



HISTORIC
FRANKLIN
TENNESSEE

ITEM #6
WRKS
02/25/14

MEMORANDUM

February 18, 2014

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Americana Cross County Lines Festival (Harlinsdale Farm) – May 31, 2014

Purpose

The purpose of this memorandum is to outline recommendations for the Americana Cross County Lines Festival event at Harlinsdale Farm.

Background

Americana Music Association is a not-for-profit trade organization which promotes awareness, provides a forum, and advocates for the creative and economic vitality of the Americana music genre. Americana music incorporates elements of various American roots music styles, including country, folk, bluegrass, R&B and blues. The organization recently relocated their offices to The Factory at Franklin. The festival is a one-day music event that will feature five bands from 12 Noon until 12 Midnight. Tickets will be required for the event. All proceeds benefit the Americana Music Association. The applicant anticipates over 5,000 attendees.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide Good Neighbor Letter which will be distributed to area residents.
- **Risk Management:**
 - Applicant will provide certificate of insurance with liquor liability naming the City as additional insured. The Certificate of Insurance is due 30 days prior to event and needs to include the dates of set up through equipment pickups and cleanup. It must include all activities, equipment, vendors, booths, and food trucks that are part of the event. Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured.
- **Building and Neighborhood Services:**
 - Special Event Electrical Permit will be required.
- **Police Department:**
 - Applicant will hire recommended number of extra-duty Franklin Police Officer to provide traffic control and security, including overnight.
 - Pursuant to Franklin Municipal Code Section 11-403(3), amplified sound will only be permitted in the areas indicated on the application.
- **Sanitation and Environmental Services:**
 - Services are available at a cost of \$150 per hour.
 - Dumpsters are available from the department at a cost of \$85 each
 - Applicant must provide grease hauler if necessary.



- **Fire/EMS Department:**
 - Tent permit and inspection will be required for any tents larger than 200 square feet.
 - Department will provide bike medic team for the event.

- **Parks Department:**
 - Applicant will work with Park staff for placement of signs, portable toilets, fencing, tents, vehicles, set up and any other equipment or stages.
 - Park Facility Usage Fees are as follows:
 - Friday – Sunday **\$500 per day**
 - Refundable Damage Deposit: **\$500**
 - Fees can be split with 50 percent paid upon approval by the Board of Mayor and Aldermen and the remaining fees due 30 days prior to the event.
 - Two Parks Staff will be required to supervise the facility for the duration of the event from set up to clean up. A payment of \$25 per hour per staff person will be payable at the end of the event. The check should be made out to The City of Franklin.
 - The park will remain open to the public during the event.
 - Parking for the event participants in the cross country fields and the back field behind the barn will be supervised and monitored by the event organizers with a paid parking service of their choosing for organized parking and traffic control in and out of the facility. Appropriate safety gear and identification required and radio communication. The North Entry may be considered for parking based on ticket sales.
 - The Department will supply 6 roll-out trash receptacles. Excessive trash beyond these will need to be removed from the site or arrangements can be made with Sanitation and Environmental Services for more receptacles or a dumpster.
 - The Event organizer is responsible to rent portable toilets to handle the load of their participants. The location can be either the power house wall or behind the 12 stall mare barn.
 - Electrical boxes in the event space are available for use.
 - Irrigation on the event pad will be marked prior to any tents being staked.
 - A banner, no longer than 8 feet, can be placed on the fence at the entrance (eye bolts indicate location) one week prior to the event.
 - The layout of tents, stages, vendor/food booths is up to event organizer. Temporary directional signage will be the responsibility of the event organizer. Non-permanent field paint and temporary signs/arrows only.
 - Ice and EMS/first aid onsite would be optimal.
 - Gate/Parking fees will be charged at the entrance to the main parking areas, not on the entry road, and any citizens not attending the event will not be charged.
 - There is no lighting at the park for after dark and it is the responsibility of the event organizers to provide a light tower for safety and breakdown of the event after hours.
 - The emergency road around the barn and the roads entering this space must be kept clear of booths, cars or any obstacles. The barn buildings have a 20 foot perimeter for putting any temporary structures.
 - Event organizers must have a plan to safely allow vendors to set up and exit without blocking the emergency road.
 - Security must be onsite once the setup is underway. The city park is not supervised and not responsible for the tents or booths, or equipment that stay onsite for the event.
 - On the day of the event, the center road will be for closed and used for emergency vehicles only. The public and vendors will be required to use the outside loop road for access to parking.

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 type="checkbox"/> street closure	<input type="checkbox"/> parade	
<input checked="" type="checkbox"/> other special event	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Harlinsdale Farm	Other: _____

2) **Name/purpose of event:** Americana's Cross County Lines

3) **Date or dates of event:** May 31, 2014

4) **Time of Event:** 1pm - 10pm or Midnight depending on the community.

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

Set-Up Date/Time: 5/30/2014 **Tear-down Date/Time:** 6/1/2014

*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:**
Jed Hilly, Americana Music Association

a) **Address:** 230 Franklin Rd, Bldg 14, Franklin, TN 37064

b) **Phone:** (615)386-6936 c) **Cell:** (615)545-8853 d) **Fax:** (615) 386-6937

e) **E-mail address:** jed@americanamusic.org

7) **Person in charge on day of event:** Jed Hilly

Cell: (615)545-8853 **E-mail address:** jed@americanamusic.org



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- 8) **Name and Cell Number of at least two others available on day of event:**
Name: Lenore Kinder Cell: (615)320-7286 E-mail address: lkinder@aeg-tmg.com
Name: Michelle Aquilato Cell: (917)439-9169 E-mail address: michelle@americanamusic.org
- 9) **DETAILED description of event (use additional sheets):**
Community-minded Roots Music Festival and Celebration. There will be five artists/band performing during the festival.
- 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:
4000 - 5000 attendees, 30-100 staff, volunteers, and musical participants.
- 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. 501.C5
- 16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Admission - approximately \$35 per person. Vendors - 20% of sales on food
- 17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.
Although the Americana Music Association is a not-for-profit, we do not anticipate this.
- 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? Americana Music Association will receive 100% after expenses.
- 19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.
We will need dedicated parking areas that can be controlled.

Revised January 2011



- 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.)?
Primarily for music, but also for entertainment and announcements
-
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Primarily there will be performing artists with a band, such as Patty Griffin.
-
- 23) During what time period is sound amplification requested? Entire event (Noon till 10pm or Midnight)
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). There will be five artists/bands playing Americana Music. The DB will remain below \$6.
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- 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. TBD
- 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. We will contract a clean-up company. Please advise us if you have a preferred vendor.
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- 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.



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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:

Yes, Location to be determined. Most likely at the Equestrian Center.

- 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.* Do you have a preferred vendor? We would like to use a Franklin company.

- 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 Esobar
Risk Manager
City of Franklin
108 Third Avenue South
Franklin, Tennessee 37064
615.791.8277

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)791-8277 for specific requests.

12)

Americana Music Association

230 Franklin Rd, Building 14, Suite C
Franklin, TN 37064

Jed Hilly - (615) 386-6936 or (615) 545-8853

Michelle Aquilato - (615) 386-6936 or (917) 439-9169

Danna Strong - (615) 386-6936

Sarah Comardelle - (615) 386-6936 or (615) 689-5671

Whitney Holmes - (615) 386-6936

AEG Live

824 19th Ave S
Nashville, TN 37203

Lenore Kinder - (615) 320-7286

Ali Harnell - (615) 320-7250

Leslie Cohea - (615) 320-7250

Laurel Hilburn - (615) 320-7250

25)

There will be a moveable pop up stage to be provided by our partner, AEG Live.

26)

Exact vendors have yet to be determined. Upon determination, full details including a map of their placement location will be provided.



PARKING

K-9 Korral
Dog Park

The Park at
Harlinsdale Farm

Lake at
Harlinsdale
Farm

Franklin Rd

Franklin Rd

31

31

31

The Park Industrial Loop

McIntosh

Harlinsdale

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 16 2001**

THE AMERICANA MUSIC ASSOCIATION
C/O KURT VITOLO
1222 16TH AVE SOUTH 3RD FLR
NASHVILLE, TN 37212

Employer Identification Number:
62-1807877
DLN:
17053052046001
Contact Person:
RONALD D BELL ID# 31185
Contact Telephone Number:
(877) 829-5500
Internal Revenue Code
Section 501(c)(6)
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in the section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth

Letter 948 (DO/CG)

THE AMERICANA MUSIC ASSOCIATION

month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

THE AMERICANA MUSIC ASSOCIATION

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "Steven T. Miller".

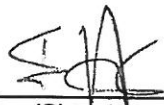
Steven T. Miller
Director, Exempt Organizations



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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:  EXECUTIVE DIRECTOR Date: 1/21/14
 (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) *
 *
