

MEMORANDUM

February 17, 2010

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Heritage Ball (October 2, 2010)

Purpose

The purpose of this memo is to outline recommendations for the Heritage Foundation's Heritage Ball to be held at the Eastern Flank Battlefield Park.

Background

The Heritage Foundation has requested the use of the Eastern Flank Battlefield Park for their annual Heritage Ball. While the event is on October 2nd, the applicant has requested the use of the park from September 27th until October 4th for set-up and tear-down.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide a \$500 refundable damage deposit to City prior to event.
- Applicant will provide copy of Good Neighbor letter which will be distributed to affected neighborhood.

Parks Department

- Park Facility Usage Fees are as follows:

| | |
|--|--------------------------|
| ○ Monday, 9/27/10 thru Thursday, 9/30/10 | \$600 (\$150.00 per day) |
| ○ Friday, 10/1/10 thru Sunday, 10/3/10 | \$750 (\$250.00 per day) |
| ○ Monday, 10/4/10 | \$150 (\$150.00 per day) |
- **TOTAL: \$1,500**
- Refundable Damage Deposit of \$500 (*Damage deposit covers all areas of rental site, including but not limited to areas for parking, tent site and Battle Park Hall*).
- Park Staff to Unlock/Lock Battle Park Hall for building access Monday-Friday @ \$25.00 per day (**Event Coordinators/Heritage Foundation staff may not be given keys to building*).
- Applicant will be charged \$25 per hour for Park Staff to be available on October 2nd (*Time begins when Battle Park Hall is open for access until the time access is no longer required*).
- Event attendees are restricted to rental areas.
- Anna Shuford, Program Coordinator for Parks Dept., shall be "Point of Contact" from the Parks Dept.
- The Heritage Foundation shall designate one (1) person as the "Point of Contact" for this event.
- A pre-event evaluation shall take place on site with Anna Shuford and Foundation designee on Monday, Sept. 27, 2010 prior to tent setup.
- A post-event evaluation shall take place on site with Anna Shuford and Foundation designee on Monday, October 4, 2010 after all tents are removed and Battle Park Hall has been cleaned by caterer/foundation.

Risk Management:

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



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Police Department:

- Applicant will work with Police Department to determine number of extra-duty officers to be hired by applicant to provide security for the event.

Solid Waste Department:

- Applicant will lease two dumpsters from the Solid Waste Department (charge is \$75 per dumpster).
- Applicant will provide volunteers to pick-up any trash associated with the event.

Fire Department:

- Tents require permit and inspection from the Franklin Fire Department.
- No straw or other combustible material is permitted as a floor covering. Any floor material used as an alternate to connect the cocktail and dining tents must be approved as an interior finish by the Fire Department.
- Vehicles will not be permitted to be parked in the drive lanes leading to the event or around tents or buildings.
- The cocktail tent edge/corner must be a minimum of 20 feet from the edge of the former clubhouse building. A clear path must be left to the side of the building to allow for emergency access.
- No open flames/candles are permitted except in accordance with IFC 308.3.7, Exception 1.3. This must be approved by the Fire Department.

Building & Neighborhood Services Department:

- Electrical permit will be required
- Stage should be positioned so sound is least bothersome to nearby residential neighborhood.
- Generators must be grounded and not re-fueled while running.

Revenue Management:

- Applicant must obtain a Beer Permit from the City's Beer Board.

Permit No: _____

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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

 Other: Eastern Hank
☐ Fieldstone Farms

☐ Pinkerton Park

☐ Jim Warren Park

☐ Winstead Hill Park

2) **Name/purpose of event:** Heritage Ball

3) **Date or dates of event:** 2 October 2010

4) **Time of Event:** 7-Midnight

5) **Time of Street Closure (if applicable):** n/a

Set-Up Date/Time: 27 Sept 2010

Tear-down Date/Time: 4 Oct 2010

*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:**

Heritage Foundation of Franklin & Williamson
County

a) **Address:** PO Box 723 Franklin 37064

b) **Phone:** 591-8500 x 11 c) **Cell:** 554-2042 d) **Fax:** 591-8502

e) **E-mail address:** drogers@historicfranklin.com

7) **Person in charge on day of event:** Damon Rogers

Cell: 554-2042 **E-mail address:** drogers@historicfranklin.com



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

Name: MARY Pearce Cell: 300-7218 E-mail address: mpearce@historicfranklin.com

Name: Kristy Williams Cell: 305-3610 E-mail address: kwilliams@historicfranklin.com

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

Black Tie Event

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:

650

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. \$250⁰⁰ pp

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? Heritage Foundation

100% (after expenses)

19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.

Park in fields



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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.)?
yes - for both
- 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? 7-Midnight
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 7-9 musicians - we ~~have~~ rent generators for lighting & amp wattage.
- 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. None
- 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. Volunteers from Heritage Foundation
- 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:
Royal Restrooms (flushable toilets) will require water, but uncertain of their location at this date.
- 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. Letter will be personally delivered by members to 1302-1345 Carnton Lane by 2 ladies who live in the subdivision*

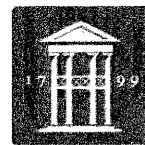
TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"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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**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: Don Pierce Exec. Director Date: 1-26-10
(Signature and title – must be officer of organization)

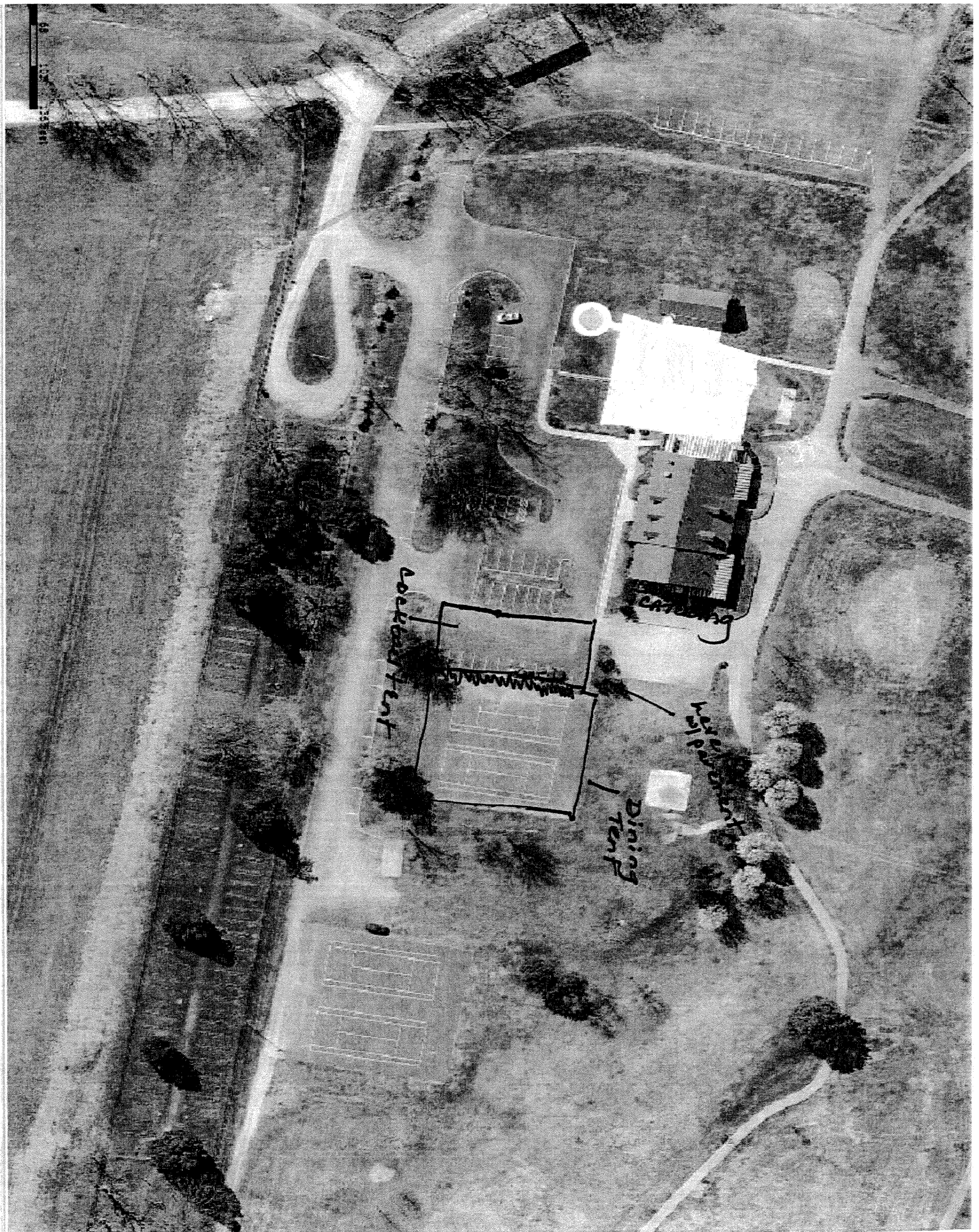
Approved by the Board of Mayor and Aldermen on _____, 20____.

John C. Schroer, 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) *
*



#12: List of Chairperson and Event Coordinator

Damon Rogers – Event Coordinator

Heritage Foundation, 510 Columbia Avenue, Franklin, TN 37064

cell: 554-2042 Work: 591-8500 Ext 11

Anita Hogin – Chair Person

h Three Events, 311 Robinson Road, Brentwood, TN 37027

cell: 202-4100

Hugh Houser – Chair Person

h Three Events, 311 Robinson Road, Brentwood, TN 37027

cell: 596-4238

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: March 19, 2001

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

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

Heritage Foundation of Franklin and Williamson County Tennessee
23-7042596

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

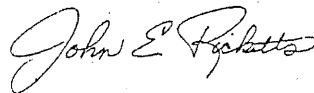
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in cursive script that reads "John E. Ricketts".

John E. Ricketts, Director, TE/GE
Customer Account Services



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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 |