



HISTORIC
FRANKLIN
TENNESSEE

ITEM #30
BOMA
11/26/13

MEMORANDUM

November 6, 2013

TO: Board of Mayor & Aldermen

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

SUBJECT: Battle of Franklin Trust Candlelight Tour of Homes

Purpose

The purpose of this memo is to outline recommendations for the Candlelight Tour of Homes street closure requested by the Battle of Franklin Trust.

Background

The Candlelight Tour of Homes will feature six homes along Glass Lane and Boyd Mill Avenue. The Battle of Franklin Trust has requested the closure of Boyd Mill Avenue from Glass Lane to 11th Avenue between the hours of 6 p.m. and 9:30 p.m. on Friday, December 6th and Saturday, December 7th. They anticipate a total of 1200 attendees. Attendees will park at Jim Warren Park. Shuttles will be provided to take attendees to and from the area.

Recommendation

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

- Applicant will provide a \$1000 refundable damage deposit to City prior to event.
- Applicant will distribute a Good Neighbor letter to affected residents.
- **Risk Management:**
 - Applicant will provide certificate of insurance naming the City as additional insured.
- **Police Department:**
 - Applicant will hire three extra-duty Franklin Police Officers to provide security and crowd control.

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

_____ Boyd Mill Avenue between Glass
Lake and 11th Avenue North

_____ Jim Warren Park

_____ Harlinsdale Farm

Other: _____

2) Name/purpose of event: 41st Annual Carter House Candlelight Tour of Homes

3) Date or dates of event: Friday, December 6 and Saturday, December 7, 2013

4) Time of Event: 6:00 p.m. - 9:30 p.m.

5) Time of Street Closure (if applicable): 5:45 p.m. - 9:45 p.m.

Set-Up Date/Time: 4:00 p.m. on both dates **Tear-down Date/Time:** 9:30 p.m. on both dates

*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:

Leigh Bawcom, Special Events Coordinator, The Battle of Franklin Trust

a) Address: 1345 Eastern Flank Circle, Franklin, TN 37064

b) Phone: (615) 794-0903

c) Cell: (615) 516-3131

d) Fax: (615) 794-6563

e) E-mail address: leigh@battleoffranklintrust.org

7) Person in charge on day of event: Leigh Bawcom

Cell: (615) 516-3131

E-mail address: leigh@battleoffranklintrust.org



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

Name: Elizabeth Atkinson Cell: (615) 630-1417 E-mail address: liz@battleoffranklintrust.org
Name: Eric Jacobson Cell: (615) 772-5468 E-mail address: eric@battleoffranklintrust.org

- 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:

1200

- 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. \$25 per person in advance, \$30 per person on event days

- 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? The Battle of Franklin Trust will receive 100% of the funds raised.

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

- 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.* *We might have a couple of 10' x 10' tents in Jim Warren Park to provide cover for guests and to designate shuttle pick-up locations.*
- 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: [Signature]
(Signature and title – must be officer of organization)

Date: 10/21/13

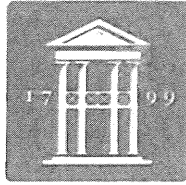
Approved by the Board of Mayor and Aldermen on _____, 20____.

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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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

9) DETAILED description of event:

The Candlelight Tour allows ticketed guests to tour 6 private residences along Glass Lane and Boyd Mill Avenue, walking from house to house. The list of tour homes is below. Additionally, The Carter House, Carnton Plantation and Lotz House will be open for tours.

To tour homes on Glass Lane and Boyd Mill Avenue, guests will park at Jim Warren Park and will be shuttled to and from Boyd Mill Avenue.

2013 Candlelight Tour Homes

713 Glass Lane, owned by Woody and Beth Woodruff

512 Boyd Mill Avenue, owned by John and Marianne Schroer

436 Boyd Mill Avenue, owned by Jim and Elena Cheney

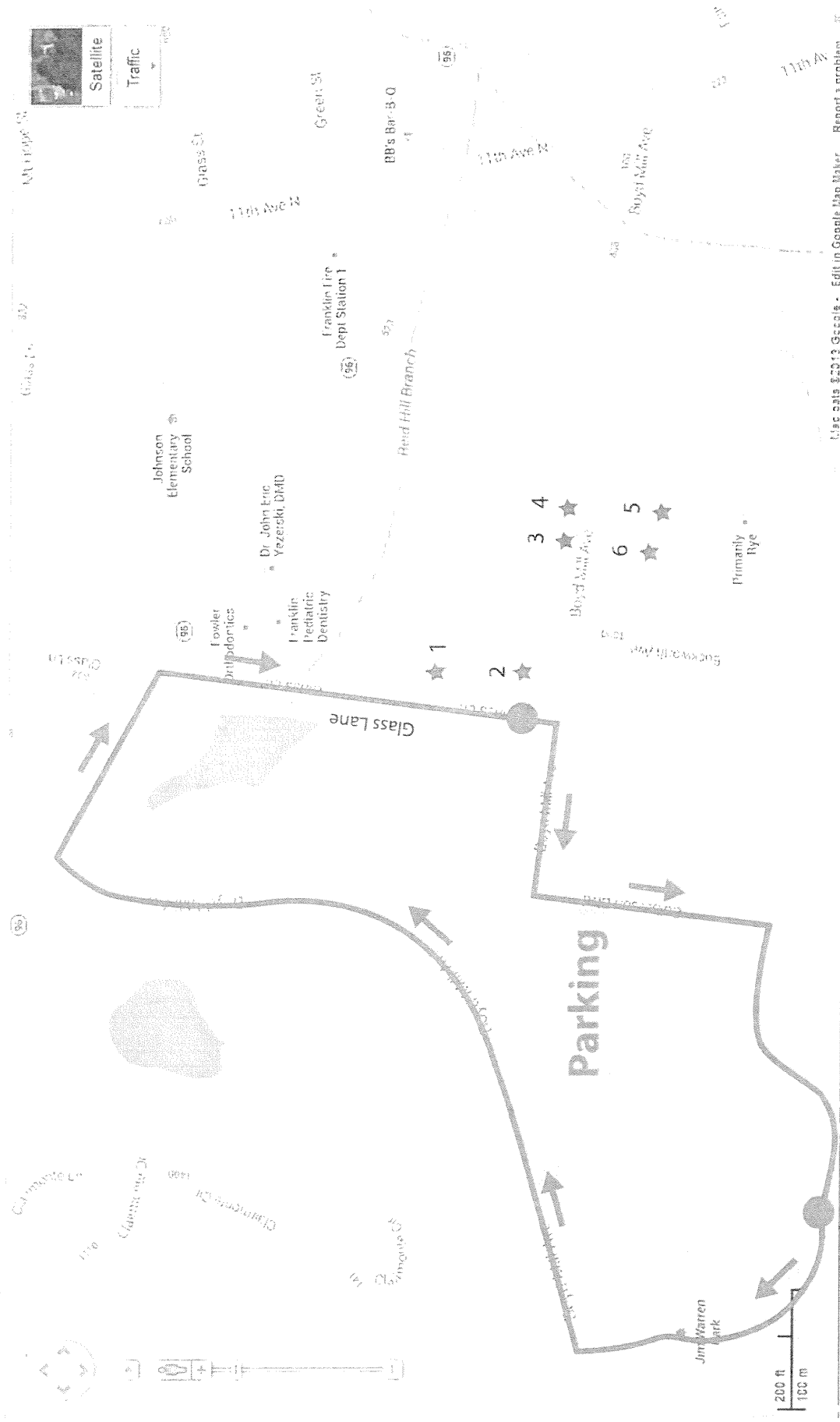
432 Boyd Mill Avenue, owned by Porter and Dana Langfitt

431 Boyd Mill Avenue, owned by Mark and Damon Rogers

435 Boyd Mill Avenue, owned by Michael and Emmely Duncan

2013 Candlelight Tour

10)



1. The Woodruff House - 713 Glass Lane
2. The Schroer House - 512 Boyd Mill Ave.
3. The Cheney House - 436 Boyd Mill Ave.
4. The Langfitt House - 432 Boyd Mill Ave.
5. The Rogers House - 431 Boyd Mill Ave.
6. The Duncan House - 435 Boyd Mill Ave.

Shuttle Route

Shuttle Stop

12)

**BATTLE OF FRANKLIN
TRUST
2012-2013 BOARD LIST**

MARIANNE SCHROER (Chair)

Spouse – John

Hm: 512 Boyd Mill Ave. F/T 37064

Cell: 519-5812; Hm: 794-0668

Schroer.marianne@gmail.com

ED UNDERWOOD (Vice Chair)

Hm: PO Box 210349, N/T 37221

Wk: State Farm Insurance

6922 Highway 70 S, Nashville, TN 37221

Cell: 347-2579; Wk: 352-4333

Edunderwood37064@comcast.net

MARGARET ROBERTS (Secretary)

Spouse – Jim

1327 Adams St., F/T 37064

Hm: 794-5775; Cell: 584-4013

jimroberts45@comcast.net

HUNTER BATTLE, JR. (Treasurer)

Spouse – Lucy

Hm: 1741 Fieldcrest Circle, F/T 37064

Wk: People's State Bank of Commerce

PO Box 307, Nolansville, TN 37135

Hm: 794-3789; Cell: 310-1397

Wk: 776-8650; Fax: 251-1225

Hbattle@psboc.com

NANCY CONWAY

Hm: 9502 Clovercroft Rd., F/T 37067

Wk: Williamson County-Franklin Chamber
of Commerce

109 2nd Avenue South 137, F/T 37065

Hm: 771-8888; Cell: 423-0545

Wk: 794-1225; Fax: 790-5337

Nancy@williamsonscountychamber.org

WAYNE EVANS

Spouse – Michele

Hm: 397 Lake Valley Drive

F/T 37064

Wk: Pronet Residential Services, LLC

3325 Aspen Grove Drive

Suite, 101 F/T 37067

Hm: 591-0803; Wk: 790-9555

Cell: 838-0717

wayne@proservresidential.com

THOMAS FLAGEL

Hm: 303 Moss Lane, F/T 37064

Wk: CSCC, Williamson County Center

104 Claude Yates Drive, F/T 37064

Cell: (319) 538-1829; Wk: 790-5982

tflagel@columbiastate.edu

ART HAWS

Spouse – Susan

Hm: 601 Moss Lane, F/T 37064

Wk: HawsGoodwin Investment Mngt.

Management

2250 Meridian Blvd., Suite 270, F/T 37067

Hm: 595-1418; Cell: 513-9111

Wk: 771-1015; Fax: 771-1013

ahaws@hawsgoodwin.com

CARL HALEY

Spouse – Connie

Hm: 5205 Stillhouse Hollow Rd., F/T 37064

Hm: 791-5640; Cell: 429-6517

carlhaleyjr@gmail.com

ROBERT HICKS

Labor in Vain

5330 Indian Valley Rd., F/T 37064

Hm: 790-0395; Cell: 207-7007

robthicks@aol.com

12) continued

SHANNA JACKSON

Hm: 307 Holly Hills Drive

Mt. Juliet, TN 37122

Wk: 104 Claude Yates Drive

F/T 37064

Cell: 415-9331; Wk: 790-4419

sjackson@Columbiastate.edu

MIKE PLUMLEY

Spouse - Jane

Hm: 2033 Lynnwood Drive, F/T 37064

Hm: 595-6605; Cell: 308-5529

inspiritedone@aol.com

DAVID SNOWDEN

Spouse - Kathy

Hm: 521 Ridgestone Dr., F/T 37064

Wk: 507 New Hwy 96 West, F/T 37064

Hm: 794-2314; Wk: 794-6624

dsnowden@fssd.org

J.T. THOMPSON

Spouse - Susan

Hm: 5848 Beauregard Drive,

Nashville, TN 37215

Wk: The Lotz House

1111 Columbia Avenue, F/T 37064

Cell: 268-7669; Wk: 790-7190

jtt@lotzhouse.com

SUSAN WHITAKER

Spouse - Ken

Hm: 1600 Flanders Court, F/T 37067

Wk: Tennessee Dept of Tourism

312 Rosa L. Parks Avenue, 25th Floor

Nashville, TN 37243

Hm: 794-9206; Wk: 741-9001

Susan.whitaker@tn.gov

15)

INTERNAL REVENUE SERVICE
P. O. BOX 2416
WASHINGTON, DC 20003

DEPARTMENT OF THE TREASURY

Date:

Employee Identification Number -
22-0288155

SSN:

Employer:

Contract Payee:

BARBARA A. BARRY

DOB: 01/01/1941

Contact Telephone Number:
877-825-5500

Accounting Period Begins:
June 01

Public Charity Status:
Yes

Minimum Required:
Yes

Effective Date of Exemption:
March 17, 1999

Qualification Determination:
Yes

Adoption Applied:
No

Dear Sir/Madam:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 511(c)(2) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible income, donations, transfers or gifts under Section 170(e), 1108 or 1109 of the Code. Because this letter could be perceived as a statement regarding your exempt status, you are advised to place your permanent records.

Organizations exempt under section 511(c)(2) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the code mentioned listed in the heading of this letter.

Please see attached Publication 4221-PG, Compliance Manual for Voluntary Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 941 (01/09)

33)

BATTLE OF



The Carter House and Carnton Plantation

November 21, 2013

To Our Franklin Neighbors,

This year celebrates the 41st Annual Carter House Candlelight Tour, which will take place Friday, December 6th and Saturday, December 7th from 6:00 to 9:30 p.m. Tour homes are located on Boyd Mill Avenue and Glass Lane. The stretch of Boyd Mill Avenue between Glass Lane and 11th Avenue North will be closed from 5:45 to 9:45 each night for pedestrian traffic.

Police officers will be posted on Glass Lane and Boyd Mill Avenue to direct traffic. Residents on Boyd Mill may certainly come and go during this time, but we want to advise you of this closure.

My priority is to make sure we do what is best for the city, as well as provide a unique and popular community event. If you have any questions or concerns regarding this event or street closure, please contact me or the Office of the City Administrator using the information below:

Leigh Bawcom
Special Events Coordinator
Battle of Franklin Trust
1345 Carnton Lane
Franklin, TN 37064
(615) 794.0903
leigh@battleoffranklintrust.org

Monique McCullough
Public Outreach Specialist
City of Franklin
109 3rd Avenue South
Franklin, TN 37064
(615) 791.3217
moniquem@franklintn.gov

Thanks so much for your cooperation and support!

Sincerely,

Leigh Bawcom
Special Events Coordinator