




HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #14  
BOMA 03/26/13

## MEMORANDUM

February 28, 2013

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Main Street Festival (April 27 – 28)

### Purpose

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

### Background

The event, organized by the Heritage Foundation and consisting of more than 220 arts/crafts vendors and entertainment, brings in an estimated 130,000 visitors to Franklin each year. The festival is scheduled for April 27<sup>th</sup> – 28<sup>th</sup>. On Saturday, April 27<sup>th</sup>, the event is scheduled for 10 a.m. to 10 p.m. Most of the arts & crafts vendors will close at 6 on Saturday; a “street party” will be held on Fourth Avenue (North and South) from 7 p.m. until 10 p.m. During this time, beer will be allowed outside the beer tent but confined to Fourth Avenue. Hours for the festival on Sunday, April 28<sup>th</sup>, are from 12 Noon to 6 p.m.

In previous years, the carnival has been held at Bicentennial Park. Because of the unavailability of Bicentennial (due to the Third Avenue Extension project), the Heritage Foundation has requested the use of Harlinsdale Farm for the carnival. The Parks Department recommends denial of this request due to the conservation easement that currently exists on Harlinsdale, a historic and passive park. Another concern is the impact these activities could have on the property itself as well as properties adjacent to the Park.

### Recommendations

Staff recommends approval of the event with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. at least 15 days prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.
- Applicant will provide volunteers to monitor the City Hall Admin hallway throughout the event
- Due to the several road projects occurring in the City, applicant will look into Park and Ride options at various locations for the event. Staff will work with Heritage Foundation to promote these locations.
- Church Street Parking Lot will be closed for official vehicles only.
- The Old Jail property can be used for vendor parking.



- Applicant will use the lobby area in City Hall to allow vendors to sign-in beginning at 8 p.m. on April 26<sup>th</sup>.
- When arriving for set up, vendors must enter the area via Third Avenue South. All vehicles must be out of the area no later than 9 a.m. Vendor vehicles will not be allowed back in the area until the festival ends on Sunday, April 28<sup>th</sup>.

***Parks Department:***

- Parks Department has denied request for carnival at the Park at Harlinsdale Farm (see attached memo).
- Applicant must provide staffing for Park and Ride at Harlinsdale. Parks Department will meet with applicant onsite prior to the event to go over parking logistics.

***Risk Management:***

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.
- Vendor vehicles will be easily identifiable with placard or flyer in windshield which contains vendor name and booth number.
- In Kids Area on Third Ave North, rides/activities must not extend all the way to Bridge Street. There should be a buffer of at least 20 feet from where the rides end to the barricades at Third & Bridge.
- If there's a train in the Kids Area as part of the activities, it should not exit the event area and/or enter into traffic with passengers on board.
- Applicant will provide placard or weather-proof flyer on each tent/booth/vendor space that easily identifies the booth (corresponds to map/layout).
- Applicant will provide Emergency Evacuation Plan for Main Street Festival and the Carnival 15 days prior to event.

***Police Department:***

- Applicant will hire at least nine (9) extra-duty Franklin Police Officers to provide security.
- Police Department Explorers and Volunteers will assist with the event at no charge to applicant.
- Incident Command Vehicle will be onsite throughout the event.
- Applicant will have private security monitoring the Beer area.
- Applicant has requested amplification on stages at the following locations for the permitted area:
  - Fourth Avenue North
  - Fourth Avenue South (Beer Tent)
  - City Hall (stage located off the Square in front of City Hall)

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

***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 N & S will close at 5 a.m. on Friday, April 26<sup>th</sup>
- Main Street will close at 10 p.m. on Friday, April 26<sup>th</sup>
- No parking along Fourth Avenue South (only City vehicles) throughout the event.
- No parking along Church Street from Third Avenue to Second Avenue.
- Applicant or designee will stay present at event until all vendors are gone.
- Variable Message Machines will be placed on April 22<sup>nd</sup> or 23<sup>rd</sup>
- Department will provide clean-up crew for after the event.

***Building & Neighborhood Services:***

- Special Event Electrical Permit will be required.

***Solid Waste Department:***

- Department will provide crew for cleanup during event.
- Department will provide and service recycling frames
- Applicant will use grease hauler for food vendors and notify Department of location of bins.
- Department will provide container for recycling cardboard on Fourth Avenue South for food vendors.
- Parking spaces next to Fourth Ave Parking Garage will be left open for Department to place dumpster boxes.

***Water Management Department:***

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

***Fire Department:***

- Applicant shall maintain 18 feet of clear width down the center of Main Street for the duration of the event.
- Fire lane in alleys shall be maintained.
- All food vendors/booths will need to have working fire extinguishers.
- Applicant shall ensure that all vehicles, except authorized emergency vehicles, shall be moved out of the street closure area no later than one hour prior to the scheduled starting time.
- Applicant shall require all tents to be in place no later than midnight prior to the event for inspection purposes. All tents shall be secured with weights to prevent movement in wind conditions.
- Applicant will ensure EMS is on-site throughout the event.



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# MEMORANDUM

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TO: SEAT Committee

FROM: Lisa R. Clayton, Parks Director

DATE: February 11, 2013

SUBJECT: Franklin Main Street Festival Carnival Application

**PURPOSE:**

The purpose of this memo is to address the request for use of the Park at Harlinsdale Farm for the annual Franklin Main Street Festival Carnival.

**BACKGROUND:**

The City entered into a conservation easement for the Park at Harlinsdale Farm approximately (7) seven years ago with the Land Trust of Tennessee. As always, the Parks Department accepts all inquiries regarding special events but, unfortunately, there are certain parks that cannot accommodate certain activities. Harlinsdale Farm is more of a passive park with historical significance and a carnival of this magnitude could have a negative impact. In the past, Bicentennial Park was the perfect location as it is close in proximity to Main Street and allowed for easy access to and from the festival. Unfortunately, the 3<sup>rd</sup> Ave extension project is currently underway, removing the accessibility of the carnival's site.

**RECOMMENDATION:**

The Parks Department requested The Land Trust of Tennessee review the carnival application and whether the event was suitable for this park. I am in agreement with their assessment that this type of activity would not be allowed per the conservation easement (see below). Every potential event such as this could set precedence for future special events and as the Parks Director; I want to always be mindful of what the impact (positive or negative) could have on the property, properties adjacent to the park and the overall parks system. Therefore, after careful review, the Parks Department recommends not approving this request.

Thank you and if I can be of further assistance, please do not hesitate to contact me.



WHEREAS, Grantor has agreed to convey to Grantee a conservation easement in the Property for the purpose of assuring that under the perpetual stewardship of Grantee, the equestrian activities and related agricultural uses, the open space character, educational value, wildlife habitat, recreational uses, historic significance and scenic values of the Property will be conserved and maintained permanently, and that the uses of the Property that are inconsistent with these conservation purposes will be prevented or corrected.

WHEREAS, the Grantor contemplates that in addition to activities incident to a passive public park, the following uses shall be permitted (herein collectively, "Additional Permissible Uses"):

- equestrian activities, including maintaining, boarding, training, recreational riding, polo events, and public showing and/or public exhibition of horses (the "Equestrian Activities")
- agricultural uses related to Equestrian Activities, including raising and storing of hay and feed products, construction and use of barns, stables, and fenced riding areas
- development of trails for horseback riding
- community garden
- cross-country and running trails
- fishing
- composting
- greenhouse
- farming
- storm water demonstration area
- outdoor education area
- an arboretum

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: <u>Main St. from 1<sup>st</sup> to 5<sup>th</sup></u> |
  
- 2) **Name/purpose of event:** Franklin Main Street Festival
  
- 3) **Date or dates of event:** April 27-28, 2013
  
- 4) **Time of Event:** 10 a.m. to 10 p.m. Saturday; Noon to 6 p.m. Sunday
  
- 5) **Time of Street Closure (if applicable):** 5am Apr 26 for sections of 4<sup>th</sup> Ave N & S, 10pm Apr 26 for all  
**Set-Up Date/Time:** 10 p.m. April 26                      **Tear-down Date/Time:** 8 p.m. April 28

\*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@historicfranklin.com
  
- 7) **Person in charge on day of event:** Nancy Williams  
**Cell:** 615-545-9172                      **E-mail address:** nwilliams@historicfranklin.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 5am Friday, April 26, to load in food vendors and beer tent, then close Main Street at 1<sup>st</sup> & 5<sup>th</sup> at 10pm  
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@historicfranklin.com

Name: Mary Pearce Cell: 300-7218 E-mail address: mpearce@historicfranklin.com

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

Free admission street festival with 220 arts/crafts booths, 3 stages, 30 food vendors, kids' area at 3<sup>rd</sup> Ave N and beer garden on 4<sup>th</sup> Avenue South. Please see separate application for carnival at Harlinsdale Park.

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.* A

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

130,000

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, \$1,100 for food vendors, \$3000 - \$20,000 for sponsors, \$300 arts/crafts vendors

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/Heritage Foundation

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.)?  
Sound amplification is on the three stages only.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Sound amplification is only to be used for festival announcements, Approved and scheduled bands, dance groups and other approved entertainment, and emergency notifications if necessary.
- 23) During what time period is sound amplification requested? 10 a.m. to 10 p.m. Sat; Noon to 6 p.m Sun.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). **There are three stages continuously scheduled. Each uses 50 amps. The largest group is the Williamson County Community Band with 70 members.**
- 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.  
*Multiple COIs to come - Overall COI on file*
- 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 to be provided
- 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  
\$1000 deposit on file





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—3 locations – 4<sup>th</sup> & Main, 3<sup>rd</sup> Ave N & 3<sup>rd</sup> Ave S at Public Square

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. This event is widely publicized.*

**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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**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: *Ken Moore*, Director Date: 1-29-13  
 (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) \*  
 \*  
 \*  
 \*\*\*\*\*

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                   | 856-4661 |          | 752-8628 | 800-513-0 | brianbeathard@comcast.net                              | Lisa              | 2015/2018 |
| Julian | Bibb III         | 918 Fair Street Franklin, TN 37064                   | 794-5078 | 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@franklinsvenergy.com                     | Gilda             | 2011/2014 |
| Angela | Calhoun          | 1005 Scramblers Knob Franklin, TN 37069              | 794-5090 |          | 642-2890 |           | angcalhoun@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 |           | brechols@comcast.net;<br>brechols@dickinson-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 |          | 478-2557 | 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 |          |          |           | ahumphreys@bassberry.com                               | Joe Cashia        | 2014/2017 |
| Ann    | Johnson          | c/o300 Mallory Station Rd#C6, Franklin 37067         | 715-1800 | 771-6602 | 500-1234 | 771-6686  | aj@wastatechservices.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         | 803 Band Drive Franklin, TN 37064                    | 595-6986 | 695-5328 | 812-1800 |           | j.mcmurray@ljpmanbrothers.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.         |

**HF Staff:**

|                 |                              |  |          |         |                                      |
|-----------------|------------------------------|--|----------|---------|--------------------------------------|
| Mary Pearce     | Executive Director           | <a href="mailto:mpearce@historicfranklin.com">mpearce@historicfranklin.com</a>     | 591-8500 | Ext. 15 | 410 Watercross Drive, 37064          |
| Nancy Williams  | Main Street Program Director | <a href="mailto:nwilliams@historicfranklin.com">nwilliams@historicfranklin.com</a> | 581-8500 | Ext. 17 | 221 Third Avenue South, 37064        |
| Kristy Williams | Membership & Development     | <a href="mailto:kwilliams@historicfranklin.com">kwilliams@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 Harfinsdale Ct., 37069           |
| Torrey Bamhill  | Heritage Ball                | <a href="mailto:tbamhill@historicfranklin.com">tbamhill@historicfranklin.com</a>   | 591-8500 | Ext. 20 | 1228 Buckingham Cr., 37064           |
| Rick Warwick    | Historian                    | <a href="mailto:rwarwick@historicfranklin.com">rwarwick@historicfranklin.com</a>   | 591-8500 | Ext. 14 | 3169 McMillan Rd., 37064             |
| Rene Evans      | Vendor Relations             | <a href="mailto:revans@historicfranklin.com">revans@historicfranklin.com</a>       | 591-8500 | Ext. 11 | 5054 Saddleview Dr., 37067           |

**Theatre Staff:**

|                 |                    |  |          |  |                        |
|-----------------|--------------------|--|----------|--|------------------------|
| Dan Hayes       | Director           | <a href="mailto:dany@franklintheatre.com">dany@franklintheatre.com</a>     | 351-4832 |  |                        |
| Joseph Logsdon  | 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> |          |  |                        |

Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: March 19, 2001

Heritage Foundation of Franklin and Williamson  
County Tennessee  
% Mary Shearer Pearce  
PO Box 723  
Franklin, TN 37065

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

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.

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.

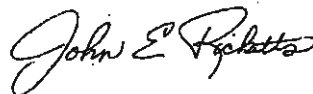
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public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

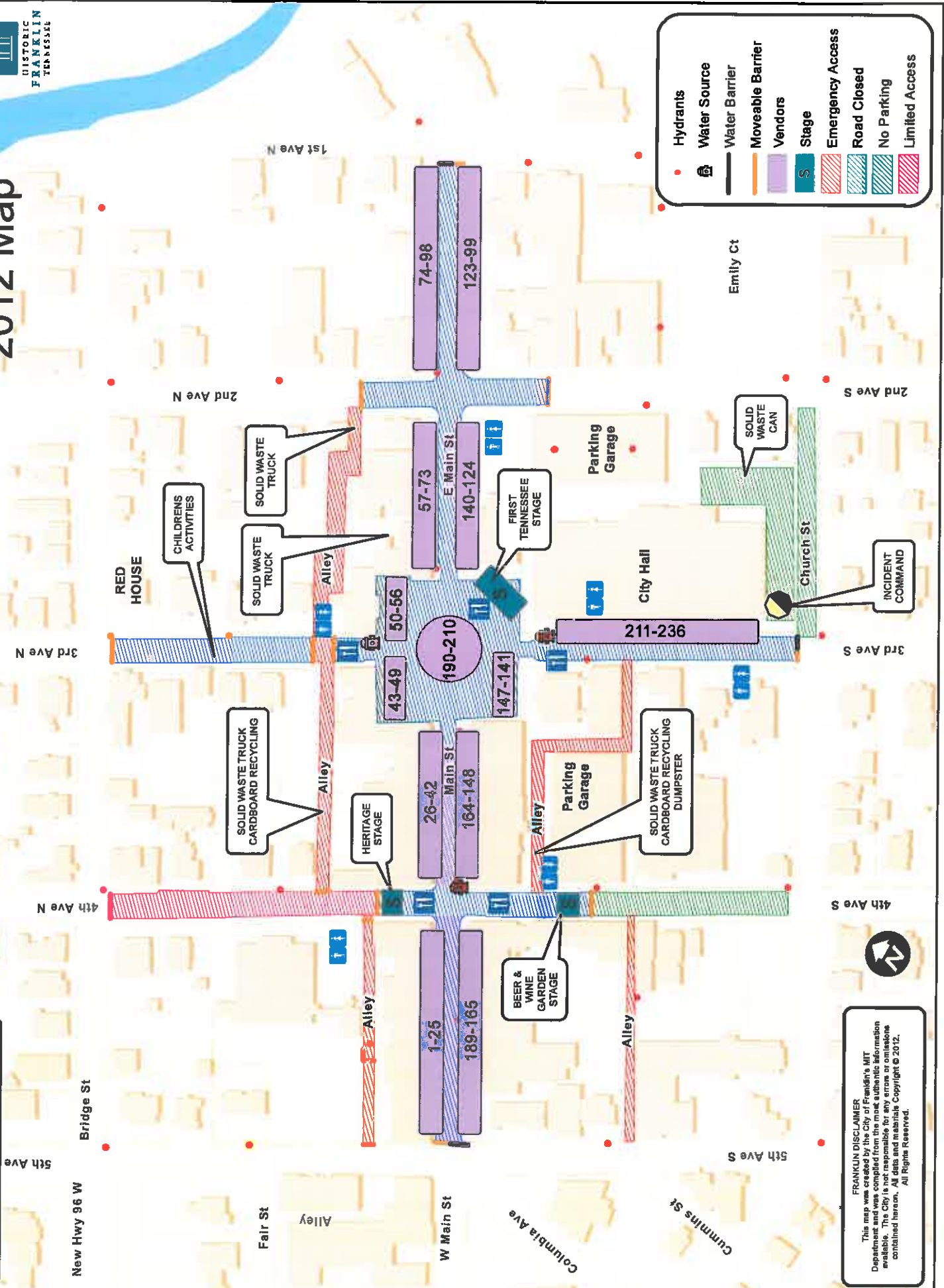


John E. Ricketts, Director, TE/GE  
Customer Account Services



# 2012 Map

## MAIN STREET FESTIVAL



|  |                  |
|--|------------------|
|  | Hydrants         |
|  | Water Source     |
|  | Water Barrier    |
|  | Moveable Barrier |
|  | Vendors          |
|  | Stage            |
|  | Emergency Access |
|  | Road Closed      |
|  | No Parking       |
|  | Limited Access   |

**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 © 2012. All Rights Reserved.

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



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FRANKLIN  
TENNESSEE

## 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 type="checkbox"/> street closure                 | <input type="checkbox"/> parade  |
| <input checked="" 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  | <input checked="" type="checkbox"/> Harlinsdale Farm | Other: _____                        |

2) **Name/purpose of event:** Franklin Main Street Festival Carnival

3) **Date or dates of event:** April 25-28, 2013

4) **Time of Event** 5 to 10 p.m. Thursday, 5 to 11 p.m. Friday, 10 a.m. – 11 p.m. Sat., noon to 6 p.m. Sun.

5) **Time of Street Closure (if applicable):** \_\_\_\_\_

**Set-Up Date/Time:** 8 a.m. April 21                      **Tear-down Date/Time:** 8 p.m. April 28

\*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@historicfranklin.com

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

**Cell:** 615-545-9172                      **E-mail address:** nwilliams@historicfranklin.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 5pm Friday, April 26, to load in food vendors and beer tent, then close Main Street at 1<sup>st</sup> & 5<sup>th</sup> at 11pm*

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@historicfranklin.com

Name: Mary Pearce Cell: 300-7218 E-mail address: mpearce@historicfranklin.com

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

Carnival to accompany Franklin Main Street Festival and off-site shuttle parking for the Main Street event.

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.*

To come

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, ride tickets for \$1 each with varying numbers of tickets needed for rides

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/Heritage Foundation

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.)?  
Some rides have amplified sound
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Rides and games only
- 23) During what time period is sound amplification requested? During stated times of the event
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.).  
A list of rides will be provided from the carnival vendor. There is no additional entertainment.
- 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. List to be provided
- 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. This site will need at least one dumpster. Carnival operator will handle collection of trash to the dumpster.
- 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  
\$1000 deposit on file



- 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:  
Within the park

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- 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 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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TENNESSEE

**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: *[Signature]*, Director Date: 1-29-13  
(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)