




HISTORIC
FRANKLIN
TENNESSEE

ITEM #32
BOMA 02/12/13

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 2nd 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 16th).
- Main Street and Third Avenue will close at 4 p.m. on Saturday (March 16th)
- 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 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: Main St. from 2nd to 5th 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 4th 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 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:
 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 4th Ave S and 4th Ave N between the alleys and Main Street at 5 a.m. Saturday, March 16, to load in food vendors and check-in tent.

Revised January 2011



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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: 300-7218 E-mail address: mpearce@historicrofranklin.com

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

Beer tasting 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 committees.

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 - \$10 per person

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

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.)?
_____ 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 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. About 10 vendors - five food, five sponsors
List for Core 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 4th 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 for notification.

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. 20700d). 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 requirements.



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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 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

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)



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FRANKLIN
TENNESSEE

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

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

	Member Address	Phone	Mobile	Cell	Fax	e-mail	Special	Term Ends
Beth	761 Fair Street Franklin, TN 37064	615-466-1051	751-4378	751-4378	800-411-3232	beth@heritagefoundation.org	Lead	2015/2018
Judith	316 Fair Street Franklin, TN 37064	794-5870	702-2277		702-2277	judith@heritagefoundation.org	Lead	2012/2015
Judy	1148 Lewisburg Pike Franklin, TN 37064	751-0714	236-1207	616-0032	702-2277	judy@heritagefoundation.org	Chair	2012/2015
Angela	1015 Scrambleys Knob Franklin, TN 37063	794-5030	612-2833		702-2277	angelah@heritagefoundation.org	Member	2014/2017
Sean	1419 Chimney Creek Franklin, TN 37064	794-9889	715-2553	934-4744	702-2277	sean@heritagefoundation.org	Member	1/13
Byron	3102 Main Line Brentwood, TN 37027	681-6821	600-3133		702-2277	byron@heritagefoundation.org	Member	1/13
Alast	3102 Main Line Brentwood, TN 37027	361-5321			702-2277	alast@heritagefoundation.org	Member	2012/2015
Connie	5005 Shiloh Hollow Rd., Franklin, TN 37064	791-3540	475-1134	786-2957	591-7022	connie@heritagefoundation.org	Member	2012/2015
Kelly	3102 Main Line Brentwood, TN 37027	314-0032	475-1134	289-0770	702-2277	kelly@heritagefoundation.org	Member	2012/2015
Angela	3200 Del Rio Pike Franklin, TN 37064	525-1945			702-2277	angela@heritagefoundation.org	Member	2012/2015
Ann	2142 Mainly Station Rd#68, Franklin 37067	15-1800	771-6802	503-1234	771-4426	ann@heritagefoundation.org	Member	2012/2015
Stacy	231 Second Ave. South Franklin, TN 37064	794-1400	791-4638	479-0242	702-2277	stacy@heritagefoundation.org	Member	2012/2015
Jully	94 East Main Street Franklin, TN 37064	934-8755	794-4727	714-8405	702-2277	jully@heritagefoundation.org	Member	2012/2015
Jason	1033 Band Drive Franklin, TN 37064	897-6163	825-5374	612-1154	702-2277	jason@heritagefoundation.org	Member	2012/2015
Robert	2131 Grove Creek Bypass, Franklin, TN 37064	794-4105	701-4447	680-0231	781-4493	robert@heritagefoundation.org	Member	2012/2015
Bill	5335 Old Highway 86 Franklin, TN 37064	790-1540	389-4752	392-4182	702-2277	bill@heritagefoundation.org	Member	2012/2015
Erin	5113 South Margin Street Franklin, TN 37064	790-8191		389-2682	702-2277	erin@heritagefoundation.org	Member	2012/2015
John	37064	791-9111	916-789		702-2277	john@heritagefoundation.org	Member	01
Carl	519 West Elm St, 273 Nashville, TN 37203	607-5146	312-4033	607-5478	743-3188	carl@heritagefoundation.org	Member	2012/2015
Joe	Franklin, TN 37064	790-0110			702-2277	joe@heritagefoundation.org	Member	2012/2015

Executive Committee Officers:

Cyril Stewart	President	410 Waterside Lane, 37064
Judy Eisman	VP of Finance	2401 Pine Avenue South, 37064
Fred Reynolds	VP of Personnel	134 Harlestone Ct., 37069
Bob Rothe	VP of Marketing	1228 Buchanan Ct., 37064
Angela Casbia Humphreys	VP of Events & Fundraising	3159 McKinley Rd., 37064
Connie Haley	VP of Membership & Development	6754 Shepherd Dr., 37187
Cheryl	VP of Marketing	430 Roberts St., 37164
Audrey Marshall	VP of Operations	
Sean Carroll	VP of Fundraising	

HF Staff:

Mary Peirce	Executive Director	691-8600	Ext. 15
Kathy Williams	Director	591-8600	Ext. 16
Wendy Cavanaugh	Membership & Development	591-8600	Ext. 13
Tony Barrill	Accounting	591-8600	Ext. 20
Rick Warwick	Human Resources	591-8600	Ext. 14
Rene Evans	Vendor Relations	591-8600	Ext. 11
Dan Hayes	Director	371-4822	
Joseph Loggion	Technical Director	472-2614	
Kelley Anderson	Operations Manager		

Internal Revenue Service

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

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

Date: March 19, 2001

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.

Your 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,

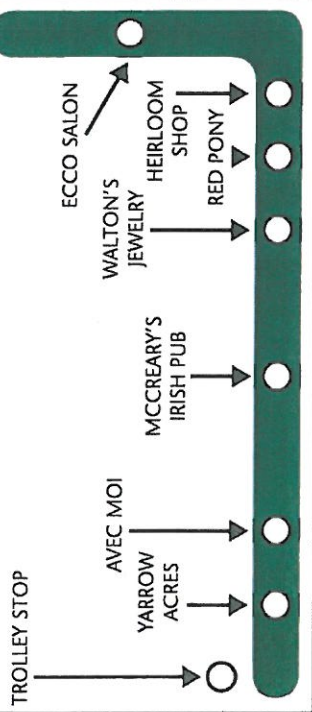


John E. Ricketts, Director, TE/GE
Customer Account Services

9TH ANNUAL FRANKLIN MAIN STREET BREW FEST MAP

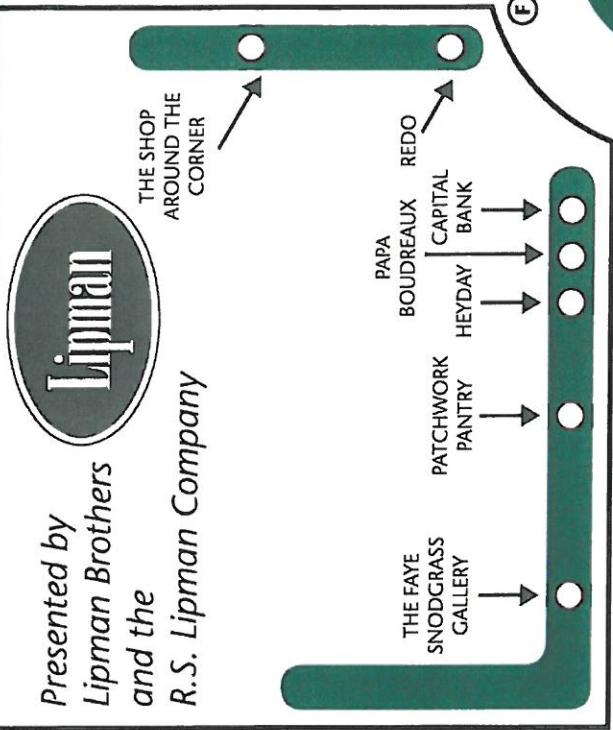
ENTERTAINMENT:

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.



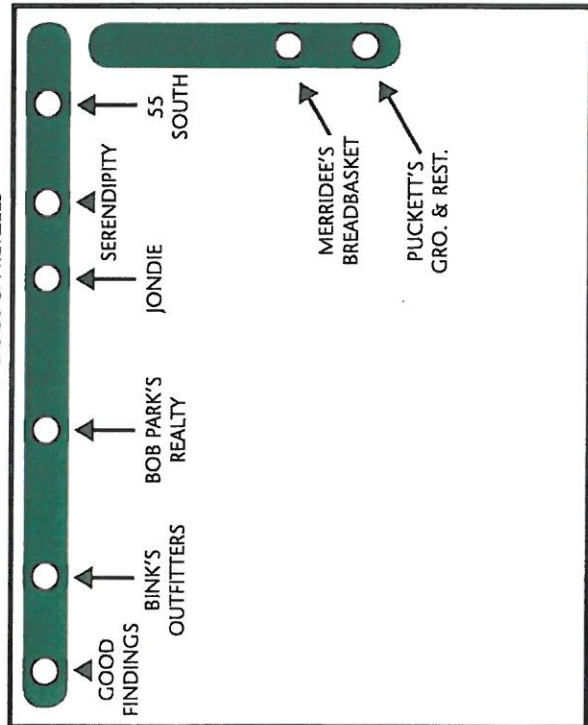
4th Avenue North

3rd Avenue North



Main Street

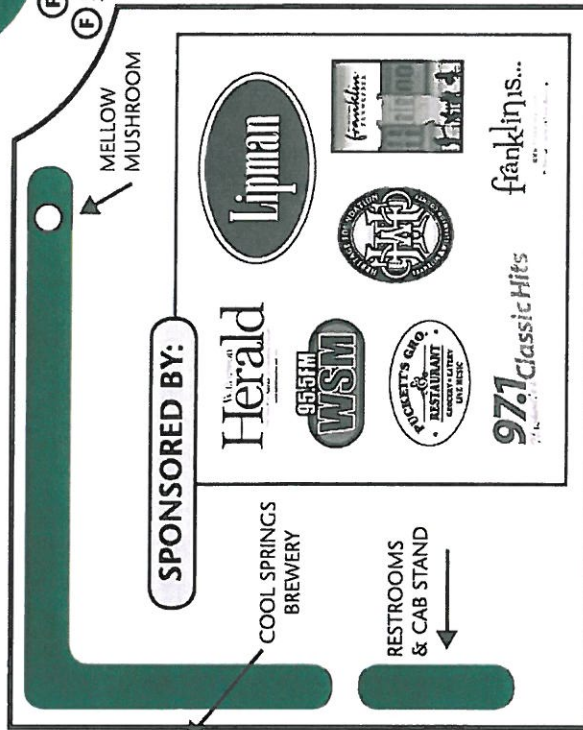
ⓔ BUFFALO DOGS & PRETZELS



CHECK-IN & INFORMATION

ⓔ = FOOD VENDOR

ⓔ PUCKETT'S TROLLEY
 ⓔ COOL SPRINGS BREWERY



SPONSORED BY:

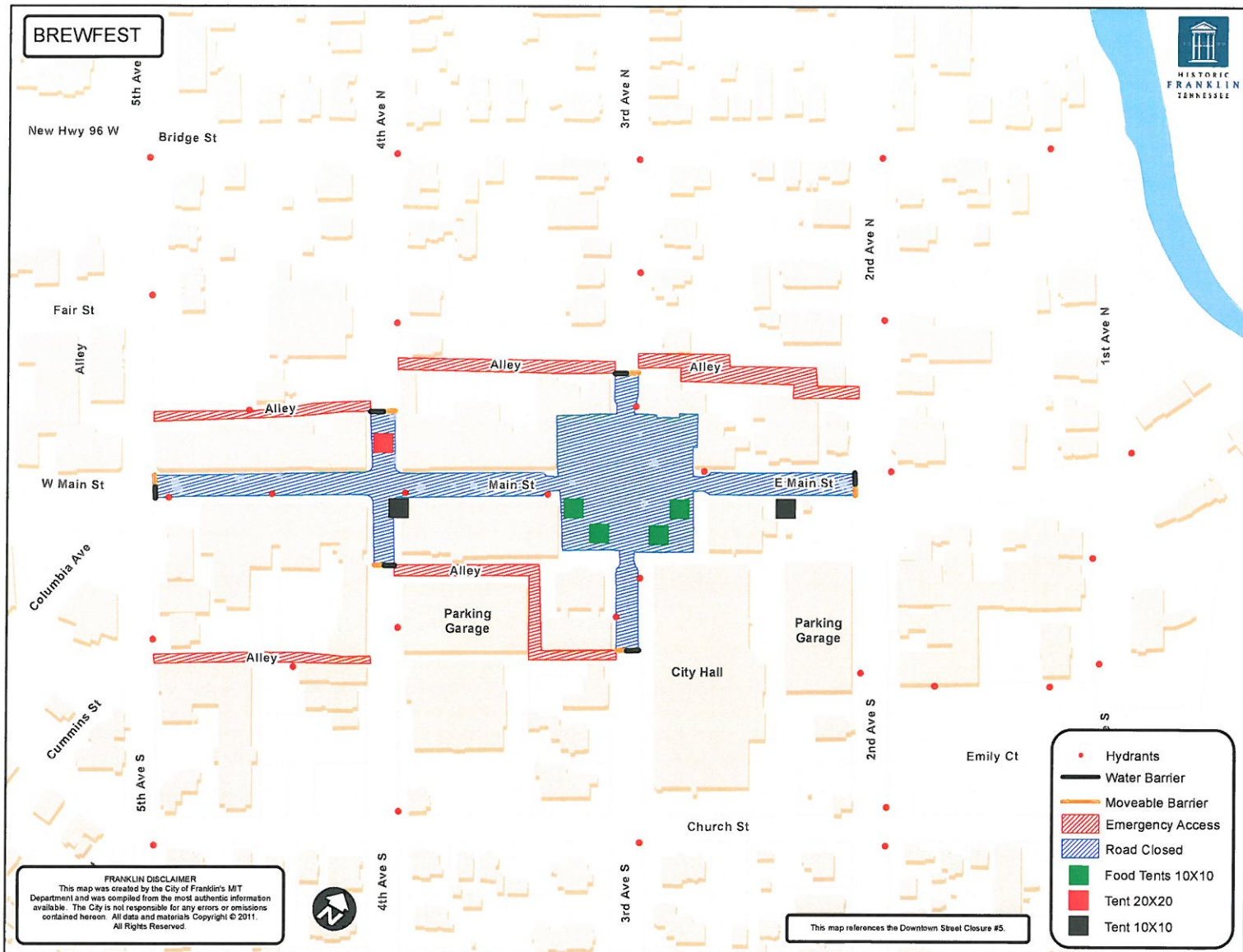


HISTORIC DOWNTOWN FRANKLIN

CITY HALL

5th Avenue South • 5 Points

BREWFEST



BREWFEST

HISTORIC
FRANKLIN
TENNESSEE

New Hwy 96 W

5th Ave

Bridge St

4th Ave N

3rd Ave N

2nd Ave N

1st Ave N

Fair St

Alley

Alley

Alley

Alley

W Main St

Main St

E Main St

Columbia Ave

Alley

Parking Garage

Parking Garage

Cummins St

5th Ave S

4th Ave S

3rd Ave S

2nd Ave S

City Hall

Emily Ct

Church St

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 herein. 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