




HISTORIC
FRANKLIN
TENNESSEE

ITEM #3
WRKS
11/26/13

MEMORANDUM

November 18, 2013

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Eat the Street Event Application – May 9, 2014

Purpose

The purpose of this memo is to outline recommendations for the Eat the Street event benefitting the 21st Drug Court.

Background

The 21st Drug Court is an organization dedicated to breaking the cycle of addiction through intervention, treatment, and rehabilitation for eligible adult offenders within the 21st Judicial District. They have submitted an event permit application for Friday, May 9, 2014 for their third annual "Eat the Street." Eat the Street features over 20 food trucks/carts, and a children's play area. Estimated attendance is 7,000.

Staff met several times with event organizers to determine if moving the event to a Saturday evening would work with their needs. The applicant has asked that BOMA consider their request for Friday in 2014 and they will consider relocating the event to the new Third Avenue North Extension (Bicentennial Park area) in 2015. The request is for Main Street from Five Points to the Square (includes Fourth Avenue South from Main to the Parking Garage and Fourth Avenue North from Main to Bridge Street).

Recommendation

Staff recommends the following conditions:

- If the event is approved for Friday evening, staff recommends that on-street parking in the event area be blocked beginning at 5 a.m. Friday morning. This will allow the food trucks to set-up in their spaces throughout the day and leave Main Street opening to traffic as long as possible. The street closure would begin at 5 p.m.
- 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 the recommended extra-duty Franklin Police Officers to provide security and traffic control.
- No amplification is requested.

Building & Neighborhood Services Department:

- Electrical permit will be required.



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Solid Waste Department:

- The organizations will provide volunteers to do clean-up during the event.
- Department will provide extra roll-outs and recycling bins/bags for the applicant to use.
- Applicant shall return all roll-outs (full or empty) and all recycling bags and frames to the alley behind Mellow Mushroom.

Streets Department:

- Department will block parking on the morning of May 9th.
- Department will set-up closure and provide barricades beginning at 5p.m. on Friday, May 9th.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.

OFFICE USE ONLY:
Permit No. _____



CITY OF FRANKLIN EVENT PERMIT APPLICATION

*Application is Due 90 Days Prior to Scheduled Event.
Please read application carefully and fully complete each section.
A non-refundable application fee of \$100 is due at time of filing.*

Note: Filing this application does not guarantee that your request will be granted.

Please check
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: Main from the square to 5th & Fourth Ave

- 2) Name/purpose of event: Eat the Street benefiting 21st Drug Ct.

- 3) Date or dates of event: Friday May 9

- 4) Time of Event: 5:00 PM until 9:00 PM

- 5) Time of Street Closure (if applicable): _____

Set-Up Date/Time: 4:45 Tear-down Date/Time: 9:00

*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:

21st Drug Court

a) Address: 105 Southeast Parkway Suite 104

b) Phone: 615 595 7868 c) Cell: 615 878-5531 d) Fax: 615 595 2591

e) E-mail address: marianne.schroer@atlantic.org

- 7) Person in charge on day of event: Marianne Schroer

Cell: 615 519 5812 E-mail address: see above



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- 8) Name and Cell Number of at least two others available on day of event:
Name: Stacy Watson Cell: 483-3889 E-mail address: stacy.watson@stites.com
Name: Ondrea Harrison Cell: 414 0081 E-mail address: ondrea.harrison@gmail.com
- 9) DETAILED description of event (use additional sheets):
We have food truck lining the streets of Main from the Square to Fifth and a block of Fourth on either side of Main. A Kid's Area will be set up on 4th @ the 4th Ave C of Christ.
- 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: last year we estimate that 7000 people attended 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. yes. to be determined. (\$250-\$450 last yr.)
- 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.)?

- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

- 23) During what time period is sound amplification requested? _____
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). may have steel musicians but have not filmed that up yet. No band.
- 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.
- 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. Xandy Bradshaw 5957868 #3
or 516-0258 (cell)
- 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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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



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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: Marianna Schaefer Date: 8.22.13
(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) *
*



EAT THE STREETS

New Hwy 96 W

Bridge St

Fair St

W Main St

Columbia Ave

Cummins St

5th Ave S

FRANKLIN DISCLAIMER
This map was created by the City of Franklin's MIT Department and was created from the most authentic information available. The City is not responsible for any errors or omissions contained hereon. All data and materials Copyright © 2013. All Rights Reserved.



1 inch = 200 feet

- Hydrants
- Moveable Barrier
- Emergency Access
- Road Closed

