	591-1702	connietaylor8@gmail.com	Carl	2012/2015
Kelly	Harwood 3706 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				ahumpphreys@bassberry.com	Joe Cashia	2014/2017
Ann	Johnson c/o 300 Mallory Station Rd#C6, Franklin 37067	715-1800	771-6602	500-1234	771-6686	aj@wastetechservices.com		2012/2015
Rudy	Jordan 231 Second Ave. South Franklin, TN 37064	790-1400	791-4508	479-5920		rudyoldhouse@mindspring.com		2015/2018
Andy	Marshall 94 East Main Street Franklin, TN 37064	595-9255	794-5527	478-6445		andy@puckettsgrocery.com	Jan	2015/2018
Jason	McMurray 603 Band Drive Franklin, TN 37064	595-6986	695-5328	812-1800		j.mcmurray@lipmanbrothers.com	Jill	2014/2017
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	
Bob	Roethemeyer 418 Main Street Franklin, TN 37064		791-9121	521-6789		AvecMoiFranklin@gmail.com		DT
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
Joe	Walker First Tennessee 231 Public Square Franklin, TN 37064	498-4999	790-5100			jwalker@fb.com		2014/2017

**Executive Committee/Officers:**

Cyril Stewart	President
Jody Bowman	VP of Finance
Fred Reynolds	VP of Preservation
Bob Roethemeyer	VP of Main Street
Angela Cashia Humphreys	VP of Events & Fundraising
Connie Haley	VP of Membership & Development
Angela Calhoun	Secretary
Andy Marshall	VP of the Franklin Theatre
Sean Carroll	President of Next Gen.

**Executive Staff:**

Lary Pearce	Executive Director	<a href="mailto:mpearce@historicfranklin.com">mpearce@historicfranklin.com</a>	591-8500	Ext. 15	410 Watercross Drive, 37064
Lancy Williams	Main Street Program Director	<a href="mailto:nwilliams@historicfranklin.com">nwilliams@historicfranklin.com</a>	581-8500	Ext. 17	221 Third Avenue South, 37064
Risty Williams	Membership & Development	<a href="mailto:rwilliams@historicfranklin.com">rwilliams@historicfranklin.com</a>	591-8500	Ext. 18	4910 Maymanor Circle., N'ville 37205
Wendy Dunavant	Accounting	<a href="mailto:wdunavant@historicfranklin.com">wdunavant@historicfranklin.com</a>	591-8500	Ext. 13	134 Harlinsdale Ct., 37069
Correy Barnhill	Heritage Ball	<a href="mailto:tbarnhill@historicfranklin.com">tbarnhill@historicfranklin.com</a>	591-8500	Ext. 20	1228 Buckingham Cr., 37064
Richard Warwick	Historian	<a href="mailto:rwarwick@historicfranklin.com">rwarwick@historicfranklin.com</a>	591-8500	Ext. 14	3169 McMillan Rd., 37064
Gene Evans	Vendor Relations	<a href="mailto:revans@historicfranklin.com">revans@historicfranklin.com</a>	591-8500	Ext. 11	5054 Saddleview Dr., 37067

**Theatre Staff:**

Sean Hayes	Director	<a href="mailto:dan@franklintheatre.com">dan@franklintheatre.com</a>	351-4832		
Joseph Logdson	Technical Director	<a href="mailto:joseph@franklintheatre.com">joseph@franklintheatre.com</a>	473-3634		420 Roberts St., 37064
Kelsey Anderson	Operations Manager	<a href="mailto:kelsey@franklintheatre.com">kelsey@franklintheatre.com</a>			

C

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.