




HISTORIC
FRANKLIN
TENNESSEE

ITEM #6
WRKS
03/25/14

MEMORANDUM

March 18, 2014

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Westhaven Porchfest Event Application

Purpose

The purpose of this memo is to outline recommendations for the Westhaven Porchfest.

Background

The Westhaven Foundation has requested street closures for their Westhaven Porchfest event scheduled for June 21, 2014 from 4 p.m. until 10 p.m. This is the third year for the event. Residents volunteer their porches for bands, singers and instrumentalists from a wide variety of musical genres to perform. The event also includes live music, food trucks, and an art show. At 6 p.m., music on the porches will end and attendees will gather at the lake in front of the Westhaven Town Center for an evening concert.

For this year's event, the organizers are requesting the closure of small sections of Westhaven Blvd (2 p.m. – 10 p.m.), Cheltenham (4 p.m. – 7 p.m.), and Byron Way (4 p.m. – 7 p.m.). Estimated attendance for the event is 1,500.

Recommendation

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

- 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 four extra duty officers.
- **Fire Department**
 - Alleyways must remain accessible for emergency vehicles throughout the event.
- **Solid Waste Department:**
 - Department will provide at least 20 roll-out containers and recycling frames.
 - Applicant will provide volunteers for clean-up.



WESTHAVEN.

February 10, 2014

Monique McCullough
Community Relations Manager
City of Franklin, Tennessee

Monique,

I am writing on behalf of the Westhaven Foundation. I have attached an Event Permit Application for an event, called Porchfest, which will take place in the Westhaven Community on June 21, 2014.

I have enclosed the required checks and all of the required documents except for the following (which I will provide as soon as I have them):

- Certificate of Insurance for vendor providing stage for concert
- List of vendors (medical, art, food, merchandise)
- Mailing list for good neighbor letter

We will hire a clean-up crew.

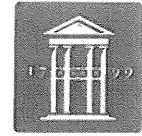
This will be the third year for this event. The only change from last year is that we are requesting to close a portion of Cheltenham Avenue from 4pm until 7pm.

Please feel free to contact me with questions or if I can provide any additional information.

Sincerely,

Amy Law
Director of Community Management at Westhaven
Westhaven Foundation Board Member

OFFICE USE ONLY:
Permit No:



HISTORIC
FRANKLIN
TENNESSEE

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 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>Westhaven Blvd, Byron Way,</u>
<u>& portion of Cheltenham Ave.</u> |

2) **Name/purpose of event:** Westhaven Porch fest

3) **Date or dates of event:** Saturday, June 21, 2014

4) **Time of Event:** 4pm - 10pm

5) **Time of Street Closure (if applicable):** Westhaven Blvd 2pm - 10pm / Byron & Cheltenham 4-7pm

Set-Up Date/Time: 6/21/14 2pm **Tear-down Date/Time:** 6/21/14 10pm

*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:**
Westhaven Foundation

a) **Address:** 401 Cheltenham Ave Franklin TN 37064

b) **Phone:** (615) 791-6740 c) **Cell:** (615) 642-2948 d) **Fax:** (615) 791.1374

e) **E-mail address:** amy.law@southernland.com

7) **Person in charge on day of event:** Betsy Bergman

Cell: (615) 481-4807 **E-mail address:** betsy.bergman@southernland.com



HISTORIC
FRANKLIN
TENNESSEE

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

Name: Amy Law Cell: 642-2948 E-mail address: amy.law@southernlands.com

Name: Becky Timmons Cell: 308-0835 E-mail address: becky.timmons@southernlands.com

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:

1,500

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. No

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.



HISTORIC
FRANKLIN
TENNESSEE

- 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.)?
Concert by lake
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Band
- 23) During what time period is sound amplification requested? 4pm - 10pm
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). I am working on booking a 4-6 person 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. Will send at later date
- 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. Will send name of clean-up provider. Betsy Bergman 615 481-4807
- 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.*
Small fairgate tents

- 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.



HISTORIC
FRANKLIN
TENNESSEE

**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: Amy Law, Treasurer of Westhaven Foundation Date: 2/10/14
 (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) *
 * *

Draft of Good Neighbor Letter for Porchfest

(Insert Date)

Dear neighbor of Westhaven,

I wanted to let you know about an event called **Porchfest**, which is taking place in Westhaven on Saturday, June 21, 2014 from 4pm to 10pm. From 4pm until 7pm, bands will be playing throughout the neighborhood on various porches. Then, from 7pm until 10pm, we will have live music playing by the lake at Westhaven Town Center.

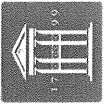
From 2pm until 10pm, a portion of Westhaven Boulevard (from State Boulevard to just before Front Street) will be closed to through traffic. Also, from 4pm until 7pm, a portion of Cheltenham (in front of lots 445, 446, and 452), and Byron Way will be closed to through traffic.

The entire event will end at 10pm. A cleanup crew will be hired to return the event areas back to their original condition that evening.

If you have any questions, please feel free to contact Betsy Bergman at 615-791-9552.

Best regards-

Amy Law
Director of Community Management
Southern Land Company



HISTORIC
FRANKLIN
TENNESSEE

Westhaven Porchfest



Legend

- City Limits
- Road Closure



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 herein. All data and materials Copyright © 2014. All Rights Reserved.

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

DEPARTMENT OF THE TREASURY

Date: OCT. 3 2008

THE WESTHAVEN FOUNDATION INC
401 CHELTENHAM AVE
FRANKLIN, TN 37064-8664

Employer Identification Number:
26-2449732
DIN:
17053198332008
Contact Person:
YVONNE LIGGETT ID# 31296
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 19, 2007
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter:

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

THE WESTHAVEN FOUNDATION INC

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

Sincerely,

A handwritten signature in cursive script that reads "Robert Choi".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC