



HISTORIC
FRANKLIN
TENNESSEE

ITEM #3
WRKS 03/26/13

MEMORANDUM

March 15, 2013

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Westhaven Porchfest Event Application

Purpose

The purpose of this memo is to outline recommendations for the Westhaven Porchfest.

Background

The Westhaven Foundation has requested street closures for their Westhaven Porchfest event scheduled for June 15, 2013 from 4 p.m. until 6 p.m. This is the second year for the event but the first request for street closures. Residents volunteer their porches for bands, singers and instrumentalists from a wide variety of musical genres to perform. The event also includes live music, food trucks, and an art show. At 6 p.m., music on the porches will end and attendees will gather at the lake in front of the Westhaven Town Center for an evening concert.

For this year's event, the organizers are requesting the closure of a small section of Westhaven Blvd and Byron Way. Estimated attendance for the event is 1,500.

Recommendation

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.
- ***Police Department:***
 - Applicant will hire two extra duty officers for the road closures during the event and one extra duty supervisor during the concert by the lake (due to the number of expected attendees)
- ***Fire Department***
 - Alleyways must remain accessible for emergency vehicles throughout the event.
- ***Solid Waste Department:***
 - Department will provide at least 20 roll-out containers and recycling frames.
 - Applicant will provide volunteers for clean-up.

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

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

___ Liberty Park

___ Eastern Flank BattleField Park

___ Fieldstone Farms

___ Pinkerton Park

___ Jim Warren Park

___ Harlinsdale Farm

Other: Westhaven Blvd & Byron Way

2) Name/purpose of event: Westhaven Porch Fest

3) Date or dates of event: June 15, 2013

4) Time of Event: 4pm - 10pm

5) Time of Street Closure (if applicable): 2pm - 11pm

Set-Up Date/Time: 6/15/13 2pm Tear-down Date/Time: 6/15/13 10pm

*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:

Westhaven Foundation

a) Address: 401 Cheltenham Ave Franklin TN 37064

b) Phone: 791-6740 c) Cell: 642-2948 d) Fax: 791-1374

e) E-mail address: amy.law@southernland.com

7) Person in charge on day of event: Betsy Bergman

Cell: 481-4807 E-mail address: betsy.bergman@southernland.com



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- 8) Name and Cell Number of at least two others available on day of event:
Name: Amy Law Cell: 642-2948 E-mail address: amy.law@southernland.com
Name: Becky Timmons Cell: 308-0835 E-mail address: becky.timmons@
southernland.com
- 9) DETAILED description of event (use additional sheets):
See attached
- 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:
1,500
- 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: _____)
- 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. No
- 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? _____
- 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.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
Concert by lake
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Band
- 23) During what time period is sound amplification requested? 4pm-10pm
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Working on booking 5 or 6 member band (Alternators or Wooten Brothers)
- 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. Stage only
- 26) What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets.
- 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.
Betsy Bergman is coordinating 615-481-4807
- 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.



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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:

- 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.*

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:

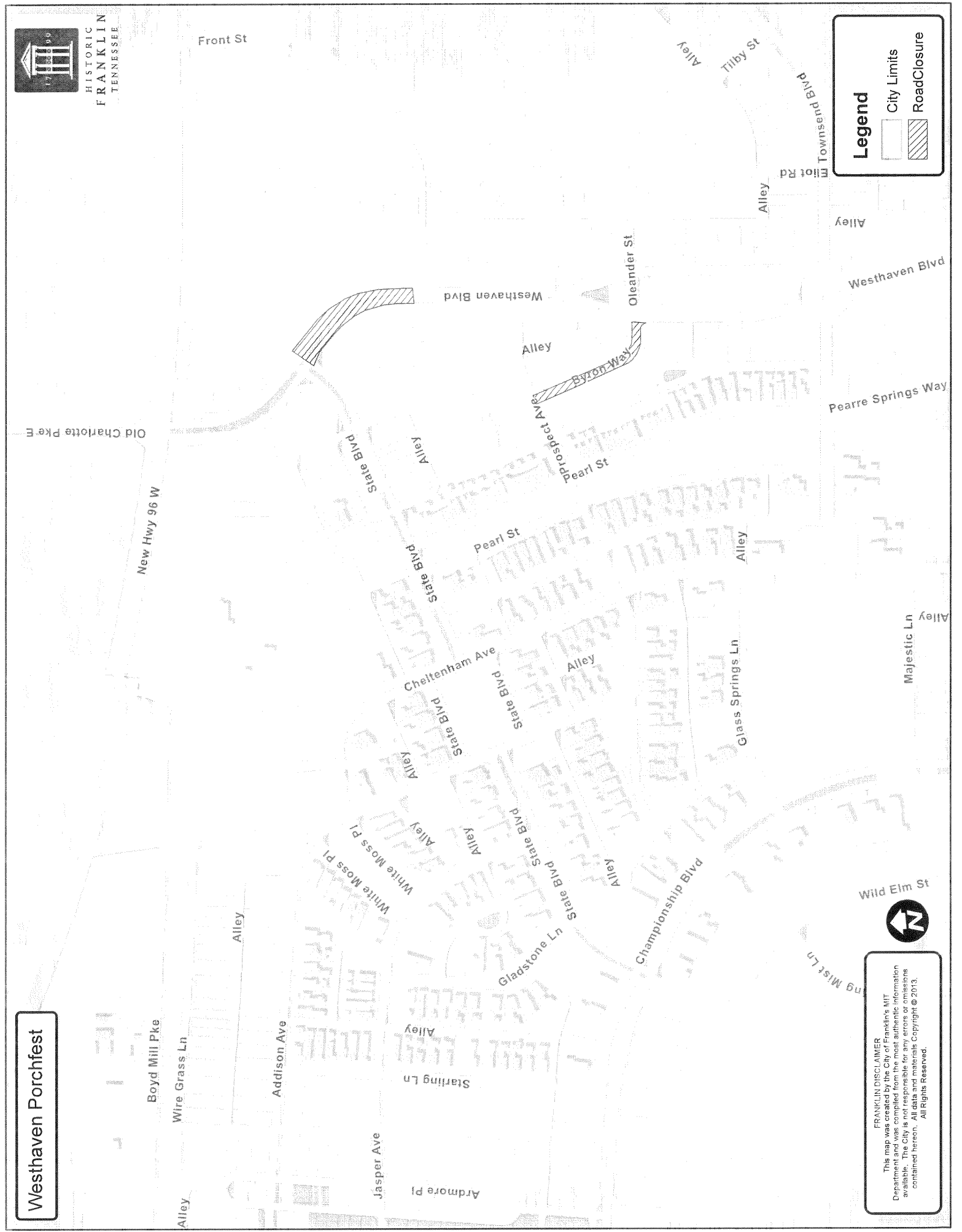
Rodney Escobar
Risk Manager
City of Franklin
109 Third Avenue South
Franklin, Tennessee 37064
615.791.3277

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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Westhaven Porchfest



Legend

- City Limits
- Road Closure

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 © 2013. All Rights Reserved.

Westhaven Porchfest Event Description

June 15, 2013

Porchfest is a grass-roots music festival that will take place in the Westhaven Community on June 15, 2013. The concept is very simple - find musicians to play, and find porches for them to play on. The inaugural event took place last year, with about 24 participating musicians and host homes. Bands, singers and instrumentalists from a wide variety musical genres participate in the festival for no other reason than to showcase their talents and engage the community. Residents volunteer their porches as a way to support the local music scene and interact with their neighbors.

In addition to music on the porches, there will also be live music and an art show in front of Westhaven Town Center.

At 6pm, music on the porches will end and attendees will gather at the lake in front of Westhaven Town Center for an evening concert. The music will end at 10pm.

The Westhaven Foundation is coordinating this event and is requesting that a small portion of Westhaven Boulevard be closed during this event to create a safer environment for attendees walking from the art show to the main stage by the lake. Traffic can easily be re-routed to the community via State Boulevard and Front Street.

The Westhaven Foundation Board Members

Mark McCutcheon- President of Westhaven Foundation
1900 Townsend Boulevard
Franklin TN 37064
615-394-7782

Charlie Grimes- Vice President of Westhaven Foundation
310 Cheltenham Avenue
Franklin TN 37064
615-218-1501

Matt Magallanes- Vice President of Westhaven Foundation
514 Ardmore Place
Franklin TN 37064
(615) 483-7547

Dina Kraus- Secretary of Westhaven Foundation
118 Addison Avenue
Franklin TN 37064
615-790-7946

John Fraser- Treasurer of Westhaven Foundation
1306 State Boulevard
Franklin TN 37064
615-790-1866

Other Board Members

John Griffith
Daniel Klatt
Amy Law
Doug Stacey
Anne Waters
Victor White



TENNESSEE DEPARTMENT OF REVENUE

Certificate of Exemption

THE WESTHAVEN FOUNDATION, INC.
401 CHELTENHAM AVE
FRANKLIN TN 37064-8664
|||

March 16, 2010

Account Type: S&U EXEMPT

Account No.: 780286648

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.

Reagan Farr
COMMISSIONER OF REVENUE

EFFECTIVE DATE February 22, 2010

TO BE COMPLETED BY THE ORGANIZATION (please print)

TO: SUPPLIER'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

I _____ 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: _____

PRINT NAME OF PURCHASER: _____

SIGNATURE OF PURCHASER: _____

Draft of Good Neighbor Letter for Porchfest

(Insert Date)

Dear neighbor of Westhaven,

I wanted to let you know about an event called **Porchfest**, which is taking place in Westhaven on Saturday, June 15, 2013 from 4pm to 10pm. From 4pm until 7pm, bands will be playing throughout the neighborhood on various porches. Then, from 7pm until 10pm, we will have live music playing by the lake at Westhaven Town Center.

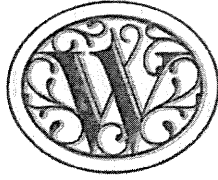
From 2pm until 10pm, a portion of Westhaven Boulevard (from State Boulevard to just before Front Street) and Byron Way will be closed to through traffic.

The entire event will end at 10pm. A cleanup crew will be hired to return the event areas back to their original condition that evening.

If you have any questions, please feel free to contact Amy Law at 615-791-6740.

Best regards-

Amy Law
Director of Community Management
Southern Land Company



WESTHAVEN.

February 7, 2013

Monique McCollough
Community Relations Manager
City of Franklin, Tennessee

Monique,

I am writing on behalf of the Westhaven Foundation. I have attached an Event Permit Application for an event, called Porchfest, that will take place in the Westhaven Community on June 15, 2013.

I have enclosed the required checks and all of the required documents except for the following (which I will provide as soon as I have them):

- Certificate of Insurance for vendor providing stage for concert
- List of vendors (medical, art, food, merchandise)
- Mailing list for good neighbor letter

I have hired a clean up crew through Southern Contracting.

We did a similar event last year and it went great. The only change this year is that we are requesting to temporarily close a portion of Westhaven Boulevard and Byron Way.

I hope all is well with you and that Leadership Franklin is going well. Please feel free to contact me with questions or if I can provide any additional information.

Sincerely,

Amy Law
Director of Community Management at Westhaven
Westhaven Foundation Board Member