



HISTORIC
FRANKLIN
TENNESSEE

ITEM #34
BOMA 06/11/13

MEMORANDUM

May 14, 2013

TO: Board of Mayor and Aldermen

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

SUBJECT: Sister Cities Celebration of Nations

Purpose

The purpose of this memo is to outline recommendations for the Celebration of Nations event requested by Sister Cities of Franklin and Williamson County.

Background

The City has received a request from Sister Cities to hold their annual Celebration of Nations event in Downtown Franklin on October 12th. It was previously held at O'More College. Celebration of Nations features multi-cultural performances, music, singing and dancing and Art. This year, the event will include an International Beer Tasting component. The event is requesting the use of Fourth Avenue South and the alley next to the Fourth Avenue Parking Garage (Main Street would remain open along with garage access). Sister Cities has requested that all City fees be waived (not including extra duty Police services).

Recommendation

Staff recommends approval of the event application with the following conditions:

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will work with the Downtown Franklin Association to notify the affected area.
- **Risk Management:**
 - Applicant will provide certificate of insurance naming the City as additional insured. Certificate should include liquor liability.
- **Streets Department:**
 - Department will set-up closure and provide barricades beginning at 8 a.m.
 - Applicant or designee will stay present at event until all vendors are gone.
 - Department will provide clean-up crew for after the event.
- **Police Department:**
 - Applicant will hire three extra-duty Franklin Police Officers to provide security and crowd control. This cost will not be waived.
- **Building & Neighborhood Services Department:**
 - Electrical permit will be required.
- **Solid Waste Department:**
 - Department will provide cleanup during event.



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- **Revenue Management:**
 - Obtain beer permit from the City of Franklin (if needed) and special event liquor license from ABC.

- **Fire Department:**
 - Vendors (tents and/or food trucks) must be in the parking spaces in the alley and not in the alley itself.
 - Vehicles should not block alley (including musicians or performers who are unloading)
 - No cooking in tents
 - Contact Franklin Fire Department for Tent and event inspections.

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.

AS AN EXTENSION
OF CITY GOVT.
(W/ FUNDING), WE
REQUEST THAT
THE APPLICATION
FEE BE WAIVED.

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: DOWNTOWN - 4TH AVE S

2) Name/purpose of event: CELEBRATION OF NATIONS

3) Date or dates of event: SATURDAY, OCTOBER 12, 2013

4) Time of Event: 3-8 PM

5) Time of Street Closure (if applicable): 8 AM - 10 PM

Set-Up Date/Time: _____ Tear-down Date/Time: _____

*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:

SISTER CITIES OF FRANKLIN & WILLIAMSON Co., INC.

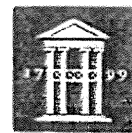
a) Address: P.O. Box 977 FRANKLIN, TN 37065

b) Phone: 770-8686 c) Cell: 969-2833 d) Fax: SISTERCITIESN.ORG

e) E-mail address: doug_sharp@gspnet.com

7) Person in charge on day of event: Doug SHARP (BOARD MEMBER)

Cell: 969-2833 E-mail address: doug_sharp@gspnet.com



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

Name: MILISSA REIERSON Cell: 550.6629 E-mail address: milissa.reiersone@franklin.tn.gov
Name: PATRICIA KRIEBEL Cell: 202.7431 E-mail address: pkkriebele@gmail.com

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

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:

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. \$200/VENDOR \$100/NON PROFIT ORG.

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? SISTER CITIES OF FRANKLIN & WILLIAMSON COUNTY (100%)

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

* ONLY WITHIN THE STREET CLOSURE AREA (SEE MAP)



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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.)?
ENTERTAINMENT (PRIMARILY) & ANNOUNCEMENTS
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
STAGE SOUND SYSTEM & BAND AMPLIFIERS
- 23) During what time period is sound amplification requested? 2 - 8:30 PM
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). ATTACHED IS THE LIST OF MUSICIANS, DANCERS & VOCALISTS FROM LAST YEAR'S EVENT. IT IS REPRESENTATIVE OF THE NUMBER & VARIETY OF ENTERTAINERS FOR 2013.
- 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. ATTACHED IS A LIST OF 2012'S VENDORS WHICH IS EXPECTED TO BE SIMILAR FOR 2013.
- 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. _____
- 28) Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If clean-up is not done properly, the organization requesting the permit will be fined (See Attachment A). Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event.



29) *NOTE: Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*

30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:

31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes or No. If yes, a permit from the relevant board is required. *Please read Additional Requirements section of this application for more information.*

32) Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or no. Events using tents of size 20 x 10 or larger require permitting from Franklin Fire Department. Safety measures must be provided on all tents, especially those set-up prior to the actual event. Tents should be taken down the date the event has ended. *Please read Additional Requirements section of this application for more information.*

33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.*

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: *Joseph L. Stucky* Date: 3/21/13
 (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) *
 *



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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



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248164862
May 29, 2009 LTR 4168C E0
94-3425537 000000 00 000
00016695
BODC: TE

SISTER CITIES OF FRANKLIN TENNESSEE
INC
109 THIRD AVE S
FRANKLIN TN 37064-2519



022442

Employer Identification Number: 94-3425537
Person to Contact: Miss Campbell
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of May 19, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in September 2002, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your 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.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

Sister Cities of Franklin and Williamson County, Tennessee, Inc.

2013 Board of Directors

Officers

President:

Patricia Kriebel
1018 West Main Street
Franklin, TN 37064
pgkriebel@gmail.com
615-202-7431 (Cell)
615-591-9350 (Home)

Treasurer:

Sharon Bottorff
106 Valley Ridge Road
Franklin, TN 37064
615-790-5815, ext. 3# (Work)
615-512-9551 (Cell)
sbbarc@bellsouth.net

Vice President:

Mike Thompson
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Franklin TN 37065
615-790-6349 (Home)
615-504-6349 (Cell)
Mike.thompson@usa.net

Secretary:

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Franklin, TN 37064
dgreenwald@williamson-tn.org
615-595-1240 (Work)

Immediate Past President:

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Franklin, TN 37064
doug.sharp@comcast.net
615-969-2833 (Cell)

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Franklin, TN 37067
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615-771-9343 (Home)
cwilson@wilsonpc.com

BOMA Representative:
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238 Third Avenue South
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615-973-6105 (Cell)
615-794-2113 (Home)
martinmar721@comcast.net

Milissa Reieron
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Franklin, TN 37064
615-791-3217 (Work)
615-714-2138 (Cell)
milissa.reieron@franklintn.gov

Dr. Mike Looney
1320 West Main, Suite 202
Franklin, TN 37064
615-472-4003 (Work)
615-293-0997 (Cell)
mike.looney@wcs.edu

Ramon Cisneros
250 Chatfield Way
Franklin, TN 37067
615-764-0240 (Work)
rcisneros@comcast.net

2013 Celebration of Nations Committee Chairs

Layout & Design-Doug Sharp doug.sharp@comcast.net

Entertainment-Massood Taj massoodtaj@yahoo.com

Sponsorship-Sharon Bottorff sbbarc@bellsouth.net

Stage and Sound-Scott Dujac tbugle@aol.com

International Wine Tasting-Milissa Rieirson milissareieron@franklintn.gov

Laura Musgrave lauramusgrave@me.com



SISTER★CITIES
of Franklin and Williamson County
T E N N E S S E E

Sister Cities of Franklin & Williamson County

P.O. Box 977

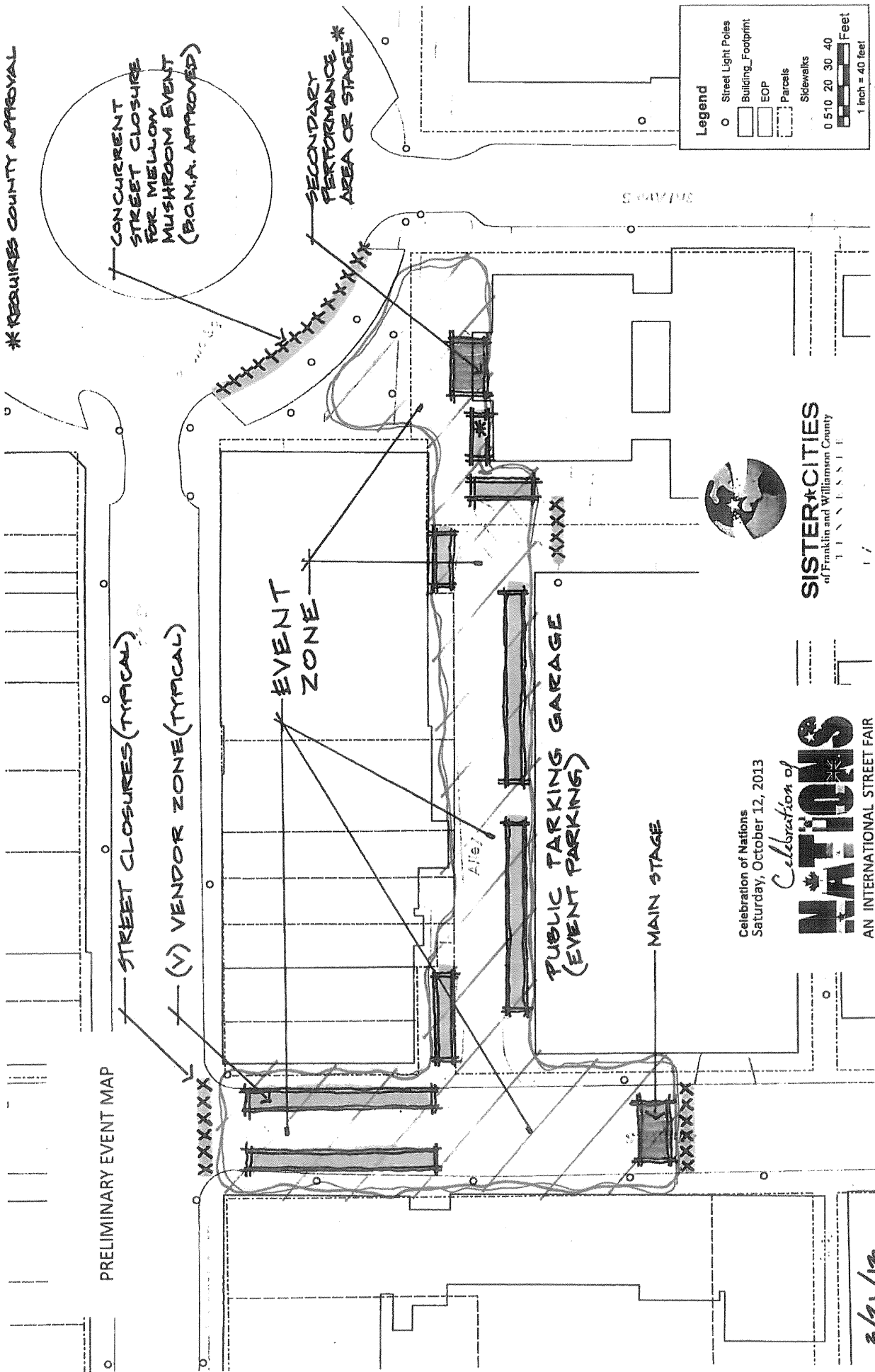
Franklin, TN 37065

www.sistercitiestn.org

Past Vendors for Celebration of Nations:

Benagli Tatoos
Music City Vikings
Exile International
Chile
Olivia Olive Oils
Culture Ireland
Compassionate Nashville
Tennessee Foreign Language Institute
World Market
Nicci's Italian Ice
Rotary Club
Williamson County Community Arts Council
Israeli
David Lipscomb
Pucketts
Deg Thai
Chapmans
Today's Choices
Lulu's Clothing
Ballet Folklorica Panama
Lingwald Project
Sue's Gyros
Happy Eating
Pacific Cultural Exchange
BlueSilk.Org
Sweet Sleep
ATLAS
McCreary's Pub
Uptown Smokes

* REQUIRES COUNTY APPROVAL



PRELIMINARY EVENT MAP

Celebration of Nations
Saturday, October 12, 2013

CELEBRATION OF NATIONS
AN INTERNATIONAL STREET FAIR

SISTER CITIES
of Franklin and Williamson County
TENNESSEE

3/21/13



3rd Ave N

Alley

Main St

City Hall

- Hydrants
- Barricade
- ▨ Emergency Access
- ▩ Road Closed
- S Stage

4th Ave N

Beer Area

S

Parking Garage

Alley

Church St

1 inch = 125 feet

CELEBRATION OF NATIONS

Alley

W Main St

Columbia Ave

Alley

Cummins St

5th Ave S

FRANKLIN DISCLAIMER
 The 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.

