



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #7  
WRKS 01/22/13

## MEMORANDUM

January 14, 2013

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Franklin Main Street Brewfest – March 16, 2013

### Purpose

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

### Background

During the Main Street Brew Fest, beer tasting is available in approximately 22 shops along Main Street. A 2 oz. portion is served at each location. The event also includes food vendors and live entertainment. Time of event is 6 p.m. until 9 p.m. and attendance is expected to be 2,500. Street Closure is Main Street from 2<sup>nd</sup> Avenue to Fifth Avenue; Fourth Avenue from the parking garage to the alley; and Third Avenue from Church Street to the alley. Trolley and taxi-cab service will be available on-site.

### Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.

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

- Applicant will provide certificate of insurance naming the City as additional insured. Certificate should include liquor liability.

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

- Applicant will hire six (6) extra-duty Franklin Police Officers to provide security.
- Officers will work until streets are re-opened to traffic.

### ***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 will close on 5 a.m. on Saturday (March 16<sup>th</sup>).
- Main Street and Third Avenue will close at 4 p.m. on Saturday (March 16<sup>th</sup>)
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.



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

- Department will provide employees for cleanup during event.
- Applicant will supply name of grease hauler for food vendors.

### ***Water Department***

- Tap needed on hydrant at Fourth & Main

### ***Fire Department/EMS***

- Applicant will contact department to schedule inspection

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



### 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  street closure  parade  
all that apply:  other special event  beer served (separate permit required)

Please supply the following information. For additional copies, 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: Main St. from 2<sup>nd</sup> to 5<sup>th</sup> Ave \*

2) Name/purpose of event: Franklin Main Street Brew Fest

3) Date or dates of event: Saturday, March 16, 2013

4) Time of Event: 6 p.m. to 9 p.m.

5) Time of Street Closure (if applicable): 4 p.m. to 11 p.m. (5 a.m. for sections of 4<sup>th</sup> Ave)

Set-Up Date/Time: 4 p.m. March 16\* Tear-down Date/Time: 11 p.m. March 16

\*Note: Two (2) hours will be required before set-up begins and two hours (2) will be added after tear-down to allow time for clean-up. Event is responsible for payment of Franklin Park 3 Officers Using this time. Read Additional Requirements section for more information.

6) Name of Applicant and Organization Requesting Permit:  
Downtown Franklin Association/Heritage Foundation of Franklin & Williamson Co.

a) Address: 510 Columbia Ave. P.O. Box 807, Franklin TN 37065

b) Phone: 615-591-8500x17 c) Cell: 615-545-9172 d) Fax: 615-591-8502

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

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

Cell: 615-545-9172 E-mail address: nwilliams@historicrofranklin.com

\*Would like to close sections of 4<sup>th</sup> Ave S and 4<sup>th</sup> Ave N between the alleys and Main Street at 5 a.m. Saturday, March 16, to load in food vendors and check-in tent.



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

Name: Kristy Williams Cell: 306-3610 E-mail address: kwilliams@historicrofranklin.com

Name: Mary Pearce Cell: 306-7218 E-mail address: mpearce@historicrofranklin.com

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

Beer fest in approximately 22 shops along Main Street. A 2 oz. portion is served at each location.

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:

2,500

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: \_\_\_\_\_) Yes

14) Is your organization authorized to do business in Tennessee? Circle Yes or No  
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? Circle Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status. Yes

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Yes - \$40 per person

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

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



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.)?  
\_\_\_\_\_ Music only \_\_\_\_\_

22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
\_\_\_\_\_ Irish bands \_\_\_\_\_

23) During what time period is sound amplification requested? 6-9 p.m.

24) If for entertainment, give details of entertainment being provided (i.e., number of musicians, type of music, amp wattage, etc.). Celtic music on the street - no stages. Five to six musicians in each group with a 20 amp sound system

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 stage 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. About 10 vendors - five food, five sponsors  
List for some prior to 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

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 for the year \_\_\_\_\_



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:  
\_\_\_\_\_ Yes - 1 at 4" and Main hydrant \_\_\_\_\_

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 be using Downtown Franklin Assoc. & Downtown Neighborhood Association email for notification.

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

\*No persons 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 Act 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 Embury  
Title VI Manager  
City of Franklin  
109 Third Avenue South  
Franklin, Tennessee 37064  
615.731.3277

The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Title VI Management Department at 615.731.3277 for specific requests.



**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 therewith, 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: Eric S. Stuckey Date: 12-18-12  
 (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

\*\*\*\*\*  
 Return application to:  
 City Administrator's Office  
 City Hall  
 109 Third Ave South  
 Franklin, TN 37065  
 615-791-3217  
 615-790-0465 (FAX)  
 \*\*\*\*\*

If you have questions concerning your request, please call 615-550-6600.



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**FOR CITY USE ONLY**

Department	Date	Initials	Attach Any Comments
Administration			Comments: Yes No
Business Office			Comments: Yes No
Codes			Comments: Yes No
Engineering			Comments: Yes No
Finance			Comments: Yes No
Fire			Comments: Yes No
Information Technology			Comments: Yes No
Law			Comments: Yes No
Parks			Comments: Yes No
Planning			Comments: Yes No
Police			Comments: Yes No
Risk Manager			Comments: Yes No
Solid Waste			Comments: Yes No
Streets			Comments: Yes No
Water/Wastewater			Comments: Yes No



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.

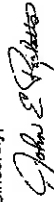
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public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

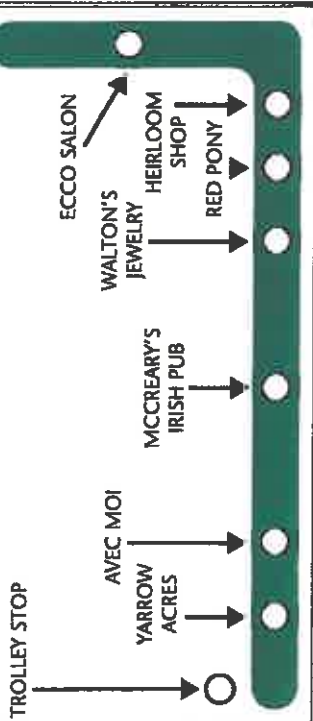


John E. Rickeltes, Director, TE/GE  
Customer Account Services

# 9TH ANNUAL FRANKLIN MAIN STREET BREW FEST MAP

## ENTERTAINMENT:

THE NASHVILLE PIPE AND DRUM BAND PERFORMS NEAR THE PUBLIC SQUARE.  
 THE IRISH GYPSIES PLAY NEAR FIVE POINTS INTERSECTION (STARBUCK'S).  
 IRISH FLUTE PLAYER MITCH O'REILLY PERFORMS ON EAST MAIN STREET NEAR THE VISITORS' CENTER.

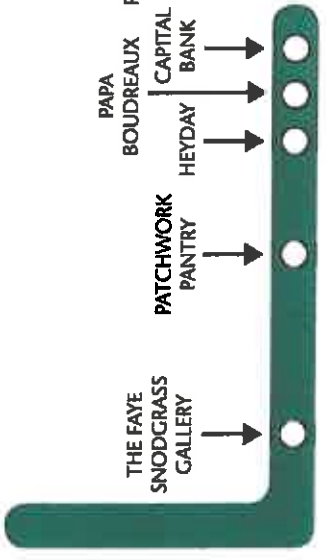


4th Avenue North

Presented by  
**Lipman Brothers**  
 and the  
**R.S. Lipman Company**



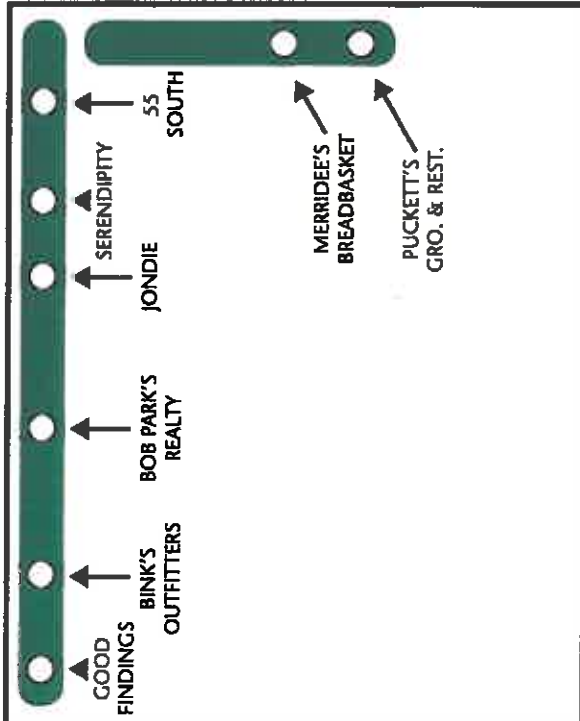
THE SHOP AROUND THE CORNER



3rd Avenue North

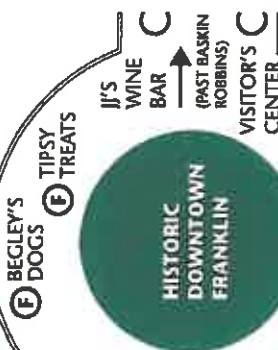
## Main Street

ⓔ BUFFALO DOGS & PRETZELS



CHECK-IN & INFORMATION

ⓔ = FOOD VENDOR



ⓔ BEGLEY'S DOGS  
 ⓔ TOPY TREATS



ⓔ JF'S WINE BAR  
 (PAST BASKIN ROBBINS)  
 VISITOR'S CENTER

ⓔ TAZIKI'S  
 ⓔ SWANKY'S TACOS

## SPONSORED BY:

Sponsor logos including Lipman, The Herald, WSM, 97.1 Classic Hits, and Franklins.

COOL SPRINGS BREWERY

RESTROOMS & CAB STAND

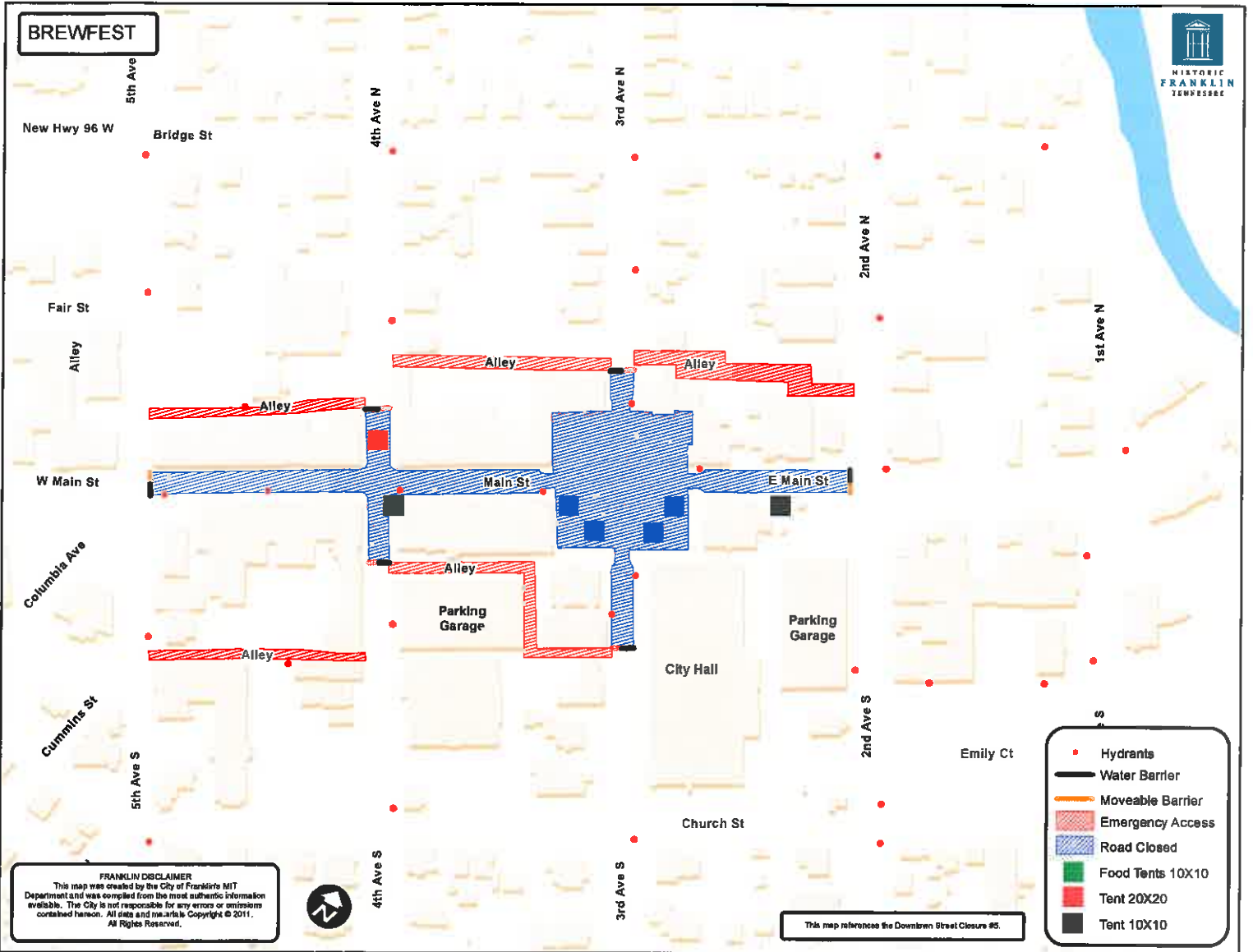
ⓔ TROLEY  
 ⓔ COOL SPRINGS BREWERY

CITY HALL

5th Avenue South • 5 Points



**BREWFEST**



**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 © 2011. All Rights Reserved.

This map references the Downtown Street Closure #5.

- Hydrants
- Water Barrier
- Moveable Barrier
- ▨ Emergency Access
- ▨ Road Closed
- Food Tents 10X10
- Tent 20X20
- Tent 10X10