




HISTORIC  
FRANKLIN  
TENNESSEE

Item # 03  
Worksession  
01/28/2014

## MEMORANDUM

January 16, 2014

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Franklin Main Street Brewfest – March 15, 2014

### **Purpose**

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

### **Background**

During the Main Street Brew Fest, beer tasting is available in shops along Main Street. A 2 oz portion is served at each location. The event also includes food vendors and live entertainment (no stages). Time of event is 6 p.m. until 9 p.m. and attendance is expected to be 2,500. Street Closure is Main Street from 2<sup>nd</sup> Avenue to Fifth Avenue; Fourth Avenue from the parking garage to the alley; and Third Avenue from Church Street to the alley. Trolley and taxi-cab service will be available on-site.

### **Recommendation**

Staff recommends approval with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.

### ***Risk Management:***

- Applicant will provide certificate of insurance naming the City as additional insured. Certificate should include liquor liability.

### ***Police Department:***

- Applicant will hire six (6) extra-duty Franklin Police Officers to provide security.
- Officers will work until streets are re-opened to traffic.
- Applicant has requested amplification for Irish bands that are performing as part of the event. 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 will close on 5 a.m. on Saturday (March 15<sup>th</sup>).
- Main Street and Third Avenue will close at 3 p.m. on Saturday (March 15<sup>th</sup>)
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.



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***Solid Waste Department:***

- Department will provide employees for cleanup during event.
- Applicant will supply name of grease hauler for food vendors.

***Water Department***

- Tap needed on hydrant at Fourth & Main

***Fire Department/EMS***

- Applicant will contact department to schedule 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.*

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

Please check all that apply:

<input checked="" type="checkbox"/> street closure	<input type="checkbox"/> parade
<input type="checkbox"/> other special event	<input checked="" 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	_____ Harlinsdale Farm	Other: <u>Main St. from 2<sup>nd</sup> to 5<sup>th</sup> Ave*</u>

2) **Name/purpose of event:** Franklin Main Street Brew Fest

3) **Date or dates of event:** Saturday, March 15, 2014

4) **Time of Event:** 6 p.m. to 9 p.m.

5) **Time of Street Closure (if applicable):** 3 p.m. to 11 p.m.\* (5 a.m. for sections of 4<sup>th</sup> Ave)

**Set-Up Date/Time:** 4 p.m. March 15\*      **Tear-down Date/Time:** 11 p.m. March 15th

\*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:** 134 2<sup>nd</sup> Ave N, 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 5 a.m. Saturday, March 15, to load in food vendors and check-in tent.

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):

Beer tasting in approximately 22 shops along Main Street. A 2 oz. portion is served at each location.

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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:

2,500

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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. Tasting tickets - \$40, Food vendors - \$250, Sponsors - \$1,500-\$5,000

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

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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.)?  
Music only
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Irish bands
- 23) During what time period is sound amplification requested? 6-9 p.m.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Celtic music on the street—no stages. Five to six musicians in each group with a 20 amp sound system
- 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. About 10 vendors – five food, five sponsors
- 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





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- 29) *\*NOTE:* Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*
- 30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:  

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Yes—1 at 4<sup>th</sup> and Main hydrant  

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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


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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:  Date: 12-20-13  
 (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

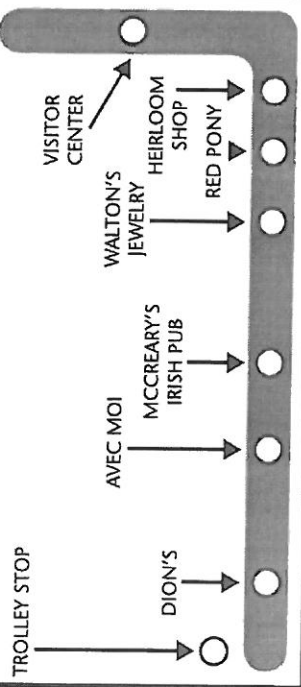
*If you have questions concerning your request, please call 615-550-6606.*

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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) ★  
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# 10TH ANNUAL FRANKLIN MAIN STREET BREW FEST MAP

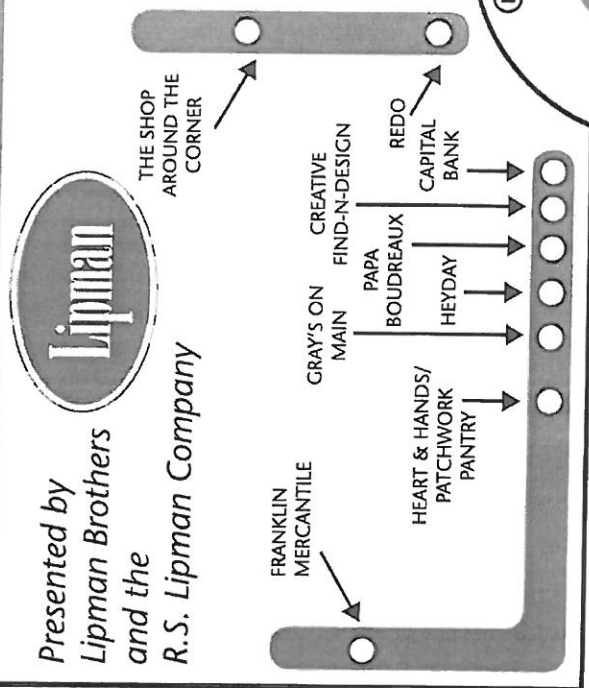
## ENTERTAINMENT:

MEMBERS OF NASHVILLE PIPES AND DRUM BAND  
THE SECRET COMMONWEALTH  
THE PUB CRAWLERS



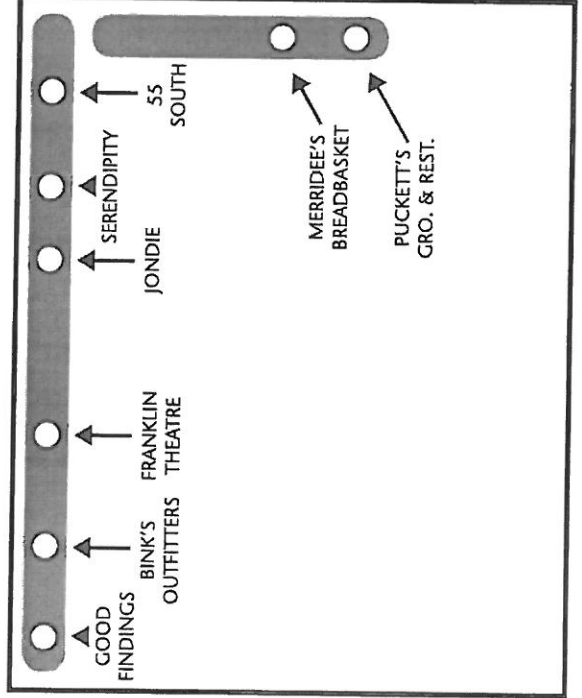
4th Avenue North

3rd Avenue North

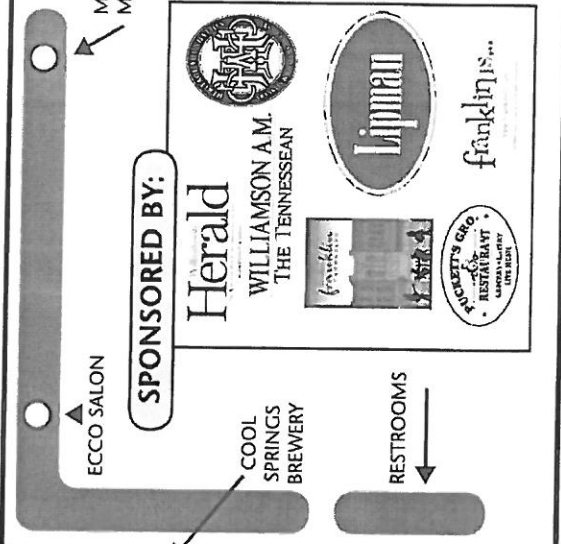


CHECK-IN & INFORMATION

## Main Street



PUCKETT'S TROLLEY  
COOL SPRINGS BREWERY



FOOD VENDOR

BEGLEY'S DOGS  
PUCKETT'S BOATHOUSE

HISTORIC DOWNTOWN FRANKLIN

JJ'S WINE BAR  
(PAST BASKIN ROBBINS)  
EARLY'S HONEY STAND

CITY HALL

## SPONSORED BY:

Logos for sponsors: Herald, WILLIAMSON A.M. THE TENNESSEAN, Lipman, and franklin's.

PUCKETT'S GRO. RESTAURANT & BAR  
LIVE MUSIC



The Heritage Foundation  
Board Member List & Staff List  
Year 2013-2014

	Mailing Address	Telephone			Fax	e-mail	Spouse	1st/2nd Term Ends	
		Home	Work	Cell					
Brian	Beathard	704 Fair Street Franklin, TN 37064	656-4661		752-8628	800-513-0	brianbeathard@comcast.net	Lisa	2015/2018
Julian	Bibb III	918 Fair Street Franklin, TN 37064	794-5076	782-2227		791-8481	julian.bibb@stiles.com	Jayne	2015/2018
Jody	Bowman	1149 Lewisburg Pike Franklin, TN 37064	794-0244	236-8307	476-0052		joseph.bowman@franklinsynergy.com	Gilda	2011/2014
Angela	Calhoun	1005 Scramblers Knob Franklin, TN 37069	794-5090		642-2890		anpcalhoun@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		jbechols@comcast.net; bechols@dickinson-wright.com	Laura	2014/2017
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		476-2557	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		2014/2017
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@wastetechservices.com		2012/2015
Rudy	Jordan	231 Second Ave. South Franklin, TN 37064	790-1400	791-4508	479-5920		rudvoldhouse@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	603 Band Drive Franklin, TN 37064	595-6986	695-5328	812-1800		j.mcmurray@lipmanbrothers.com	Jill	2014/2017
Robert	Moore	2406 Goose Creek Bypass, Franklin 37064	794-4155	791-4447	289-0231	791-4463	mmcompany@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	2013/2016
Bob	Roethemeyer	418 Main Street Franklin, TN 37064		791-9121	521-6789		AvecMoiFranklin@gmail.com		DFA
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.

<b>HF Staff:</b>	
Mary Pearce	Executive Director <a href="mailto:mpearce@historicfranklin.com">mpearce@historicfranklin.com</a> 591-8500 Ext. 15
Nancy Williams	Main Street Program Director <a href="mailto:nwilliams@historicfranklin.com">nwilliams@historicfranklin.com</a> 581-8500 Ext. 17
Kristy Williams	Membership & Development <a href="mailto:kwilliams@historicfranklin.com">kwilliams@historicfranklin.com</a> 591-8500 Ext. 18
Wendy Dunavant	Accounting <a href="mailto:wdunavant@historicfranklin.com">wdunavant@historicfranklin.com</a> 591-8500 Ext. 13
Torrey Bamhill	Heritage Ball & Annual Meeting <a href="mailto:tbamhill@historicfranklin.com">tbamhill@historicfranklin.com</a> 591-8500 Ext. 20
Rick Warwick	Historian <a href="mailto:rwarwick@historicfranklin.com">rwarwick@historicfranklin.com</a> 591-8500 Ext. 14
Rene Evans	Office Assistant <a href="mailto:revans@historicfranklin.com">revans@historicfranklin.com</a> 591-8500 Ext. 11

<b>Theatre Staff:</b>	
Dan Hayes	Director <a href="mailto:dan@franklintheatre.com">dan@franklintheatre.com</a> 351-4832
Joseph Logdson	Technical Director <a href="mailto:joseph@franklintheatre.com">joseph@franklintheatre.com</a> 473-3634

420 Roberts St., 37064

Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: March 19, 2001

Person to Contact:  
Richard Owens 31-00913  
Customer Service Representative

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

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.



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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



**BREWFEEST**

- Hydrants
- Water Barrier
- Moveable Barrier
- Emergency Access
- Road Closed

This map references the Downtown Street Closure #5.

**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 hereon. All data and materials Copyright © 2014. All Rights Reserved.

