



HISTORIC
FRANKLIN
TENNESSEE

ITEM #5
WRKS 03/08/2011

MEMORANDUM

February 25, 2011

TO: Board of Mayor and Aldermen

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

SUBJECT: Cinco de Mayo (May 21, 2011)

Purpose

The purpose of this memorandum is to outline for the Board of Mayor and Aldermen (BOMA) recommendations for the Cinco de Mayo event to be held at the Park at Harlinsdale Farm.

Background

In the past, the Cinco de Mayo event, sponsored by My Father's House, has been held at Pinkerton Park. Due to the large number of attendees (3,000⁺), limited parking areas, vendor traffic, and excessive parking along city streets and neighborhoods, the City, for the last two years, has requested that this event be moved to Harlinsdale to better accommodate it. This year, the applicant has agreed. They are requesting that facility use fees be waived for their first event at this location. The total facility usage fees are \$850.

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 neighborhoods.

Parks Department

- Inclement Weather Procedure (prepared by the applicant)
 - Requests the applicant to complete a thorough rain plan and submit to the Special Events Advisory Team. A decision to implement the Rain Plan shall be made the "day before" the event.
 - Rain date has been confirmed as June 4, 2011.
- Inclement Weather Plan (During Event): The applicant shall have an alternative plan in case inclement weather occurs *during* the event and submit this plan to the Special Events Advisory Team.
- Parks Department Staff Fees:
 - Park Staff at \$25 per hour as follows: one from 8 a.m. - 4 p.m. and one from 11 a.m. until event organizer has completed cleanup.
 - Parks Department Duties:



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- Enforce Park rules and event policy/procedures.
 - Liaison to event coordinator and Franklin Police.
 - Liaison to other park participants/user groups.
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- A pre-event evaluation shall take place on site with Parks Department and applicant designee prior to event.
 - A post-event evaluation shall take place with Parks Department and applicant designee within two weeks following event.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured. COI must cover all days applicant is on property (including tents).
- Applicant should provide a “headquarters” tent during the event for City personnel to reach person in charge of event or their designee.

Police Department:

- Applicant will hire three (3) extra-duty officers during the event to provide security and assist with traffic and crowd control.

Solid Waste Department:

- Two (2) Solid Waste employees and one (1) truck will be on-site during the event at a charge of \$75 per hour.
- The volunteers from the event will be responsible for bringing the containers, boxes, and other waste to the truck for disposal.
- Dumpster fee, if needed, is \$75 per dump.

Building & Neighborhood Services Department:

- Electrical permit will be required (fee applies).
- Stage and inflatables will be inspected prior to event

Revenue Management:

- Applicant will provide a complete list of vendors to the City prior to the event.

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 type="checkbox"/> 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 | _____ Eastern Flank Battlefield Park |
| _____ Fieldstone Farms | _____ Pinkerton Park | |
| _____ Jim Warren Park | <input checked="" type="checkbox"/> Harlinsdale Farm | Other: _____ |

- 2) Name/purpose of event: Cinco de Mayo
- 3) Date or dates of event: 5/21/11 (Rain Date: 6/4/11)
- 4) Time of Event: 12pm - 4pm
- 5) Time of Street Closure (if applicable): _____
- Set-Up Date/Time: 5/20 - 8am Tear-down Date/Time: 5/21 4pm

*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:**

- Brooke del Villar - My Father's House
- a) Address: 318 S. Margin St. Franklin, TN
- b) Phone: 615-595-9654 c) Cell: 615-414-2712 d) Fax: _____
- e) E-mail address: brooke@lacasademipadre.com

- 7) Person in charge on day of event: Pastor Neil Paez, Kristi Sylvester
- Cell: 615-403-4993 (Neil) E-mail address: neilpaez@hotmail.com
615-547-9559 (Kristi) Ksylvester@graceworksministries.net



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

Name: Brooke del Villar Cell: 615-414-2712 E-mail address: brooke@lucasademipadie.com
Name: _____ Cell: _____ E-mail address: _____

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

A day of service to the community & entertainment. There will be music, dancers, free medical consultation, free food, donations tent, food boxes and a kids play zone. Various Non-profit + For-profit will also be present offering information on the services they provide to the community.

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:

100 Volunteers / 3,000 Attendees

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. For-profit vendors \$100-\$150, Non-profit \$50 gift

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No. Card to give-away

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? _____

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.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
Announcements, Music, Live Bands,
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Live Bands, CD Music for Dancers, DJ
- 23) During what time period is sound amplification requested? 10am - 4pm
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). We usually have around 8-10 bands, 6-8 dance groups, children's choir and dramas.
- 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. Will not be able to provide list until closer to event
- 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. All volunteers stay after to clean up.
- 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. - Letter attached. If possible would like a list of who to send to. Last year the city was able to provide a list of addresses.*

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: *Quetta del Valle* - Office Manager Date: 1/4/11
(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) *
 * *****

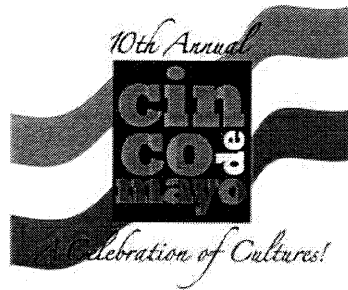


Cinco de Mayo 2011 Organizers

Neil Paez
My Father's House Church
318 S. Margin St.
Franklin, TN 37064
615-403-4993 cell
615-595-9654 office

Brooke del Villar
My Father's House Church
318 S. Margin St.
Franklin, TN 37064
615-414-2712 cell
615-595-9654 office

Kristi Sylvester
GraceWorks Ministries
104 Southeast Parkway, Suite 100
Franklin, TN 37064
615-473-9559 cell
615-794-9055 office



My Father's House
318 S. Margin St.
Franklin, TN 37064

To Our Franklin Neighbors,

Every year various Williamson County community organizations come together to host and serve our community through the *Cinco de Mayo Celebration*. This event is a great way for the community and culture to come together in a way that helps those who are in need in our community and provide a fun day of entertainment that the whole family can enjoy.

The children and youth enjoy large inflatable slides, an obstacle course, face painting, games, prizes, music and more. The adults enjoy free massages, family portraits, and a full day of entertainment including authentic Mexican dancers and music from all over the world. The community will be served with a free meal, given a free box of food, haircuts, and massages, in addition to medical, dental and vision screenings. Many community-help organizations will also be represented, offering knowledge of their services. Most importantly, it will be a day that the community comes together as family and friends in a healthy atmosphere to celebrate the true beauty of culture!

The event runs from 12 Noon-4:00 PM on Saturday May 21st at the Harlinsdale Park in Franklin, TN with registration beginning at 11:00 AM. My priority is to make sure we do what is best for the city, as well as provide a great event that will serve those who are in need right here in our own community. If you have any questions or concerns please contact me directly at 615-403-4993 or email neilpaez@hotmail.com. I will be happy to address any issues you may have regarding this event.

Sincerely,

Pastor Neil Paez

My Father's House / Event Planner



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Food tents

Medical tent

Arts/Cultural tents

Family Photos

Haircuts

Kids area with
inflatables

Stage

Food tents

Non-profits/Businesses

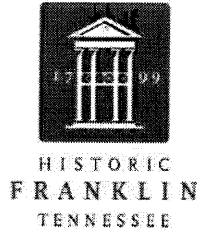


Donations tent

Fodd truck

Festival de Mayo
Saturday, May 21, 2011
12 Noon-4:00 PM
Harlinsdale Park

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"The preservation of the Property for passive outdoors recreation and the education of the general public. The Grantor's intention is that the Property will be designated as a passive public park and thereafter open to the general public for educational uses and passive recreation."

CONTRACT/DEPOSITS

- ✓ A Parks Event Permit Application and Agreement must be completed and returned to the City of Franklin Parks Dept. Programming Division, along with a non refundable application fee of \$100.00 (checks or cash only). **Note: Filing this application does not guarantee that your request will be granted.**
- ✓ 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 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 reserves the right to cancel the event if the fees, damage deposit and Certificate of Insurance, (naming the City of Franklin as the additional insured in an amount of not less than 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 City of Franklin Parks 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.

AVAILABILITY, DECORATIONS AND DISPLAYS (Indoor/Outdoor)

- ✓ 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.
- ✓ Event application 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 City of Franklin Parks 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 Codes and Ordinance acceptable levels at all times. Ordinance #10-301.2 & #301.3 stipulates that amplified sound must not exceed 60 decibels and be silenced at 10:00pm. City of Franklin reserves the right to monitor and regulate the volume of amplified sound.
- ✓ Glass containers including drinking glasses, bottles, jars, etc. are prohibited on the property.



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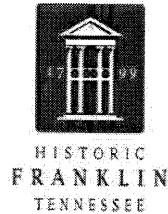
- ✓ A copy of this signed Facility Rental Policy/Terms and Conditions must be provided to any vendors, planners, and related parties associated with the event to insure they are familiar with guidelines.
- ✓ Parks Dept. employees are NOT authorized to sign for or accept any deliveries or pickups. A person involved with the activity must accept all deliveries within their reserved time.
- ✓ City of Franklin Parks does not provide any storage for equipment or supplies. All rental equipment must be removed from the premises immediately following the event.
- ✓ City of Franklin Parks does not provide tables or chairs for any event. The City of Franklin Parks Dept. has compiled a "Preferred Vendor" list that is available upon request.
- ✓ Smoking is prohibited inside any barns and buildings and within 25 feet of any doorway or window. Please use cigarette urns provided. **DO NOT THROW CIGARETTES, CIGARS, ETC. ON THE GROUND, IN THE FLOWER BEDS OR INTO THE GRASS.**
- ✓ Decorations may be permitted however Parks Programming Division must approve all plans for decorations. All props must be free standing. Nails, staples, tacks etc. may not be used on the walls, ceiling, or windows. Masking tape or Gaffers tape is allowed but no clear tape. Decorations must be approved 30 days prior to the event.
- ✓ All candles must be contained in a globe. No open flames are allowed under any circumstances. Wax drippings causing damage or clean up labor will result in the loss of the Damage Deposit.
- ✓ Only birdseed and real flower petals may be thrown outside. Rice, glitter, confetti, smoke or bubble effects, airborne streamers and the like are prohibited.
- ✓ 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. If usage exceeds the agreed upon rental time period, a late fee will be charged at a rate of \$100 per hour beyond the booked end time.
- ✓ 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 City of 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
- ✓ 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 Dept., the day of the event. All signage MUST be removed at the conclusion of the event.



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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 is required to add the City of Franklin as the additional insured 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. City of Franklin Parks 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 named as the additional insured. Certificate of Insurance must also include Workers Compensation.
- ✓ The Park at Harlinsdale Farm DOES NOT have a kitchen, therefore, all caterers must come prepared to serve and cleanup on a "self-contained" basis. All catering and food supplies must be removed at the conclusion of the event. City of Franklin is not responsible for any items left on the premises.
- ✓ Outdoor grilling is confined to a specific area, designated by the Parks Department. Commercial size charcoal grills and gas/propane grills only. Do not leave grills unattended. Disposal of hot or cold coals on the property is prohibited.



OVERFLOW PARKING

- ✓ Overflow/grass parking areas will be designated by Parks Department. Parks Department retains right to cancel/deny approval of overflow/grass parking due to weather conditions as early as the day of the event.
- ✓ Parks Department does not 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, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims, including death, to which the City 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
- ✓ **IMPORTANT:** All guests must stay in rented areas of The Park at Harlinsdale Farm at all times, (before, during & after) the event.
- ✓ Use of amusement rentals or props (e.g. carnival games and rides, dance floors, stages, sumo wrestling suites, inflatable attractions, casino nights, etc...) must have prior written approval from the Parks Director accompanied by a Certificate of Insurance for general liability naming the City of Franklin as additionally insured 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 the rental company.
- ✓ 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.
- ✓ 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 signing of these Guidelines means you have reviewed these Guidelines and accept them in their entirety.