


# MEMORANDUM

January 19, 2011

**TO:** Board of Mayor & Aldermen

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

**SUBJECT:** Franklin Main Street Brewfest – March 12, 2011

## Purpose

The purpose of this memo is to outline recommendations for the Franklin Main Street Brewfest in Downtown Franklin on Saturday, March 12, 2011.

## Background

During the Main Street Brew Fest, beer tasting is available in approximately 20 shops along Main Street. A 2 oz portion is served at each location with one store serving ¼ oz of Irish whiskey. The event also includes vendors (food and arts & crafts), entertainment, and a horse-drawn carriage. Time of event is 6 PM until 9 PM and attendance is expected to be 2,000. Street Closure is Main Street from 2<sup>nd</sup> Avenue to Fifth Avenue; Fourth Avenue from the parking garage to the alley; and Third Avenue from Church Street to the alley. The proposed date for the event is Saturday, March 12, 2011.

## Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. prior to event.

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

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

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

- Applicant will hire six (6) extra-duty Franklin Police Officers to provide security.
- Officers will work until streets are opened to traffic.

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

- Applicant must obtain a Beer Permit from the City's Beer Board
- Applicant will provide a complete list of vendors to the City prior to the event.

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

- Fourth Avenue will close on 5 a.m. on Saturday (March 12<sup>th</sup>).
- Main Street and Third Avenue will close at 4 PM on Saturday (March 12<sup>th</sup>)
- Applicant will post signs indicating time of closure – in parking spaces
- 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:***

- Applicant will provide a \$1000 damage deposit to City prior to event.
- Department will provide employees for cleanup during event.
- Applicant will use grease hauler for food vendors.

OFFICE USE ONLY:

Permit No:

received  
2/22/2010



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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  
 Winstead Hill Park

Other: Main Street from  
2nd to 5th Ave.

2) Name/purpose of event: Main Street Brew Fest

3) Date or dates of event: Saturday, March 12, 2011

4) Time of Event: 6pm - 9pm

5) Time of Street Closure (if applicable): 4pm - 11pm

Set-Up Date/Time: 4pm Mar 12 Tear-down Date/Time: 11pm Mar 12

\*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: Downtown Franklin Assoc/  
Heritage Foundation of Franklin & Williamson Co.

a) Address: 510 Columbia Ave, Franklin TN 37064

b) Phone: 615-591-8500 c) Cell: 545-9172 d) Fax: 591-8502

e) E-mail address: nwilliams@historicfranklin.com

7) Person in charge on day of event: Nancy Williams

Cell: 545-9172 E-mail address: nwilliams@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.tn

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

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

Beer tasting in approx. 20 shops along Main Street. A 2 oz. portion is served at each location, with one store serving 1/4 oz. of Irish Whiskey

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.* A

11) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:

2000

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. B

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. C

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Yes - \$35 for tasting tickets (\$40 @ door) \$250 for vendors

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? Downtown Franklin Assoc. / Heritage Foundation 100% for promotion of historic district.

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.)?  
Music
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Irish bands
- 23) During what time period is sound amplification requested? 6-9 pm
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Celtic music on the street - no stages - 5-6 musicians at a time. 20amp sound system.
- 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. About 10 vendors - 5 food, 5 sponsor
- 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. City of Franklin Solid Waste Dept.
- 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.

Contract is with Southern Grease / Jim Hobbs

30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:

1 @ 4th & Main hydrant

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. We will be using Downtown Franklin Assoc. & Downtown Neighborhood Assoc. mailing lists for notification



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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:  Date: 12-21-10  
 (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.*

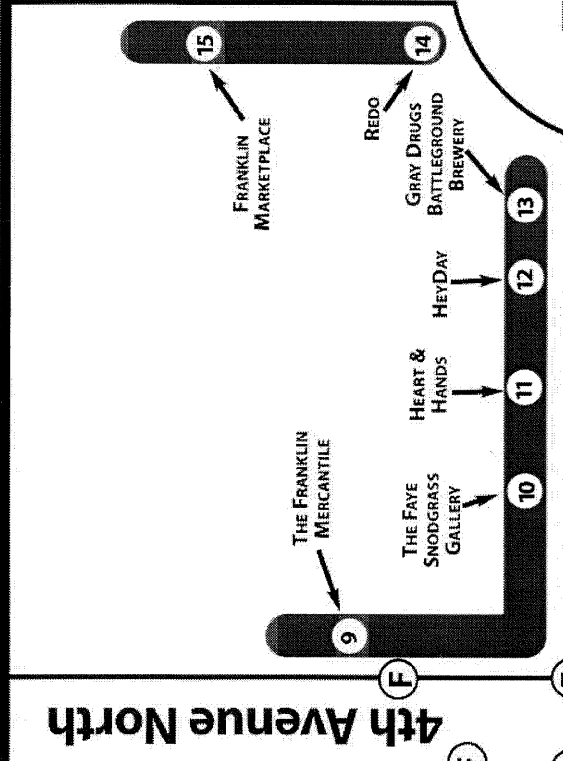
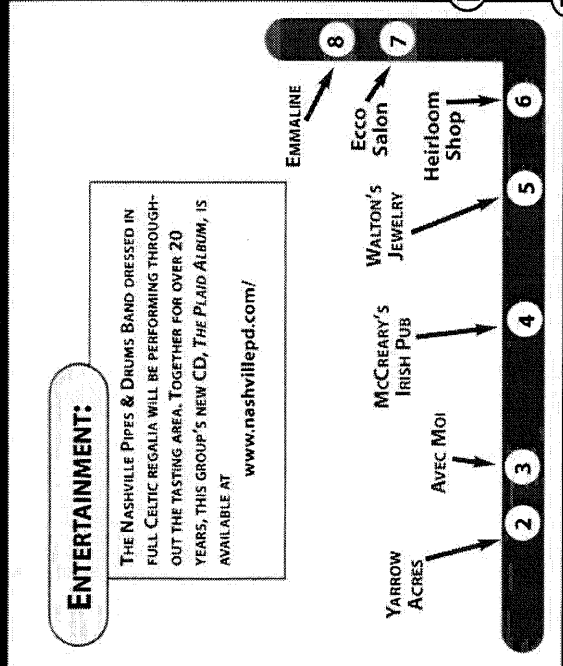
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 \* *Return application to:* \*  
 \* City Administrator's Office \*  
 \* City Hall \*  
 \* 109 Third Ave South \*  
 \* Franklin, TN 37065 \*  
 \* 615-791-3217 \*  
 \* 615-790-0469 (FAX) \*  
 \*  
 \*  
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# 7th Annual Franklin Main Street BrewFest

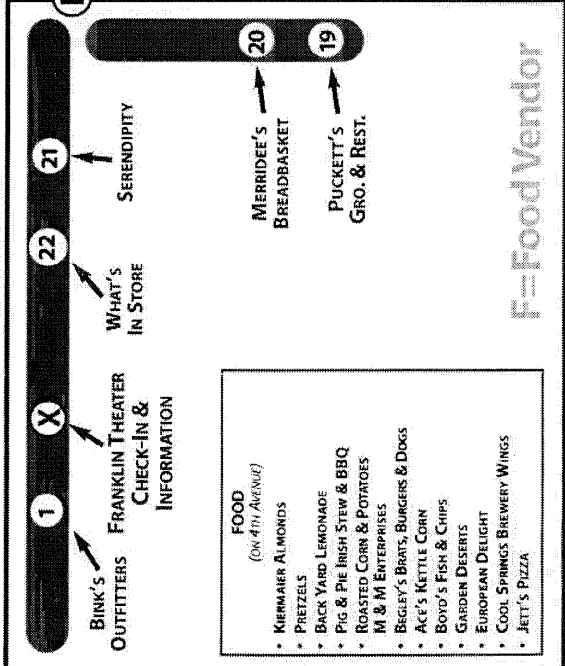
## ENTERTAINMENT:

THE NASHVILLE PIPES & DRUMS BAND DRESSED IN FULL CELTIC REGALIA WILL BE PERFORMING THROUGHOUT THE TASTING AREA. TOGETHER FOR OVER 20 YEARS, THIS GROUP'S NEW CD, *THE PLAID ALBUM*, IS AVAILABLE AT [www.nashvillepd.com/](http://www.nashvillepd.com/)

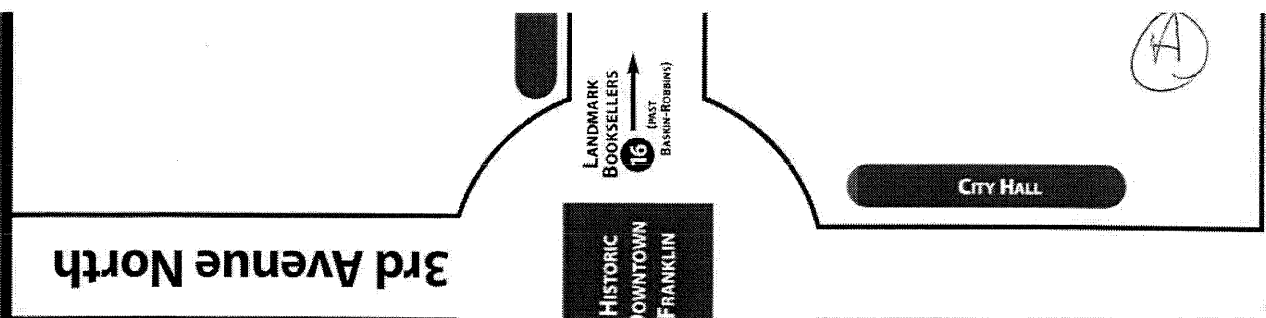
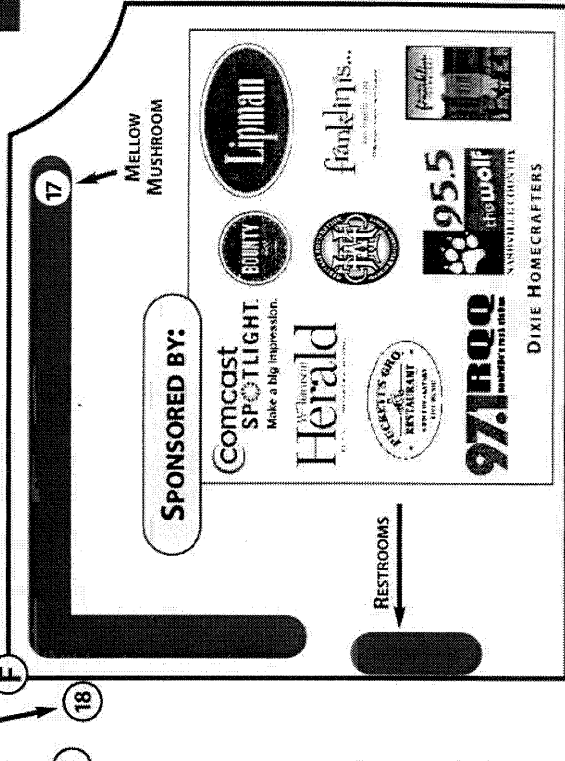
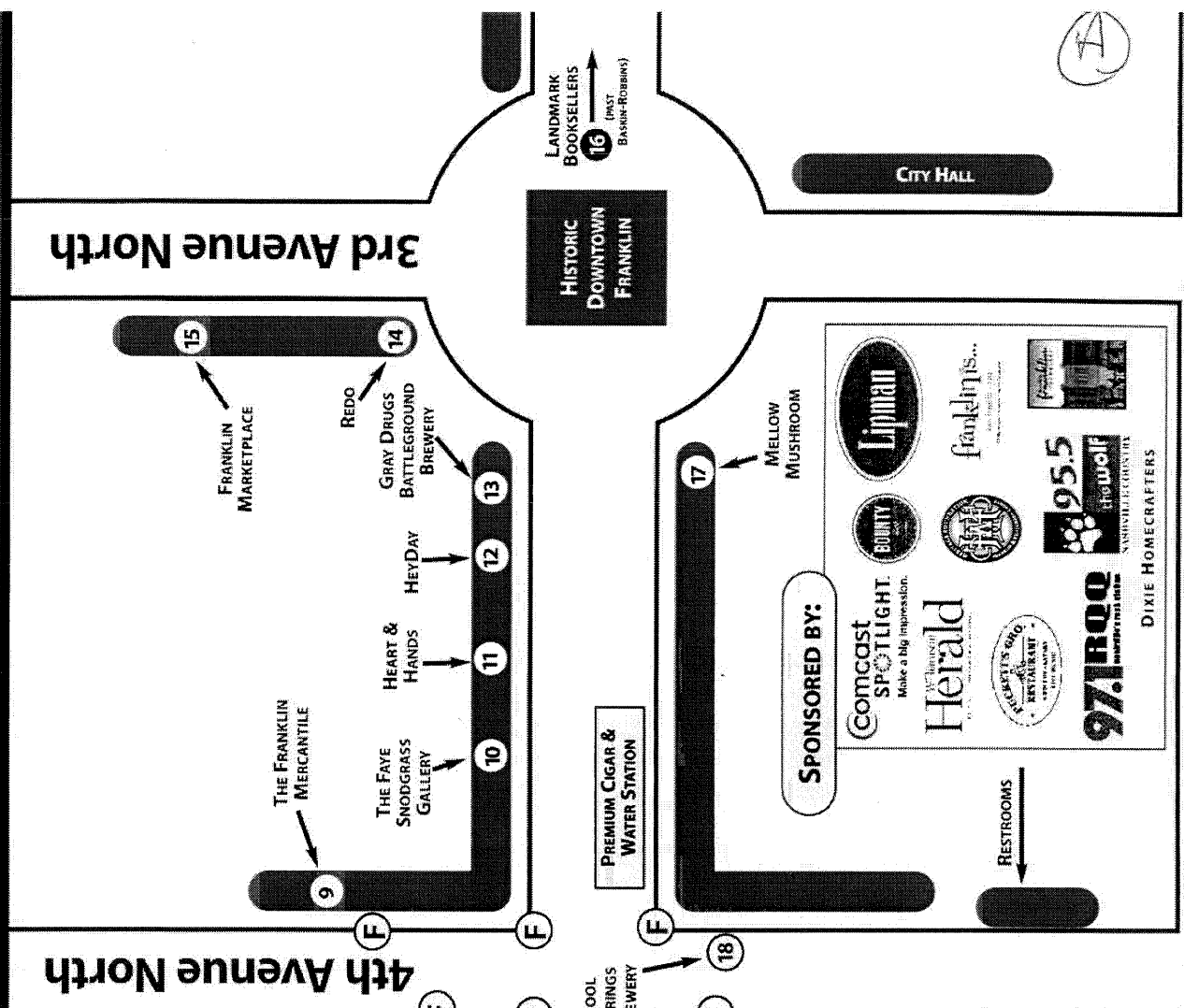
5th Avenue South • 5 Points



## Main Street



- FOOD**  
(ON 4th Avenue)
- KIERMARKER ALMONDS
  - PRETZELS
  - BACK YARD LEMONADE
  - PIG & PIE IRISH STEW & BBQ
  - ROASTED CORN & POTATOES
  - M & M ENTERPRISES
  - BEGLEY'S BRATS, BURGERS & DOGS
  - ACE'S KETTLE CORN
  - BOYD'S FISH & CHIPS
  - GARDEN DESERTS
  - EUROPEAN DELIGHT
  - COOL SPRINGS BREWERY WINGS
  - JETT'S PIZZA



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The Heritage Foundation  
Board Member List & Staff List  
Year 2009 - 2010

		Mailing Address	Telephone			Fax	e-mail	Spouse	1st/2nd Term Ends
			Home	Work	Cell				
Teresa	Anderson	720 Murfreesboro Road Franklin, TN	794-4030	936-2776	585-4030	936-2777	teresa.anderson@vanderbilt.edu	Danny	2009/2012
Julian	Bibb IV	314 Highland Avenue Franklin, TN 37064	794-9181	794-2123	337-6130		libibb@ilbworks.com	Debra	2010/2013
Jody	Bowman	1149 Lewisburg Pike Franklin, TN 37064	794-0244		476-0052		joseph.bowman@franklinsvnerqv.c	Gilda	2011/2014
Laura	Bustetter	123 Pebble View Dr., Franklin, TN 37064		435-5355	642-0730		laura_bustetter@chs.net		2011/2014
Bryan	Echols	5016 Jackson Lane Brentwood, TN 37027	661-8921	782-2388	400-3123	742-4123	bryan.echols@stites.com	Laura	2010/2013
Michele	Evans	397 Lake Valley Drive Franklin, TN 37069	591-0803	370-8878	973-9018	377-6756	mlevans@valassis.com	Wayne	2009/2012
David	Garrett	4329 Columbia Pike Franklin, TN 37064	791-1824	244-4270	426-1411	244-4281	david@cpgarrettlaw.com	Vivian	2008/2011
Ken	Green	589 Marigold Drive Franklin, TN 37064	429-1610	896-4045	429-1610	849-2217	kengreen@clearwire.net	Jennifer	2010/2013
Connie	Haley	5205 Stillhouse Hollow Rd., Franklin	791-5640		476-2557	591-1702	connietaylor8@gmail.com	Carl	2012/2015
Ann	Johnson	c/o300 Mallory Station Rd#C6, Franklin	715-1800	771-6602	500-1234	771-6686	aj@wastetechservices.com		2012/2015
Emily	Magid	1208 Hillview Lane Franklin, TN 37064	595-8021		479-7936	595-8022	emmyam@hughes.net		2009/2012
Andy	Marshall	120 4th Avenue So. Franklin, TN 37064	595-9255	794-5527	478-6445		andy@puckettsgrocery.com	Jan	Merchant
Rick	Moody	3290 Blazer Road Franklin, TN 37064	794-3282	791-0581	310-6355	794-6351	rmoodv@farmersbancorp.com	Nancy	2008/2011
Linda	Moore	145 Second Ave. So. Franklin, TN 37064	794-9863		495-4261		1944linda@comcast.net	Kenneth	2009/2012
Robert	Moore	2406 Goose Creek Bypass, Franklin	794-4155	791-4447	289-0231	791-4463	rmcompany@aol.com		2010/2013
David	Morris	234 Fourth Ave. South Franklin, TN	591-3296	599-2031	406-1233		dmorris861@gmail.com	Susan	2009/2012
Fred	Reynolds	510 South Margin Franklin, TN 37064	790-8101		390-5982		wfr@rockcity-gc.com	Linda	2010/2013
Bill	Powell	5395 Old Highway 96 Franklin, TN 37064	790-1940	390-4162	390-4162	790-0633	billpowell2@msn.com	Dale	2012/2015
Jay	Sheridan	1006 Fair Street Franklin, TN 37064	794-9893	261-1593	364-5143		jay@sheridanpr.com	Jessica	2008/2011
Cyril	Stewart	3319 West End Ste 200 Nashville, TN	297-9148	322-4833		343-8388	cyril.stewart@vanderbilt.edu	Fran	2011/2014

**Officers:**

- David Garrett                      President
- Jody Bowman                      VP of Finance
- Rick Moody                        VP of Public Preservation
- Connie Haley                      VP of Private Preservation
- Andy Marshall                      VP of Main Street
- Linda Moore                        VP of Events & Fundraising
- Emily Magid                        VP of Membership & Development
- Jay Sheridan                        Secretary

- Mary Pearce    Executive Director    [mpearce@historicfranklin.com](mailto:mpearce@historicfranklin.com)    591-8500 Ext. 15    410 Watercress Drive, 37064
- Nancy Williams    Main Street Program    [nwilliams@historicfranklin.com](mailto:nwilliams@historicfranklin.com)    581-8500 Ext. 17    221 Third Avenue South, 37064
- Kristy Williams    Membership & Dev    [kwilliams@historicfranklin.com](mailto:kwilliams@historicfranklin.com)    591-8500 Ext. 18    112 Brookfield Ave., N'ville 37205
- Wendy Dunavant    Accounting    [wdunavant@historicfranklin.com](mailto:wdunavant@historicfranklin.com)    591-8500 Ext. 13    PO Box 723, Franklin, 37065
- Andrea Arnold    Vendor Relations    [aarnold@historicfranklin.com](mailto:aarnold@historicfranklin.com)    591-8500 Ext. 16    1606 Zurich Drive, Spring Hill, 37174
- Rick Warwick    Historian    [rwarwick@historicfranklin.com](mailto:rwarwick@historicfranklin.com)    591-8500 Ext. 14    3169 McMillan Rd., 37064



Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: March 19, 2001

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

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

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.