



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #4  
WRKS 04/12/2011

## MEMORANDUM

April 7, 2011

**TO:** Board of Mayor & Aldermen

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

**SUBJECT:** Sol Restaurant Cinco de Mayo Celebration (May 5, 2011)

### **Purpose**

The purpose of this memo is to outline recommendations for Sol Restaurant's request for a Cinco de Mayo Festival in Downtown Franklin.

### **Background**

Sol Restaurant, located at Fourth and Main, has requested the closure of Main Street from Five Points to Fourth Avenue for a Cinco de Mayo event. The proposed date is May 5, 2011 with the proposed closure from 1 p.m. until 11 PM. Event time is 5 p.m. until 11 p.m. Event organizer hopes to set the Guinness World Record for the number of people taking a shot of tequila at one time.

### **Recommendation**

Staff recommends approval with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc.
- Applicant will provide a \$1000 damage deposit to City prior to event.
- Distribute a good neighbor letter

### ***Building & Neighborhood Services:***

- Special Event Electrical Permit will be required.

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

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

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

- Applicant will hire at least eight (8) extra-duty Franklin Police Officers to coordinate with Streets Department for placement and removal of barricades for street closure and to provide traffic control and security.
- Applicant will coordinate with Williamson County Courthouse and District Attorney's Office to be sure that there are no large or sensitive trials or issues going on the day of the event.
- Advertise and staff a logical "safe ride" initiative

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

- Applicant must obtain a Beer Permit from the City's Beer Board.
- Additional permits will be required from the Tennessee Alcoholic Beverage Commission.
- Applicant will provide a complete list of vendors to the City prior to the event.



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***Solid Waste Department:***

- Applicant will pay for clean-up crew during the event (\$150 per hour)
- Applicant must provide plan for disposal of grease.

***Fire Department:***

- Applicant shall maintain 12-14 feet of clear width down Main Street for the duration of the event.
- Applicant will provide emergency evacuation plan to City.
- Applicant will ensure EMS is on-site throughout the event.

OFFICE USE ONLY:  
Permit No:  
\_\_\_\_\_

received  
2-4-2011



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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  
\_\_\_\_ Harlinsdale Farm

\_\_\_\_ Eastern Flank BattleField Park

Other: Main Street — from 4th st  
to 5th St

2) Name/purpose of event: Sol Restaurant Cinco de Mayo Celebration

3) Date or dates of event: Thursday May 5, 2011

4) Time of Event: 5:00 pm — 9:00 pm

5) Time of Street Closure (if applicable): 3:00 pm - 10:00 pm

Set-Up Date/Time: 5/5 3:00 pm

Tear-down Date/Time: 5/5 9:00 pm

\*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:

Jason McConnell Sol Restaurant

a) Address: 403 Mainstreet Franklin, TN 37064

b) Phone: 615-538-6021 c) Cell: 615-585-3224 d) Fax: 615-538-6023

e) E-mail address: jason@redponyrestaurant.com

7) Person in charge on day of event: Sharon Starke

Cell: 615-484-5860 E-mail address: sharon@eat55.com



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

Name: Mark Harrell Cell: 720-490-5841 E-mail address: mark@eat55.com

Name: Crosby Keltner Cell: 901-857-4557 E-mail address: crosby@eat55.com

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

see attached

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:

1500 attendees; 40 staff

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. \$ 5.00 cover charge to participate in Tequila Slam for Guinness Book Record

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? \_\_\_\_\_

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.)?  
Announcements and entertainment (Live music)
- 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? 6:00 pm - 9:00 pm
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Two musical groups - one will play Mariachi music, the other plays 80's and 90's cover songs.
- 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.  
Company TBD for Stage Rental
- 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. City of Franklin Solid Waste
- 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

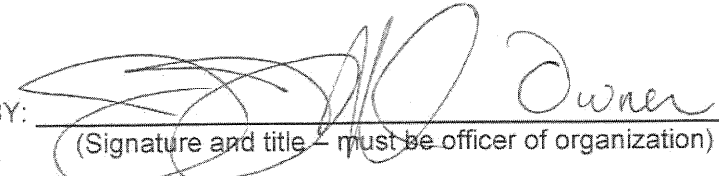
The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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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:  Owner Date: 2/1/2011  
 (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.*

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

*Event Description (Question 9).* In celebration of Cinco de Mayo, Sol Restaurant will be hosting a 'Block Party' style event. We will celebrate with live stage music, food, eating contests, and an attempt at breaking the Guinness Book 'Largest Tequila Toast' world record. We anticipate the event beginning at 5 p.m., the Guinness Book event taking place at 6:30 p.m., and the live music performances between 5:00 p.m. and 9:00 p.m. Cleanup/breakdown will begin at 9:00 p.m. We anticipate attendance to be 1500-2000 individuals. Upon acceptance from Guinness Book, we will be contacting local media to advertise and publicize the event.

Due to the size of the event and the number of potential attendees, we are asking the city of Franklin to allow us to close Main Street from 4<sup>th</sup> Street to 5<sup>th</sup> Street. In 2009, Sol hosted a similar Cinco de Mayo celebration and was granted access of 4<sup>th</sup> Street from Main to the 4<sup>th</sup> Street parking garage. We are asking for a larger portion of roadway to help accommodate for the substantial number of participants in the Guinness Book activity.

A portion of our total sales for the evening will be donated to the Heritage Foundation of Franklin and Williamson County to help Save the Franklin Theatre and to the Mercy Children's Clinic of Franklin.

*Committee Members (Question 12).*

*Sharon Starko* 403 MainStreet Franklin, TN 37064 (615) 484-5860

*Mark Harrell* 403 Main Street Franklin , TN 37064 (615) 538-6021

*Crosby Keltner* 403 Main Street Franklin , TN 37064 (615) 538-6021

*Jason McConnell* 403 Main Street Franklin , TN 37064 (615) 538-6021



DATE 03/07/2011  
SHEET NO. 1 of 2

ROAD CLOSED

MAIN STREET

20x24 STAGE

4TH AVE

ID CHECK/TICKET SALES FOR TEQUILA TOAST AND FOOD (TENT) (10'x16')

SATELLITE TEQUILA BAR (TENT) 8'x20'

SATELLITE MARGARITA BAR (TENT) 8'x20'

TACO TRUCK 8'x20'

SATELLITE TEQUILA BAR 8'x20'

TAMALES AND ROSTED CORN (TENT) 8'x20'

BEER TRUCK 10'x16'

5TH AVE

ROAD CLOSED

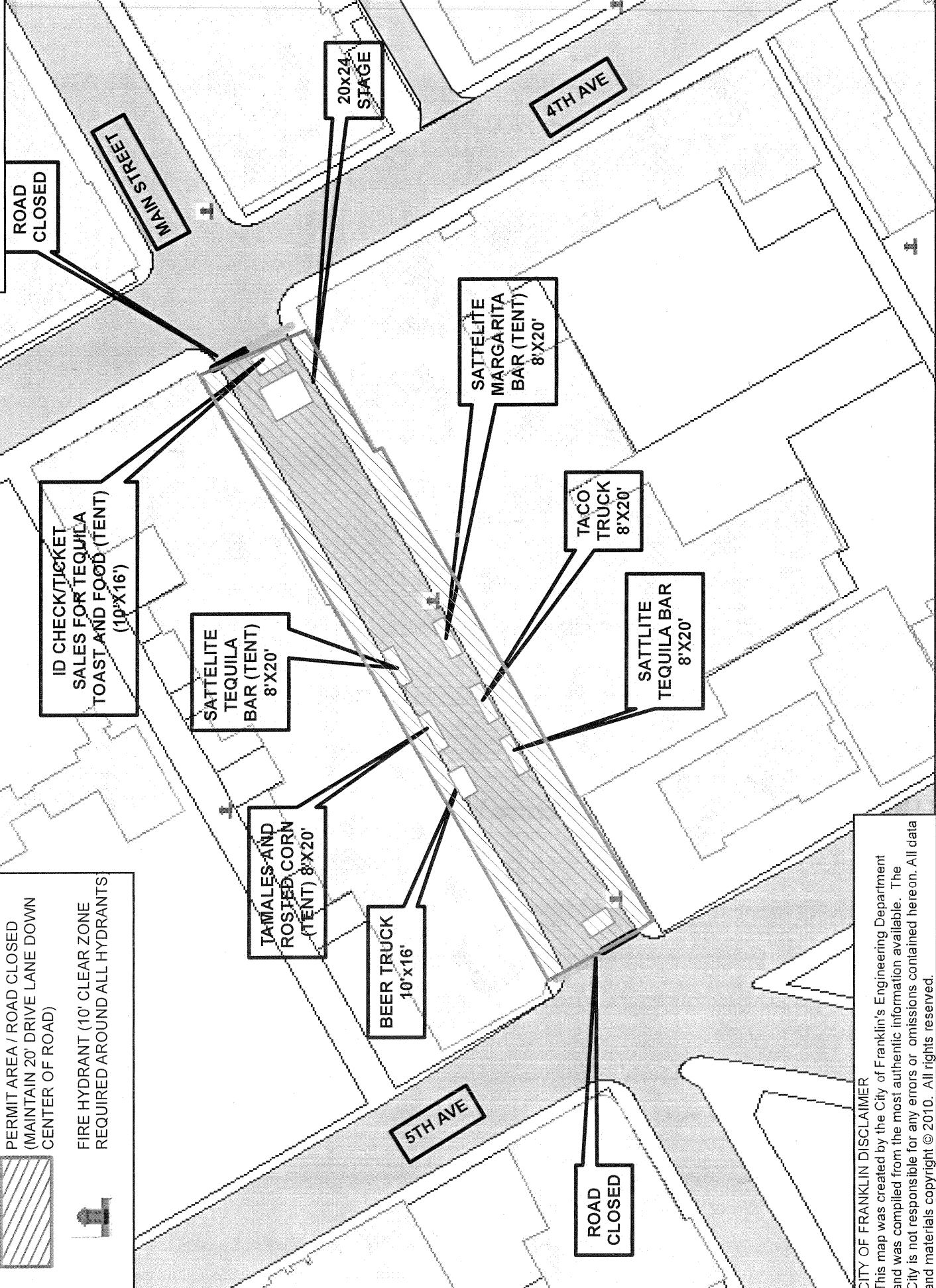
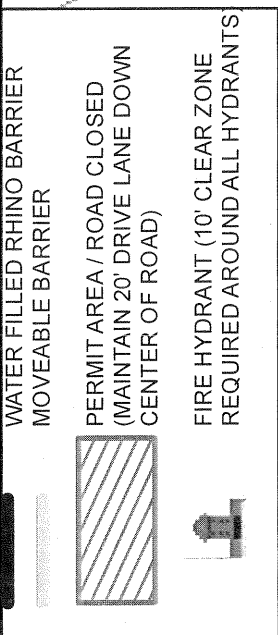
- WATER FILLED RHINO BARRIER
- MOVEABLE BARRIER
- PERMIT AREA / ROAD CLOSED (MAINTAIN 20' DRIVE LANE DOWN CENTER OF ROAD)
- FIRE HYDRANT (10' CLEAR ZONE REQUIRED AROUND ALL HYDRANTS)

CITY OF FRANKLIN DISCLAIMER  
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WATER FILLED RHINO BARRIER  
MOVEABLE BARRIER

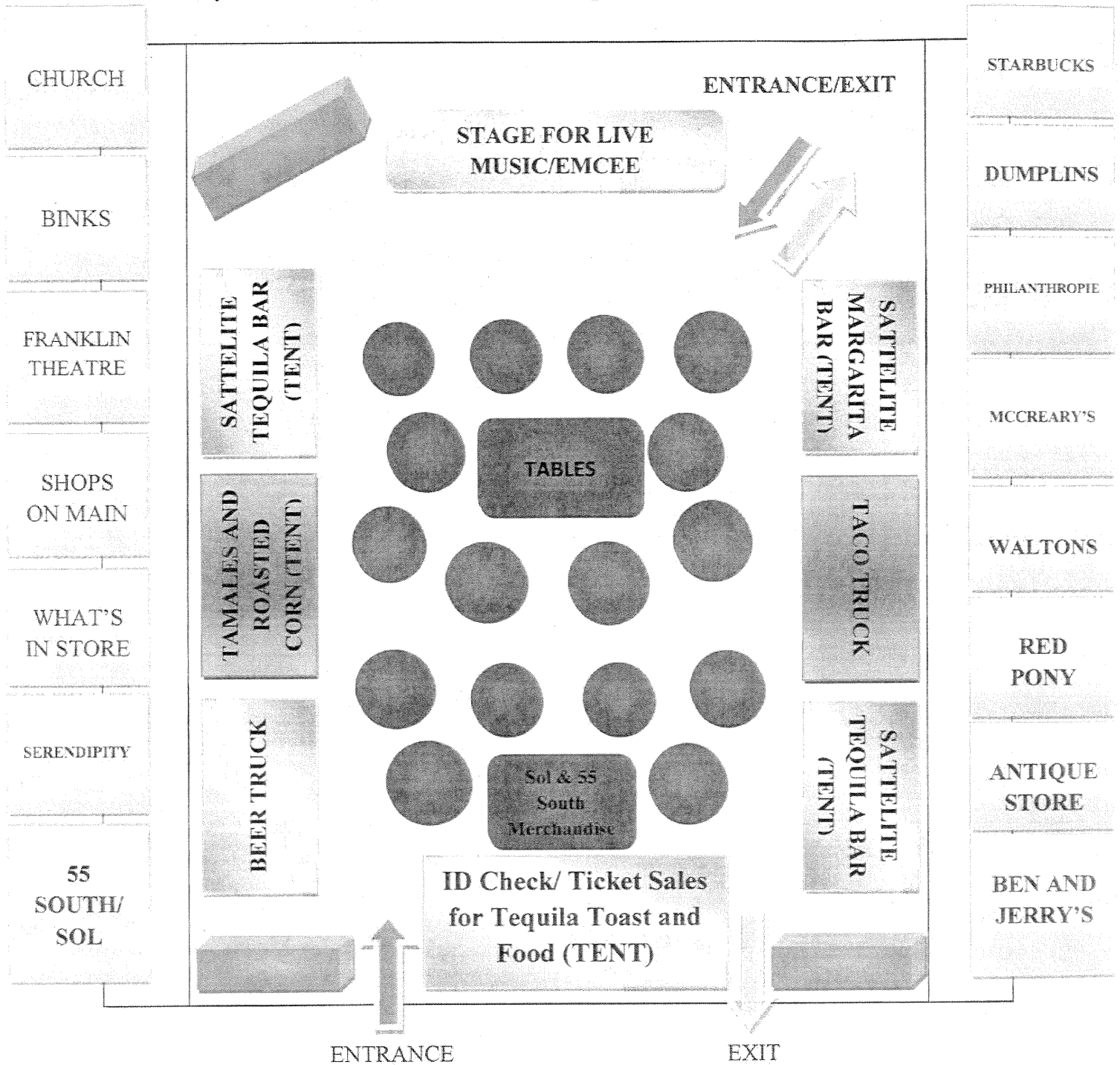
PERMIT AREA / ROAD CLOSED  
(MAINTAIN 20' DRIVE LANE DOWN  
CENTER OF ROAD)

FIRE HYDRANT (10' CLEAR ZONE  
REQUIRED AROUND ALL HYDRANTS)



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Detailed Map (Question 10). The following map has been created to better conceptualize Sol's Cinco de Mayo Celebration. (Note: Not to scale and pending final approval)



*Good Neighbor Letter and Mailing List (Question 33).*

February 3, 2011

Dear Downtown Franklin Neighbor,

On Thursday May 5, 2011, SOL Restaurant will be hosting a Cinco de Mayo Celebration! The event will be benefitting the Heritage Foundation of Franklin and Williamson County to help Save the Franklin Theatre and the Mercy Children's Clinic of Franklin. In addition, we will once again attempt to break the Guinness Book World Record for the Largest Tequila Toast and be celebrating the day with live music and awesome Mexican cuisine. We anticipate a large crowd of participants and would love for you to attend our celebration!

In order to accommodate the expected crowd, we have asked the City of Franklin to close Main Street from 4<sup>th</sup> Street to 5<sup>th</sup> Street. We are kindly requesting your cooperation on this date, as some normal parking arrangement may be disrupted temporarily. Any additional requests that the City of Franklin makes will be communicated to your establishment in a timely manner, pending the final event approval.

If you have any questions at all, please feel free to contact me at any time. We are all very excited about the upcoming celebration and hope to see you there!

Salut!



Sharon A. Starko  
SOL Restaurant  
403 Main Street  
Franklin, TN 37064  
615.538.6021

# Commercial Certificate of Insurance



FARMERS

Agency : Edward Reisinger III  
 Name : 256 Seaboard Ln #106b  
 & : Franklin, TN 37067  
 Address : 615-771-7709

Issue Date (MM/DD/YY) 02/02/2011

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies shown below.

St. 66 Dist. 29 Agent Q50

**Companies Providing Coverage:**

Insured : SOL RESTAURANT,  
 Name : COCINA CALIENTE INC.  
 & : 403 MAIN ST  
 Address : FRANKLIN, TN 37064

- Company A Truck Insurance Exchange  
Leter
- Company B Farmers Insurance Exchange  
Leter
- Company C Mid-Century Insurance Company  
Leter
- Company D \_\_\_\_\_  
Leter

**Coverages**

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr.	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Policy Limits
B	<input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> - Occurrence Version Contractual - Incidental Only Owners & Contractors Prot.	604316596	08/14/2010	08/14/2011	General Aggregate \$ 2,000,000 Products-Comp/OPS Aggregate \$ 1,000,000 Personal & Advertising Injury \$ 1,000,000 Each Occurrence \$ 1,000,000 Fire Damage (Any one fire) \$ 75,000 Medical Expense (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Automobile Liability All Owned Commercial Autos Scheduled Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos Garage Liability				Combined Single Limit \$ 1,000,000 Bodily Injury (Per person) \$ Bodily Injury (Per accident) \$ Property Damage \$ Garage Aggregate \$
	Umbrella Liability				Limit \$
B	<input checked="" type="checkbox"/> Workers' Compensation and Employers' Liability	A16123969	10/17/10	10/17/11	Statutory Each Accident \$ 100,000 Disease - Each Employee \$ 100,000 Disease - Policy Limit \$ 500,000

Description of Operations/Vehicles/Restrictions/Special items:

**Certificate Holder**

Name :  
 & :  
 Address :

**Cancellation**

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative