




HISTORIC
FRANKLIN
TENNESSEE

ITEM #10
WRKS 03/22/2011

MEMORANDUM

March 15, 2011

TO: Board of Mayor & Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Main Street Festival – April 30 – May 1, 2011

Purpose

The purpose of this memo is to outline recommendations for the Main Street Festival in Downtown Franklin.

Background

The event, organized by the Heritage Foundation and consisting of more than 220 arts/crafts vendors and entertainment, brings in an estimated 130,000 visitors to Franklin each year. The festival is scheduled for April 30th – May 1st. The Carnival is scheduled for April 28th – May 1st at Bicentennial Park.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. at least 15 days prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.
- Parking Lot located at Third Avenue South and Church Street will be utilized by applicant for tour buses, deliveries, additional handicapped parking, and parking for wedding at Lillie Belle's on Saturday. Applicant will monitor area with private security and volunteers.
- Applicant has requested use of City Hall Admin hallway for performers

Building & Neighborhood Services:

- Special Event Electrical Permit will be required.
- No stakes should be placed in ground at City Hall (Third Avenue South)

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.
- Carnival operators must provide certificate of insurance naming the City as additional insured. All dates on property must be covered on COI.
- Applicant will provide proof of alcohol liability insurance.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.
- Applicant will provide sticker on each tent/booth/vendor space that easily identifies the booth (corresponds to map/layout).



HISTORIC
FRANKLIN
TENNESSEE

MEMORANDUM

Police Department:

- Applicant will hire at least eight (8) extra-duty Franklin Police Officers to provide security.
- Security for the Carnival will be provided by two additional extra-duty Franklin Police Officers.

Parks Department:

- Parks Department will permit carnival on dates requested (April 24th – May 2nd).
- Should any carnival trucks, equipment, campers, etc. *arrive earlier or stay later*, Park fee's will apply as follows:
 - \$250 per day Friday – Sunday
 - \$150 per day Monday – Thursday

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 N & S will close at 5 a.m. on Friday, April 29th.
- Quadrant of Square in front of Historic Courthouse will be blocked at 5 a.m. on Friday, April 29th.
- Main Street will close at 10 p.m. on Friday, April 29th
- 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 event (two shifts on Saturday; one shift on Sunday).
- Department will provide and service recycling frames
- Applicant will use grease hauler for food vendors.
- Carnival charges:
 - \$150 per day for daily servicing of two dumpsters on-site at carnival.

Water Management Department:

- Taps will be placed on hydrants at:
 - Fourth & Main
 - Third Ave N at Square
 - Third Ave S at City Hall

Fire Department:

- Applicant shall maintain 18 feet of clear width down the center of Main Street for the duration of the event.
- Applicant shall ensure that all vehicles, except authorized emergency vehicles, shall be moved out of the street closure area no later than one hour prior to the scheduled starting time.



HISTORIC
FRANKLIN
TENNESSEE

MEMORANDUM

- Applicant shall require all tents to be in place no later than midnight prior to the event for inspection purposes. All tents shall be secured with weights to prevent movement in wind conditions.
- Applicant will provide emergency evacuation plan to City.
- Applicant will ensure EMS is on-site throughout the event.

OFFICE USE ONLY:
Permit No:



HISTORIC
FRANKLIN
TENNESSEE

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 Street

_____ Fieldstone Farms

_____ Pinkerton Park

_____ Jim Warren Park

_____ Winstead Hill Park

2) Name/purpose of event: Franklin Main Street Festival

3) Date or dates of event: Apr 30 - May 1, 2011

4) Time of Event: 10am - 10pm Sat; Noon - 6pm Sun

5) Time of Street Closure (if applicable): 5am Apr 29 - 4M Ave; 10pm Apr 29 Main St.

Set-Up Date/Time: 10pm Apr 29 Tear-down Date/Time: 8pm May 1

*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 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



HISTORIC
FRANKLIN
TENNESSEE

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.ca

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

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

27th Annual Main Street Festival with 220 arts/crafts vendors, 5 stages, up to 30 food vendors, carnival at Bicentennial Park, kids area on 3rd Ave S and beer/wine tent on 4th Ave S. See more info attached. (A)

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.* (B)

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

130,000

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. (C)

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. (D)

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Free admission, \$1100 food vendors, \$275 for arts/crafts; \$3000-20000 major sponsors.

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%

19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.

including a portion of 4th Ave parking Garage. Please see attached letter. Revised June 2009



- 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.)?
There will be sound systems on stages.
-
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Bands, announcements, music for dance groups
- 23) During what time period is sound amplification requested? 10am - 10pm Sat
Noon - 6pm Sun.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). There are 4-5 stages continuously scheduled. Each uses 50 amps. The largest group is the community band with 60 members.
- 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. List to be provided.
- 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. \$1000 deposit on file



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:

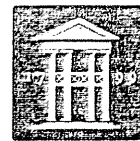
3 locations
4th & 1/2 Main; 3rd Ave N & Public Square; 3rd Ave S. + Public Square

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 notify Downtown Franklin Association, + Downtown Neighborhood Association as well as widespread publicity of the event.



HISTORIC
FRANKLIN
TENNESSEE

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: *Nancy Williams* Date: 1-25-11

(Signature and title – must be officer of organization)

Nancy Williams, Downtown Franklin Assn. Director

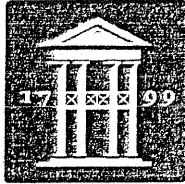
Approved by the Board of Mayor and Aldermen on _____, 20____.

John C. Schroer, Mayor

Eric S. Stuckey, City Administrator

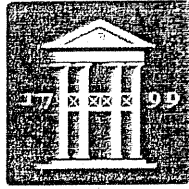
If you have questions concerning your request, please call 615-550-6606.

 * Return application to: *
 * City Administrator's Office *
 * City Hall *
 * 109 Third Ave South *
 * Franklin, TN 37065 *
 * 615-791-3217 *
 * 615-790-0469 (FAX) *
 * *****



HISTORIC
FRANKLIN
TENNESSEE

FOR CITY USE ONLY				
Department		Date	Initials	Attach Any Comments
Administration				Comments: _____ Yes _____ No
Business Office				Comments: _____ Yes _____ No
Codes				Comments: _____ Yes _____ No
Engineering				Comments: _____ Yes _____ No
Finance				Comments: _____ Yes _____ No
Fire				Comments: _____ Yes _____ No
Information Technology				Comments: _____ Yes _____ No
Law				Comments: _____ Yes _____ No
Parks				Comments: _____ Yes _____ No
Planning				Comments: _____ Yes _____ No
Police				Comments: _____ Yes _____ No
Risk Manager				Comments: _____ Yes _____ No
Solid Waste				Comments: _____ Yes _____ No
Streets				Comments: _____ Yes _____ No
Water/Wastewater				Comments: _____ Yes _____ No



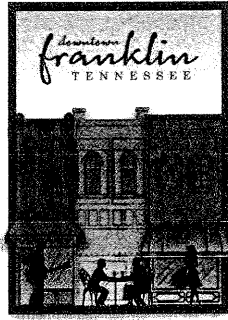
HISTORIC
FRANKLIN
TENNESSEE

**FOLLOWING IS AN OUTLINE FOR OBTAINING A SPECIAL EVENT PERMIT FROM THE
CITY OF FRANKLIN**

No person, firm, corporation or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit, or induce participation in an event on public property or a temporary street closure unless a permit has first been obtained from the City Administrator.

This outline is intended to serve as a guide and may not be inclusive of all City, State, and Federal requirements.

1. Obtain Permit Application Form from the City Administrator's Office (109 Third Avenue South, Suite 103 or online at www.franklintn.gov)
2. Return *completed* application along with a *check or money order for \$100* to the City Administrator's Office at least ninety (90) days prior to event.
3. The completed Special Event Permit Application Form and a Departmental Review Form will be distributed to representatives in the necessary Departments. The Department representatives will recommend approval, denial, or approval with changes. Department representatives may also list any prerequisites required by that Department.
4. The City Administrator's Office, with the help of other City Departments, will determine the minimum number of off-duty police officers and other public safety personnel required to assure the safety of all participants, the safety of the general public, and traffic flow around the event or parade. The event organizer will be responsible for hiring all necessary personnel deemed required by the City Administrator.
5. The Board of Mayor and Aldermen will review all large special event recommendations and determine approval, denial, or approval with changes. Small special events will be reviewed by the Parks Director or the City Administrator.
6. If alcohol, beer, and/or wine is sold or given away, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
7. If the event is approved with changes, the City Administrator's office will assist and/or guide the organizer with making all necessary changes.
8. Included with the letter of conditional approval will be an outline of all necessary additional requirements.
9. Once the event organizer obtains all necessary additional requirements, the City Administrator's office will issue a Special Event Permit. At this time, the event organizer may be required to post a *security deposit, the amount of which will be dependent on the size, nature, and duration of event.*
10. If the event permit is denied, the City Administrator's office will issue a letter of denial. The event organizer may appeal by writ of certiorari to the Chancery Court.



January 25, 2011

MEMORANDUM

TO: Monique McCullough
FROM: Nancy Williams
RE: Additional information about Franklin Main Street Festival

In addition to the attached street closure application for the Franklin Main Street Festival, I wanted to point out a couple of specific requests on the application. We are seeking use of the future Bicentennial Park site for a carnival once again, and it would open on Thursday, April 28 and run through May 1. The carnival would move in on Sunday evening, April 24, and be completely cleared out by the end of the day Monday, May 2. I know the site may be taken for staging the road construction project, so please let me know if construction begins prior to the festival dates.

While the carnival is the same arrangement as previous years, we are seeking use of a portion of the Fourth Avenue South parking garage during the festival. We would like to barricade the spaces on the left side of the garage, lower level, not to include the handicapped parking spaces at the entrance and not blocking access to the rest of the garage. We would like to use the 60 (or so) reserved spaces for deliveries that occur during the festival (especially musical instruments), to provide additional handicapped parking as needed, and to provide parking for a wedding scheduled at Lilliebelle's at 4 p.m. Saturday. The barricaded area would be monitored by private security and or volunteers to let in handicapped patrons, people making deliveries to the event, and people attending the wedding later in the day. We would also like to discuss a designated area for tour bus parking during the event, which could possibly be on Fourth Avenue South.

Other than that, there are virtually no changes to the Main Street Festival layout from previous years. We would like to close 4th Ave. N. & S. segments at 5 a.m. Friday, April 29, to set up large tents and food vendors. We might also ask to block a quadrant of the Public Square on Friday morning to set a stage in front of City Hall. And we would like to close Main Street, as stated in the application, no later than 10 p.m. Friday night.

Thank you for all your help coordinating the Main Street Festival with the various city departments.

P.O. Box 807, Franklin, Tennessee 37065
Phone: 615-591-8500 Fax: 615-591-8502

--- Barricades
 ○ Barrels

