



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #5  
WRKS  
03/25/14

## MEMORANDUM

March 14, 2014

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Raise the Roofs – June 21, 2014

### Purpose

The purpose of this memo is to outline recommendations for the Raise the Roofs event at The Park at Harlinsdale Farm.

### Background

The Friends of Franklin Parks are requesting the use of Harlinsdale Farm for a “Raise the Roofs” event on June 21, 2014. The event is an equestrian-themed event with music, food, beverages, and horse demonstrations. Tickets will be sold to the event for \$75 per person. Proceeds will go to support Friends of Franklin Parks projects. They anticipate 200 attendees.

### Recommendation

Staff recommends approval with the following conditions:

- Waiving of application fee, damage deposit, facility usage fees, and Parks Department staff fees.

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

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

#### ***Building & Neighborhood Services Department:***

- Applicant will contact the Department to determine if Special Event Electrical Permit is needed.

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

- Applicant will hire at least two (2) extra-duty Franklin Police Officer.

#### ***Revenue Management:***

- Applicant must obtain a Beer Permit from the City’s Beer Board.
- If wine is served, applicant must obtain separate permit from the Tennessee Alcohol Beverage Commission.

#### ***Parks Department:***

- All coordinating regarding the event will be done with the Programming Division at the Parks Department, including a pre-event meeting onsite.

#### ***Water Department***

- Tap needed.

#### ***Fire Department/EMS***

- Applicant will contact department to schedule inspection.

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  
\_\_\_ Fieldstone Farms  
\_\_\_ Jim Warren Park

\_\_\_ Liberty Park  
\_\_\_ Pinkerton Park

Harlinsdale Farm

\_\_\_ Eastern Flank Battlefield Park

Other: \_\_\_\_\_

2) Name/purpose of event: Raise the Roofs Fundraiser

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

4) Time of Event: 3-7 p.m.

5) Time of Street Closure (if applicable): \_\_\_\_\_

Set-Up Date/Time: Friday, June 20, 2014 Tear-down Date/Time: Sat., June 21, @ 7 p.m.

\*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:

Mindy Tate, Friends of Franklin Parks, LLC

a) Address: PO Box 383, Franklin TN 37065

b) Phone: 794-0998

c) Cell: 210-9401

d) Fax: N/A

e) E-mail address: Mindy@franklintomorrow.org

7) Person in charge on day of event: Mindy Tate

Cell: 210-9401

E-mail address: mindy@franklintomorrow.org



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

Name: Monty McIntire Cell: 972-7684 E-mail address: \_\_\_\_\_

Name: Amy Cross Nance Cell: 300-5914 E-mail address: \_\_\_\_\_

9) DETAILED description of event (use additional sheets):

Equestrian-themed event with music, food, bar, other entertainment

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:

200

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

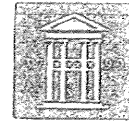
15) Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization? Circle  Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status.

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. \$15 per person

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? Friends of Franklin Parks, 100% of all revenue

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.)?  
Announcements + entertainment
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Band, sound system for announcements
- 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.). Undetermined at this time
- 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. \_\_\_\_\_
- 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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**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: Mundy J. Jeter Date: 12/23/2013  
 (Signature and title – must be officer of organization)

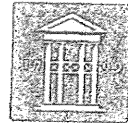
Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 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) \*  
 \*  
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BY: Mindy D. Jantz

(Signature and title – must be officer of organization)

Date: 2/15/2014

Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Dr. Ken Moore, Mayor

\_\_\_\_\_  
Eric S. Stuckey, City Administrator

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