


## MEMORANDUM

July 30, 2010

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Wine Down Main Street Event Application

### **Purpose**

The purpose of this memo is to outline recommendations for the Wine Down Main Street special event.

### **Background**

The Boys & Girls Club of Franklin has requested an Event Permit for the 10<sup>th</sup> Annual Wine Down Main Street (WDMS) scheduled for November 5, 2010. WDMS is a ticketed event that allows patrons with tickets to sample wines located in various stores along Main Street. (see attached maps). Requested closure is 4 PM until 11 PM (Main Street from 2<sup>nd</sup> Avenue to Five Points; Third Avenue from Bridge Street to alley; Fourth Avenue from alley to Parking Garage). Estimated attendance is 2,000. All proceeds benefit the Boys & Girls Club of Franklin/Williamson County.

### **Recommendations**

Staff recommends approval with the following conditions:

- Advertise and staff a logical “safe ride” initiative
- Applicant will provide a \$1,000 damage deposit to City prior to event.

#### ***Building and Neighborhood Services:***

- Applicant will obtain a Special Events Electrical Permit.

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

- Applicant will hire four (4) extra-duty Franklin Police Officers to provide street closure and security.

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

- Applicant must obtain a Beer Permit from the City’s Beer Board (*Beer Permit approved June 8, 2010*)
- Special Event Liquor License from ABC
- Applicant will provide a complete list of vendors to the City prior to the event.

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

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



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### ***Streets Department:***

- Streets will close at 4 PM and reopen at approximately 11 PM;
- Applicant will supply volunteers to close quadrants of Square beginning at 1:30 PM (City's Streets Department will provide cones)
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.

### ***Solid Waste Department:***

- Department will provide crew for cleanup during the event at a rate of \$150 per hour (applicant will be invoiced after event).
- Applicant will use grease hauler for food vendors and provide name and contact information of grease hauler to Department prior to event.

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

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

Other: Main St + 2nd, 3rd, 4th, 5th

\_\_\_\_\_ Fieldstone Farms

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

\_\_\_\_\_ Jim Warren Park

\_\_\_\_\_ Winstead Hill Park

2) **Name/purpose of event:** Wine Down Main Street

3) **Date or dates of event:** November 5, 2010

4) **Time of Event:** 6pm - 10pm

5) **Time of Street Closure (if applicable):** 4:00 pm

**Set-Up Date/Time:** 4pm - 11/5/10 **Tear-down Date/Time:** 10pm - 11/5/10

\*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:**

Boys & Girls Club of Franklin

a) **Address:** 129 West Fowkes, ste 1000, Franklin, TN 37064

b) **Phone:** 794-4800 c) **Cell:** 554-2302 d) **Fax:** 794-9662

e) **E-mail address:** dcarothers@bgcfwc.org

7) **Person in charge on day of event:** Candace Price

**Cell:** 456-9059 **E-mail address:** candaceprice@clearchannel.com



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

Name: Denise Carothers Cell: 554-2302 E-mail address: dcarothers@bgcfwc.org

Name: John Wilson Cell: 330-3912 E-mail address: jwilson@reliantbank.com

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

Wine Tasting in merchant locations with  
other sponsors on the street

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:

2,000

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. \$75/per person in advance

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? Boys and Girls Club - 100%

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. Yes
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?  
Entertainment
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Bands
- 23) During what time period is sound amplification requested? 7-10 p.m.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 5 band  
T.B.D - similar to 2009
- 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. Restaurants, Sponsors, Media, T.B.D
- 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. T.B.D  
Candace Price cell - 615-456-9059
- 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:  
\_\_\_\_\_  
\_\_\_\_\_
- 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.*

#### 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: David Cantelmo, Executive Director Date: May 4, 2010  
(Signature and title – must be officer of organization)

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

\_\_\_\_\_  
John C. Schroer, Mayor

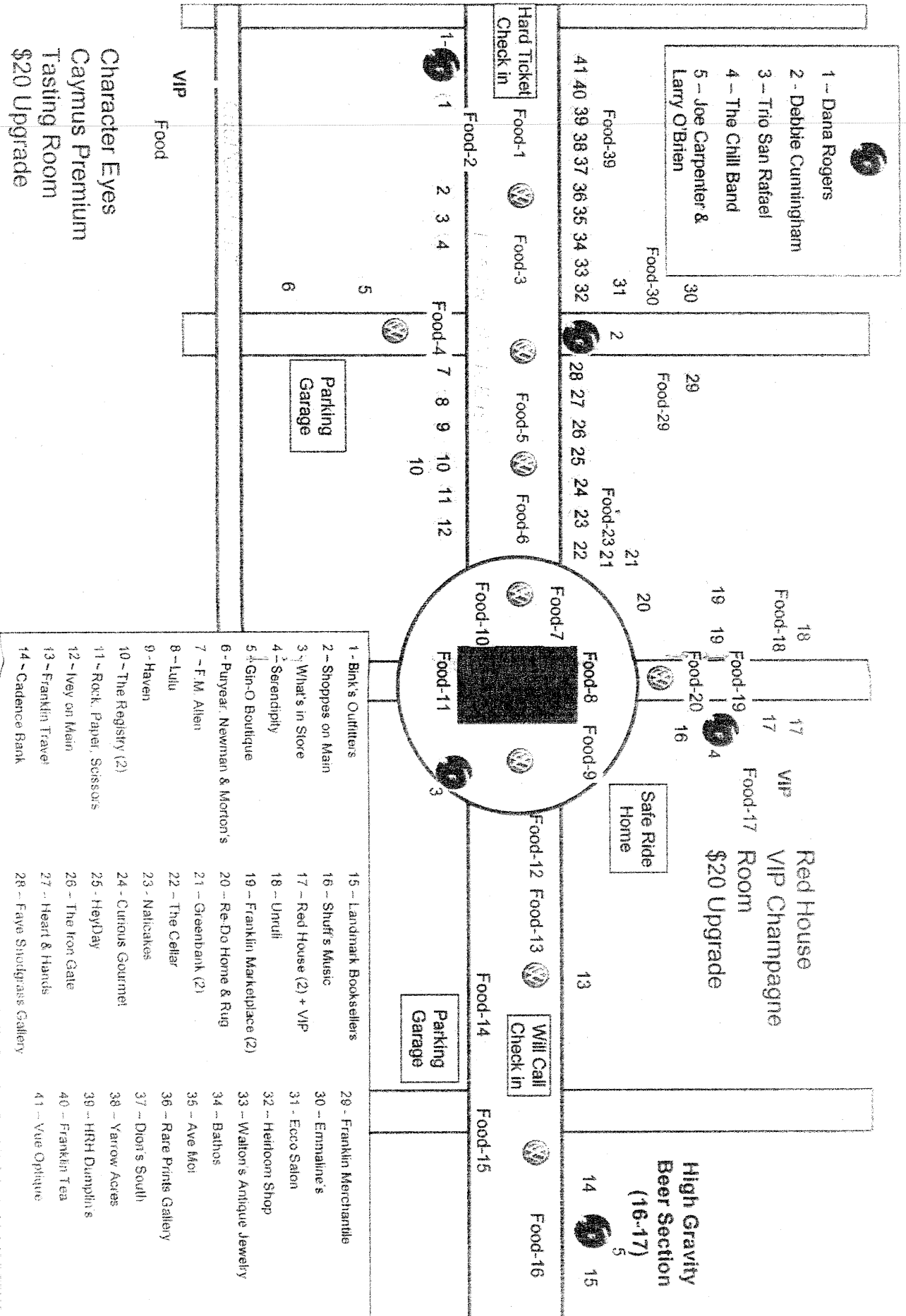
\_\_\_\_\_  
Eric S. Stuckey, City Administrator

*If you have questions concerning your request, please call 615-550-6606.*

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\*  
\* *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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# ENJOY YOUR JOURNEY AS YOU "WIND DOWN MAIN STREET"

#10 - Based on 2009





Item #12

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Candace Price

Event Producer

2008 Kingsbury Dr.

Nashville, TN 37215

730-8522

456-9059 cell

Denise Carothers

Executive Director of the Boys & Girls Club in Franklin

129 West Fowlkes Street, Suite 1000

Franklin, TN 37064

794-4800

John Wilson

Board of Directors of the Boys & Girls Club in Franklin

1736 Carothers Parkway, ste 100

Brentwood, Tn 37027

221-2007

330-3912 - cell

Internal Revenue Service

Department of the Treasury

District  
Director

Delaware-Maryland District

31 Hopkins Plaza, Baltimore, MD 21201

JULY 14, 1998

BOYS AND GIRLS CLUB OF  
MIDDLE TENNESSEE, INC.  
PO BOX 110268  
NASHVILLE, TN 37222-0268

P.O. Box 13163, Room 817  
Baltimore, MD 21203

Employer Identification Number:  
62-0540402

Person to Contact:  
EP/EO Tax Examiner

Telephone Number:  
(410) 962-6058

Dear Sir/Madam:

This is in response to your inquiry received JULY 10, 1998, requesting a copy of the letter which granted tax exempt status to the above named organization.

Our records show that the organization was granted exemption from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code effective SEPTEMBER, 1954.

We have also determined that the organization is not a private foundation because it is described in section(s) 509(e)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you under section 170 of the Code.

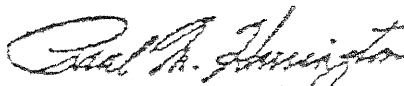
As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during the calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990, Return of Organization Exempt from Income Tax, 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.

A copy of our letter certifying the status of the organization is not available, however, this letter may be used to verify your tax-exempt status.

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

Sincerely yours,



Paul M. Harrington  
District Director

# #26 (Based on 2009)

## Restaurants

- 23  Martin's BBQ Joint [www.martinsbbqjoint.com](http://www.martinsbbqjoint.com)
- 24  Tin Roof 2 [tinroofbars.com](http://tinroofbars.com)
- 25  Dan McGuinness [www.danmcguinnesspub.com](http://www.danmcguinnesspub.com)
- 26  Bosc's [www.bosc'sbeer.com](http://www.bosc'sbeer.com)
- 27  Constant Craving Caterers  
[www.constantcravingcaterers.com](http://www.constantcravingcaterers.com)
- 28  Cool Cafe
- 29  Nashville Delicatessen [www.nashville.com](http://www.nashville.com)
- 30  US Foodservice, Paducah  
[www.paducah.usfoodservice.com](http://www.paducah.usfoodservice.com)
- 31  Naticakes [www.naticakes.com](http://www.naticakes.com)
- 32  Franklin Mercantile [www.franklinmercantile.com](http://www.franklinmercantile.com)
- 33  Cabot's Vermont  
Created by Dairy Farmers Since 1919
- 34  Hill Dumplings



Noble Springs Dairy [www.noble-springs.com](http://www.noble-springs.com)



Amerigo [www.amerigo.net](http://www.amerigo.net)



Red Pony [www.redponyrestaurant.com](http://www.redponyrestaurant.com)



Chaffin's Barn [www.dinnertheatre.com](http://www.dinnertheatre.com)



Bonefish Grill [www.bonefishgrill.com](http://www.bonefishgrill.com)



J. Christopher's [www.jchristophers.com](http://www.jchristophers.com)



Sperry's [www.sperrys.com](http://www.sperrys.com)



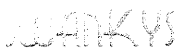
Wild Ginger [www.dinewildginger.com](http://www.dinewildginger.com)



Saffire [www.saffirerestaurant.com](http://www.saffirerestaurant.com)



Daily Dish [www.dailydishfranklin.com](http://www.dailydishfranklin.com)



Swanky's Taco Shop [www.swankystacoshop.com](http://www.swankystacoshop.com)



SOL Mobile Kitchen [www.solomnain.com](http://www.solomnain.com)

### Item #33

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We have Board Members for the Boys & Girls Club of Franklin that are members of the Downtown Neighborhood Association (residents) and the Downtown Franklin Association (merchants) and will notify both prior to the event.