

MEMORANDUM

December 19, 2012

TO: Board of Mayor and Aldermen

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

SUBJECT: Eat the Street Event Application (May 10, 2013)

Purpose

The purpose of this memorandum is to outline conditions for the approval of the Eat the Street event benefitting the 21st Drug Court.

Background

The 21st Drug Court is an organization dedicated to breaking the cycle of addiction through intervention, treatment, and rehabilitation for eligible adult offenders within the 21st Judicial District. They have submitted an event permit application for Friday, May 10, 2013 for an event titled "Eat the Street." Eat the Street features 20 food trucks/carts, a children's play area, and live entertainment. Although this would be the second annual event, this is their first street closure request. Their 2012 event was held at the Factory.

The original request was for the trucks to be located on Fourth Avenues North and South with Main Street remaining open. With an estimated attendance of over 3,000, the Special Events Advisory Team does not believe leaving Main Street open during the event would be safe and would recommend the closures of Main Street from the Square to Five Points, Fourth Avenue North to Bridge Street, and Fourth Avenue South to the entrance of the Parking garage. The street closures would 3 p.m. on the day of the event.

Recommendation

Staff recommends the following conditions:

- 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.

Police Department:

- Applicant will hire the recommended extra-duty Franklin Police Officers to provide security and traffic control.
- Applicant has requested amplification at the stage (location to be determined).



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- Pursuant to Franklin Municipal Code Section 11-403(3), this is the only locations at which amplified sound will be permitted during this event.

Building & Neighborhood Services Department:

- Electrical permit will be required.

Solid Waste Department:

- The organizations will provide volunteers to do clean-up during the event.
- Department will provide extra roll-outs and recycling bins/bags for the applicant to use.
- Applicant shall return all roll-outs (full or empty) and all recycling bags and frames to the alley behind Mellow Mushroom.

Streets Department:

- Department will set-up closure and provide barricades beginning at 3 p.m. on Friday, May 10th.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.

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:
- street closure
 - other special event
 - parade
 - 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 _____ Liberty Park _____ Eastern Flank BattleField Park
 _____ Fieldstone Farms _____ Pinkerton Park
 _____ Jim Warren Park _____ Harlinsdale Farm Other: 4th Avenue

- 2) Name/purpose of event: East the Street
 3) Date or dates of event: May 10, 2013
 4) Time of Event: 4-9 pm
 5) Time of Street Closure (if applicable): 12-10 pm
 Set-Up Date/Time: 5-10-13/12-330 Tear-down Date/Time: 9-10:00 pm

*Notes: 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:
21st Judicial Drug Court
 a) Address: 105 Southeast Parkway, Ste. 104, Franklin, TN 37064
 b) Phone: 595-7868 c) Cell: 595-2591 d) Fax: 595-2591
 e) E-mail address: marianne.schroer@jdc.org
 7) Person in charge on day of event: Marianne Schroer
 Cell: 514-5812 E-mail address: marianne.schroer@jdc.org



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8) Name and Cell Number of at least two others available on day of event:
 Name: Andrea Harrison Cell: 414-0081 E-mail address: andrea.harrison@gmail.com

Name: Stacy Watson Cell: 483-3889 E-mail address: stacy.watson@ghhs.com

9) DETAILED description of event (use additional sheets):
Congregation of food trucks and carts, the trucks will pay a fee to participate in the festival. All proceeds from event and vendor fees will directly benefit the drug court.

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.

11) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:
~ 3,000

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.

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.

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Yes, the fee will vary by vendor size, ranging from \$50 to \$125

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? 100% will go to 21st Judicial Drug Court

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.)?
Announcements and band/entertainment

22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Band - yet to be determined

23) During what time period is sound amplification requested? 5-8 p.m.

24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). We have not contracted a band yet, but it will most likely be a wedding hard-type act of an acoustic group.

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. Food truck vendors - the list has not been finalized.

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.
Xandy Bradshaw 545-1863

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.



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:

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 are working with the Downtown Franklin Association to coordinate the letter. We will provide a copy when complete.

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. 20004). 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, TN 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.

Officers, Directors and Trustees
21ST DRUG COURT, INC.
2012

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105 Southeast Parkway
Suite 104
Franklin, Tennessee 37064
Marianne.schroer@21dc.org

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Timothy L. Easter
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Sharon Guffee
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sharoneguffee@bellsouth.net

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P.O. Box 937
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krhelper@tncourts.gov

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 28 2006**

21ST DRUG COURT INC
PO BOX 757
FRANKLIN, TN 37065-0757

Employer Identification Number:
62-1867489

DLN:

17053084909076

Contact Person:

ERIC J BERTELSEN

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b) (1) (A) (vi)

ID# 31323

Brent Peterson
(Assistant Coach-Nashville Predators)
501 Broadway
Nashville, TN 37203
Pete12tn@aol.com

Eunetta Kready
(Deputy Clerk, Williamson County Circuit Court)
1008 Ruth Court
Franklin, TN 37064
eunettakready@comcast.net

Alma McLemore
(Retired-MTE)
147 Flintlock Drive
Franklin, TN 37064
Amclemore51@yahoo.com

Kat McElroy
(Vice President-Franklin Synergy Bank)
722 Columbia Avenue
Franklin, TN 37064
Kat.mcelroy@franklinsynergy.com

Dear Applicant:

Our letter dated April 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

98673110603

TENNESSEE DEPARTMENT OF REVENUE

Certificate of Exemption

21ST DRUG COURT, INC.
 PO BOX 757
 FRANKLIN TN 37065-0757

June 7, 2011
 Account Type: S&U EXEMPT
 Account No.: 780251407

Under the provisions of T.C.A. Section 67-6-322, the organization named above is granted authority from the Tennessee Department of Revenue to make purchases without payment of the Sales or Use Tax, of tangible personal property or taxable services to be used or consumed by the organization itself or to be given away.

The organization must furnish the suppliers of goods and services with a COPY of this exemption certificate. The lower portion of the certificate must be properly completed. The organization MUST retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of exemption. Later purchases do not require the submission of additional copies. Invoices must contain the name of the organization and the number given above.

This authority does not extend to purchases made by representatives of the organization when the items purchased or services rendered are paid for with personal funds. It does not extend to items purchased to be resold.

THE ORGANIZATION MUST NOTIFY THE DEPARTMENT IMMEDIATELY IF IT CEASES TO EXIST, MOVES, OR IN ANY WAY CHANGES THE ORGANIZATION FROM ITS PRESENT FORM.

EFFECTIVE DATE July 1, 2011
 Richard H. Roberts
 COMMISSIONER OF REVENUE

TO BE COMPLETED BY THE ORGANIZATION (please print)

TO: SUPPLIER'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

I, Marianne Schorr

as an authorized representative of the organization named above affirm that the purchases made under this authority will be used and consumed by the organization or will be given away. I further affirm that the organization will not use this authority to purchase items for resale.

Under penalty of perjury, I affirm this to be a true and correct statement:

PRINT NAME OF ORGANIZATION: 21st Drug Court

PRINT NAME OF PURCHASER: Marianne Schorr

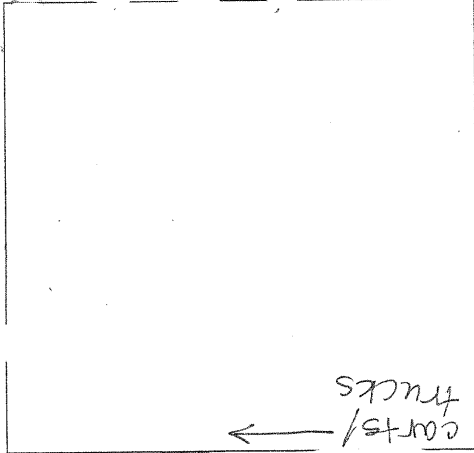
SIGNATURE OF PURCHASER: Marianne Schorr

RVA-0000910-1

5TH AVENUE SOUTH / 5 POINTS

BRIDGE STREET

4th Ave. N.



Tent

