



# MEMORANDUM

February 24, 2011

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Heritage Ball (September 24, 2011)

**Purpose**

The purpose of this memorandum is to outline for the Board of Mayor and Aldermen (BOMA) 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 September 24<sup>th</sup>, the applicant has requested the use of the park from September 19<sup>th</sup> – 26<sup>th</sup>. Estimated attendance is 650.

**Recommendation**

Staff recommends approval with the following conditions:

- 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, 9/19/11 thru Thursday, 9/22/11 | \$ 600 (\$150.00 per day)     |
| ○ Friday, 9/23/11 thru Sunday, 9/25/11   | 750 (\$250.00 per day)        |
| ○ Monday, 9/26/11                        | <u>150 (\$150.00 per day)</u> |
| <b>TOTAL:</b>                            | <b>\$1,500</b>                |
- 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*).
- Applicant will be charged \$25 per hour for one (1) Park Staff to be available on September 24<sup>th</sup> (*Time begins 30 minutes prior to start of event and ends when event organizer has completed cleanup*).
- Event attendees are restricted to rental areas.
- Anna Shuford 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 Parks Department and Foundation designee prior to tent setup.



- A post-event evaluation shall take place on site with Parks Department and Foundation designee 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. COI must cover all days applicant is on the property.

***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 (6:30 p.m. on September 24<sup>th</sup> until 6 a.m. on September 25<sup>th</sup>).

***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.
- Applicant states Williamson Medical Center ambulance will be on standby.

***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.

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:

|   |   |  |
|---|---|--|
| <input type="checkbox"/> street closure                 | <input type="checkbox"/> parade   |  |
| <input checked="" type="checkbox"/> other special event | <input checked="" type="checkbox"/> beer served ( <i>separate permit required</i> ) |  |

**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        X   Eastern Flank Battlefield Park  
 \_\_\_\_\_ Fieldstone Farms      \_\_\_\_\_ Pinkerton Park  
 \_\_\_\_\_ Jim Warren Park      \_\_\_\_\_ Harlinsdale Farm      Other: \_\_\_\_\_

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

3) **Date or dates of event:** Saturday, September 24, 2011

4) **Time of Event:** 7:00 PM - Midnight

5) **Time of Street Closure (if applicable):** N/A

**Set-Up Date/Time:** 9/19/2011      **Tear-down Date/Time:** 9/26/2011

\*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, TN 37064

b) **Phone:** 591-8500 x16      c) **Cell:** 948-5395      d) **Fax:** 591-8502

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

7) **Person in charge on day of event:** Andrea Arnold

**Cell:** 948-5395      **E-mail address:** aarnold@historicfranklin.com



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

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

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

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

Black Tie Event

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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

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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. \$250.00 per person

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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

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- 19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No. Yes
- 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.)?  
yes 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? 7:00 PM - Midnight
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- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.).  
7-9 ~~am~~ musicians-we rent generators for lighting and amp wattage
- 
- 25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle Yes or No. Yes. 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
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- 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*



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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.

- 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:  
Portable Restrooms (flushable toilets) will require water

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- 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.*  
letters will be personally hand 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



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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:  Date: 12/20/10  
 (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.*

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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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**Event Manager: Andrea Arnold**

Heritage Foundation of Franklin & Williamson County

510 Columbia Avenue

Franklin, Tennessee 37064

Phone: 615-591-8500 x16 Cell: 615-948-5395

**Event Chairs: TBA**