



239 Franklin Rd.
Franklin, TN 37064
615-794-2103
Fax: 615-791-3250
www.franklintn.gov/parks



Tractor Supply Co. Arena Rental Application

Any event to be held at The Tractor Supply Company Arena by any entity requires a n Arena Permit.

Events with an expected attendance of 200 or over will require completion of the Large Event application process managed by the Franklin City Administration, 90 days in advance of the event. Please contact Monique McCullough at 615-791-3217 or moniquem@franklintn.gov.

How to Apply for a Historical Parks Event Permit:

1. Choose a date and time
2. Download the City of Franklin Parks 2015 Tractor Supply Company Arena Rental Application.
3. Complete and submit application by email, fax, mail or drop off to City of Franklin Parks office at least **30 days prior** to event date along with a check or money order for the application fee of \$100 to:

City of Franklin Parks
Drop Off: 1368 Eastern Flank Circle
Franklin, TN 37064
Mail: PO Box 305
Franklin, TN 37064
615-794-2103
Fax: 615-791-3250
Email: info@friendsoffranklinparks.org

4. All Applications must be accompanied by two documents to satisfy insurance requirements: A (1)**Certificate of Insurance in the minimum amount of \$1,000,000 worth of General Liability coverage that names City of Franklin “and Friends of Franklin Parks are an Additional Insured” on a primary, non-contributory basis** must be submitted for the event and the date(s) of all set-up and tear down for such event occurring on City of Franklin Park Property. Applications must also submit and (2)**Endorsement issued under their General Liability policy of insurance for the event that reflects that the City of Franklin Parks is an additional insured for the event.** Additional liability coverage may be required dependent on the nature of the event. *Your permit will not be approved if the Certificate of Insurance and the Endorsement have not been received.*
5. Additional Permits will be required for large tents, alcohol, generators and use of electrical. Police presence may be required if alcohol is present.
6. Parks staff will review request and follow-up with you regarding the status of your application. Please note that all applications are subject to review and may require submission of additional information. Some activities may require additional risk management steps to minimize risk, and the city reserves the right to require additional steps to obtain a permit dependent of the nature of the event. Submittal of an application does not grant you a permit. If your application is approved, The City of Franklin Parks will provide you with a copy of your Event Permit that should be present on-site at the time of your event. Be aware Franklin City Parks are public spaces and are open to use by the community during park hours.
7. Applicants are required to inform the City of Franklin Parks of any and all amendments to the original application prior to the date of your event.
8. Once the City of Franklin Parks requirements have been fulfilled, including receipt of all documents and full payment, a Parks Event Permit will be issued.
9. Damage Deposit will be refunded within 10 business days after event if a satisfactory Post Event Checklist has been completed and signed by both the permit holders and the Parks Department. If clean up is not completed properly, the permit holders will be fined.

Rental Fees & Arena Amenities

In accordance with conservation easement, certain activities are restricted and/or limited at The Tractor Supply Co. Arena at The Park at Harlinsdale Farm.

Arena Events will be evaluated on a case by case basis.

Event Hours:

8am-10pm (1 hour before and 1 hour after available for set-up and tear-down)

Fees:

Application Fee: \$100 Non-refundable

Rental Fees: **Weekday (M-F)** **Weekend (Sa-Sun)**

ARENA

Daily Rental Rate (under 300 attendees) \$300 \$500

Daily Rental Rate (over 300 attendees) \$500 \$800

Festival/Filming Rental TBD TBD

Includes usage of all paddocks and designated parking areas.

STALLS

Daily Rate \$20 per stall

Overnight Rate \$35 per stall

Includes water bucket and access to muck bucket, shovel, broom and pitchfork.

Refundable Damage Deposit: \$500

Parks Department Staff Hours (4 hr. minimum): \$25/hour

Shavings (must be ordered in advance) \$6/ bag

Hay (must be ordered in advance) \$10/bail

*Please note concessions are onsite and operated by the Friends of Franklin Parks.



CITY OF FRANKLIN PARKS

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 Fax: 615-791-3250
www.franklinton.gov/parks

OFFICE USE—(please Initial)
_____ FINAL APPROVAL
_____ Date Received
_____ Entered in Calendar
_____ Insurance Received
_____ Permit issued
_____ Deposit Refunded

Tractor Supply Co. Arena Application

Instructions: Please carefully read the Tractor Supply Company Rental Instructions (page 1) and Terms and Conditions for Arena Usage (page 4) before completing this application. Incomplete applications will not be processed.

APPLICANT INFORMATION	
Contact:	
Organization:	
Address:	
Phone Number:	
Email Address:	
Website Address:	

ARENA REQUEST & RENTAL STATUS - please select by checking appropriate box.

All requests must be accompanied by an appropriate certificate of insurance as outlined on page 1.
 Please review rules & regulations on pages 5-7. Refundable Damage Deposit is required.

Arena Spaces Requested	STATUS
<input type="checkbox"/> Arena <input type="checkbox"/> Stalls Total Number Stalls Requested _____ <input type="checkbox"/> Daily Rental <input type="checkbox"/> Overnight Rental <input type="checkbox"/> Paddocks	Event Rental <input type="checkbox"/> Weekday <input type="checkbox"/> Weekend Festival Usage <input type="checkbox"/> Weekday <input type="checkbox"/> Weekend

Event Information

Name/Purpose of Event:		
Date(s) of Event:		
Time of Event:	State Time:	End Time:
Additional Time needs for set-up/ Tear down:		
Anticipated Attendance:		

Event Information (continued...)

Description of Event:

Please **ENCLOSE A MAP** of the event site, detailing temporary structures, location of vendors/sponsors, parking, etc.

What, if any, vendors/sponsors will be present at the event? (i.e. medical related, food, beverages, etc).
Please provide a detailed list.

Please describe any entertainment being provided.

Will your event include tents or other temporary structures, or gas grills? Please explain.

Is your event a competition, or educational in nature?

How many horses do you anticipate?

How many horse trailers do you anticipate?

Will your event allow stallions?

Will you hire a third party to install obstacles (jumps, barrels, dressage arenas)? If yes, who?

Will multiple events take place concurrently in arena?

What type of footing will your event need?

Would you like concessions to be open during your event? If yes, what time period?

I/We do agree to abide by all ordinances of the City of Franklin and all conditions placed on this event permit request by the Parks Director. I/We do swear and affirm that all information provided on this application is true and complete. I/We do hereby agree to assume the defense of and indemnify and save harmless the Friends of Franklin Parks, the City, its alderman, boards, commissions, officers, employees, and agents, from all suits, actions, damages or claims, including death, to which the city and the Friends of Franklin Parks may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, of such event and the activities permitted in connection there with, and to submit a certificates of insurance prior to the event in an amount acceptable to the City's Risk Manager and the City Administrator. I/We understand that granting an Event Permit does not waive the obligation of attaining additional permits that may be separately required.

I/We recognize that the City reserves the right to require one or more City of Franklin Police officers or other emergency personnel are present at any and all events that occur within the city limits. **I have read and agree to abide by all Rules and Regulations for Events at City of Franklin Historical Parks (pages 5-7).**

(Authorized Signature & Title)

Date

Friends of Franklin Parks Representative

Date

Suzanne Carter, Recreation Foreman

Date

Rules & Regulations for Events at Tractor Supply Co. Arena

CONTRACT/DEPOSITS

One half (1/2) of the rental fees and \$500 refundable damage deposit will be due upon approval of event in the form of two separate checks. A Certificate of Insurance and remaining one half (1/2) rental fee and staff fee will be due 30 days prior to rental date, no advance reminders will be given by the Parks Dept./Programming Division. City of Franklin Parks Department reserves the right to cancel the event if the fees, damage deposit and Certificate of Insurance, naming the City of Franklin and the Friends of Franklin Parks as the additional insured in the minimum amount of one million dollars (\$1,000,000.00) have not been received in the Parks Dept. Administrative Office 30 days prior to the scheduled reservation date.

The Damage Deposit will be refunded within 10 working days after the event has occurred providing no damage or unreasonable cleaning is required as determined by the City of Franklin Parks Department staff.

In order to receive a full refund of fee's cancellations must be made in writing to the City of Franklin Parks Department, P.O. Box 305, Franklin, Tn. 37065, 30 days prior to the date of your event. If written cancellation is received in our office less than 30 days prior to your event the Parks Department will retain 15% of the rental fee, and refund the damage deposit in full. All application fees are non-refundable.

RENTAL AVAILABILITY

Applicants/Event organizers must be 21 years or older. Events organized specifically for age groups under 21 must be chaperoned at a ratio of 1 adult per 10 youth.

Facility reservations may be made up to 364 days in advance of the activity and no less than 30 (thirty) days of requested reserved date for group participation of 199 or less; 90 (ninety) days for group participation of 200 or more.

City of Franklin and the Parks Department sponsored events have precedence over all groups.

All live entertainment, DJ's and any amplified sound may be permitted only after getting prior written approval from the Parks Dept. Director. Noise must be maintained within City of Franklin Code and Ordinance and must be silenced at 10:00pm. City of Franklin reserves the right to monitor and regulate the volume of amplified sound.

A copy of this signed Historical Parks Permit Application must be provided to any vendors, planners, and related parties associated with the event to insure they are familiar with guidelines.

Parks Dept. employees are NOT authorized to sign for or accept any deliveries or pickups. A person involved with the activity must accept all deliveries within their reserved time.

The City of Franklin Parks Department does not provide any storage for equipment or supplies. All rental equipment must be removed from the premises immediately following the event.

The City of Franklin Parks Department does not provide tables or chairs for any event. The City of Franklin Parks Dept. has compiled an "Approved Vendor" list that is available upon request.

Smoking is prohibited inside the facility and within 25 feet of any doorway or window.

Decorations may be permitted however Parks Programming Division and Friends of Franklin Parks must approve all plans for decorations.

Set up and cleanup is the responsibility of the Client and/or Caterer. Everything brought onto the premises is to be removed at the conclusion of the event.

Animals, other than guide dogs, are not permitted inside facilities and must be leashed when outside, with the exception being use of the designated equestrian areas.

All trash must be bagged and placed in containers provide by the Parks Dept. All boxes need to be flattened and placed in the containers. Do not leave trash on top of the containers or on the ground.

Any tents and/or awnings must be inspected and permitted by the Franklin Fire Department. It is the responsibility of the Client to obtain these permits prior to the event. Please call (615) 791-3270 Monday through Friday, 8am-5pm for more information.

Any additional power supply or generator must be inspected and permitted by the City of Franklin Codes Department. It is the responsibility of the Client to obtain the application forms, pay application fees, acquire permit and arrange for inspection prior to the event. Please call (615) 794-7012 for more information.

Event signage may be placed in locations, designated by the Parks Department and the Friends of Franklin Parks the day of the event. All signage MUST be removed at the conclusion of the event.

FOOD AND BEVERAGE

Alcoholic beverages may only be sold by an ABC licensed caterer or a non-profit organization that has received a Special Occasion Permit from the Tennessee Alcoholic Beverage Commission, contact may be made by calling 741-1602.

Alcoholic beverages may only be served to persons 21 years or older and must be served by a licensed bartender (this includes champagne toasts). Open container law will be strictly enforced.

If a non-profit chooses to sell beer or take donations on beer, a special permit must be obtained by applying with the City of Franklin Beer Board, contact may be made by calling 791-3217.

When alcohol is served, the client and Caterer is required to add the City of Franklin and Friends of Franklin Parks as the Additional Insureds and include an Alcohol Liability Insurance Rider to the Certificate of Liability showing coverage of a minimum of \$1,000,000.

The term "sold" refers to: (1) cash bar, and (2) events that charge admission and serve, give away, or sell alcohol during the event, including previous ticket sales.

Client must take all reasonable precautions to ensure the safety of all guests with regard to alcohol consumption. The City of Franklin Parks Department reserves the right to evict from the premises any member of any party, who because of intoxication or other consideration, may be found to be creating a disturbance or threatening the peace, tranquility, or safety of guests or property. Clients are held responsible for the behavior of their guests, and any damage to the property caused by a guest.

Client may choose to use any fully licensed and insured caterer. All caterers must have a business license and possess the proper permits required by the City of Franklin. Caterer shall comply with all city, county, and state foodservice and/or health regulations and laws.

All catering and food suppliers must provide a minimum \$1,000,000.00 per occurrence Certificate of Liability Insurance with the City of Franklin and Friends of Franklin Parks named as the additional insureds.

The concession stand is only to be operated by Friends of Franklin Parks staff or vendors approved by the City of Franklin and Friends of Franklin Parks.

OVERFLOW PARKING

Overflow/grass parking areas will be designated by Parks Department. Parks Department and Friends of Franklin Parks retain right to cancel/deny approval of overflow/grass parking due to weather conditions, as late as, the day of event.

Neither the Parks Department or Friends of Franklin Parks provide lighting or parking attendants.

LIABILITY AND INSURANCE

The City of Franklin has the right to full access to the facility at any time.

Client does hereby agree to assume the defense of and indemnify and save harmless the City and Friends of Franklin Parks, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims, including death, to which the City and the Friends of Franklin Parks may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, 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.

Use of amusement rentals or props (e.g. carnival games, dance floors, stages, tents/canopies, sumo wrestling suits, inflatable attractions, casino nights, etc) must have prior written approval. Carnival games & inflatable attractions (max size 25'x 30') are only available at The Park at Harlinsdale Farm and at the discretion of the Parks Director.

A Certificate of Insurance (ACORD 25 2012/05 form) for General Liability naming the City of Franklin and the Friends of Franklin Parks as Additional Insureds plus the endorsement page, in an amount of not less than one million dollars (\$1,000,000.00) and when applicable, a Certificate of Worker's Compensation (if operators will be on site) by any rental company.

Individuals and organizations must be able to demonstrate a reasonable degree of control and responsibility for the conduct of all guests. The City reserves the right to require one or more City of Franklin police officers or other emergency personnel are present at any and all events that occur within the city limits. Please budget for this request at a rate of \$40.00 per hour at a minimum of two (2) hours.

The City of Franklin Parks Dept. at its sole discretion may cancel/suspend the use of the facility by the group or individual if found to be in non-compliance with the established policies and procedures. The City of Franklin Parks Dept. reserves the right to refuse clients the privilege of renting the facility if the client and/or client's guest rental history was disruptive, out of compliance or the requested use is unacceptable to the Parks Director.