

MEMORANDUM

April 6, 2011

TO:

Board of Mayor and Aldermen

FROM:

Eric Stuckey, City Administrator

Special Events Advisory Team

SUBJECT:

Franklin Theatre Grand Opening (June 3 – 4, 2011)

<u>Purpose</u>

The purpose of this memo is to outline recommendations for the Franklin Theatre Grand Opening in Downtown Franklin.

Background

The Heritage Foundation has scheduled the grand re-opening for the Franklin Theatre on June 3-4. Activities planned during the Friday (June 3^{rd}) event include: a Red Carpet Ceremony; a "Speak Easy" at Gray Drug; Movie screens; and a concert. Specific details on these events can be found in the application packet. On Saturday, June 4^{th} , there will be a ribbon cutting ceremony. Alcohol will be served during Friday night's events. Attendance is expected to be in the thousands. Street Closure on Friday is: Main Street from 2^{nd} Avenue to Fifth Avenue; Fourth Avenue from the parking garage to the alley; and Third Avenue from Church Street to the alley. Street Closure on Saturday is: Main Street from Five Points to Fourth Avenue.

Recommendations

Staff recommends approval with the following conditions:

- Applicant will provide detailed map/layout to City detailing location and sizes of tents, stages, vendors, etc. prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.

Building & Neighborhood Services:

- Special Event Electrical Permit will be required.
- No stakes should be placed in ground at City Hall (Third Avenue South)
- Gray Drug will need to be inspected prior to its use.

Fire Department:

- Alleys must remain open
- Food vendors require a special commercial fire extinguisher
- A clear width down the middle of Main Street should be maintained throughout the event.
- Gray Drug will need to be inspected prior to its use.

Police Department:

Applicant will hire five (5) extra-duty Franklin Police Officers to provide security on Friday between 5:30 p.m. and 11:30 p.m.



- Applicant will hire two (2) extra-duty Franklin Police Officers to provide security on Saturday between 8:30 a.m. and 12 Noon.
- Officers will work until streets are opened to traffic.

Revenue Management:

Applicant must obtain a Beer Permit from the City's Beer Board

Risk Management:

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

Solid Waste Department:

Department will provide employees for cleanup during both days of the event.

Streets Department:

- Parking spaces on Main Street (from Five Points to Fourth Ave) and on Fourth Avenue will close at 5 a.m. on Friday (June 3rd).
- Main Street from Five Points to Square will close to traffic at 2 p.m. on Friday (June 3rd).
- Main Street from the Square to Second Avenue and Third Avenue will close at 6 p.m.
- At end of event on Friday, Main Street will open except from Five Points to Fourth Avenue. This will remain closed for the festivities on Saturday morning.
- Main Street will open on Saturday at approximately 2 p.m. (after organizers have completed tear down and City staff has cleaned area).
- Applicant or designee will stay present at event until all clean up is complete.
- Department will provide clean-up crew for after the event on both days.

	Per	mit	No:	
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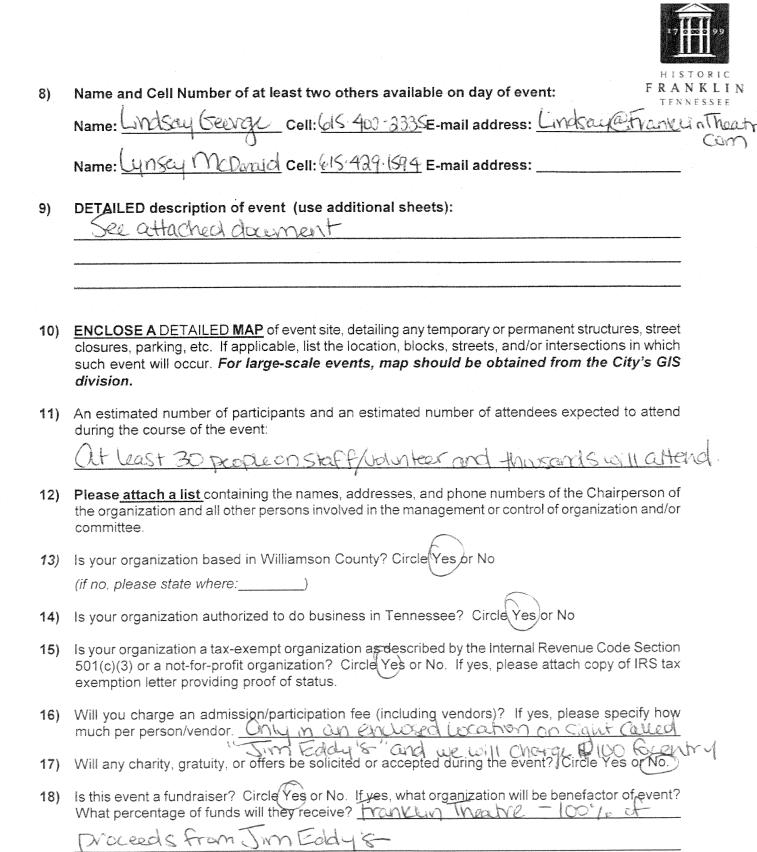




CITY OF FRANKLIN EVENT PERMIT APPLICATION

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 a	pplication does not guaran	tee that your request will be granted.		
	Please check	street closure	□ parade		
	all that apply:	☐ other special event	beer served (separate permit required)		
Plea	ase supply the followin	g information. For additional spa	ce, use separate sheets of paper and attach to the application.		
1)	Location reques	ted (if Temporary Street Clo	sure only, list major roads to be closed):		
	Aspen Grove	ParkLiberty Pa	arkEastern Flank BattleField Park		
	Fieldstone Fa		What West Amon Village		
2)	Name/purpose o	fevent: Franklyn Theat	ve Grand Ganing (to graph (To		
3)	Date or dates of	event: June 3 and	June 4 2011		
4)	Time of Event: _	Ine 3rd - 6pm	Ine 4th - 9 am		
5)	Time of Street CI	osure (if applicable): 50	m on Indaythe 3rd and Flain Street Mo		
	Set-Up Date/Time	e:	Tear-down Date/Time: 4		
	*Note: Two (2) hours will responsible for payment	be added before set-up time and two hou of Franklin Police Officers during this tim	rs (2) will be added after tear-down to allow time for clean-up. Event is se. Read Additional Requirements section for more information.		
6)	Name of Applica	nt and Organization Reques	sting Permit:		
	Swalke	non w/ The Frank	eyn Theatre		
	a) Address: 41	9 Main Street			
	b) Phone: <u>6 5</u> 9	591-8600 c) Cell: 61	5.347:0430 d) Fax: 615.591-2502		
	e) E-mail addres	s: Sara @ Franku	n Thatre com		
7)	Person in charge	on day of event: <u>Sara</u>	Preston		
	Cell: 615 3	47:0430 E-mail:	address: Sara@Frankin Theatre-con		



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



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.)? Moule Screening What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply. 23) During what time period is sound amplification requested? 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). KIA band 25) Will any stages, an usement 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. 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. Manyin 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.

Sn file Revised January 2011



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.

We use Downtown Neighborhood assosiation, Downtown Franklin assosiation, Herritage Fundation, and media lists (10,000)

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.



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: August - Program Divector Date: (Signature and title – must be officer of organization)	*******
Approved by the Board of Mayor and Aldermen on, 20	_· * Return application to:
	City Administrator's Office
Dr. Ken Moore, Mayor	City Hall 109 Third Ave South Franklin, TN 37065 615-791-3217
Eric S. Stuckey, City Administrator	* 615-790-0469 (FAX)
If you have questions concerning your request, please call 615-550-6606.	*

Franklin Theatre Grand Opening Leadership

Overall Event Management:

Franklin Theatre Team: Aubrey Preston – (615) 714-8990 Sara Preston – (615) 347-0430 Lindsay George – (615) 400-2335

Joseph Logsdon - (615) 473-3634

Heritage Foundation Team:

Mary Pearce - (615) 300-7218

Nancy Williams - (615) 591-8500 ext 17

Wendy Dunavant - (615) 591-8500 ext 13

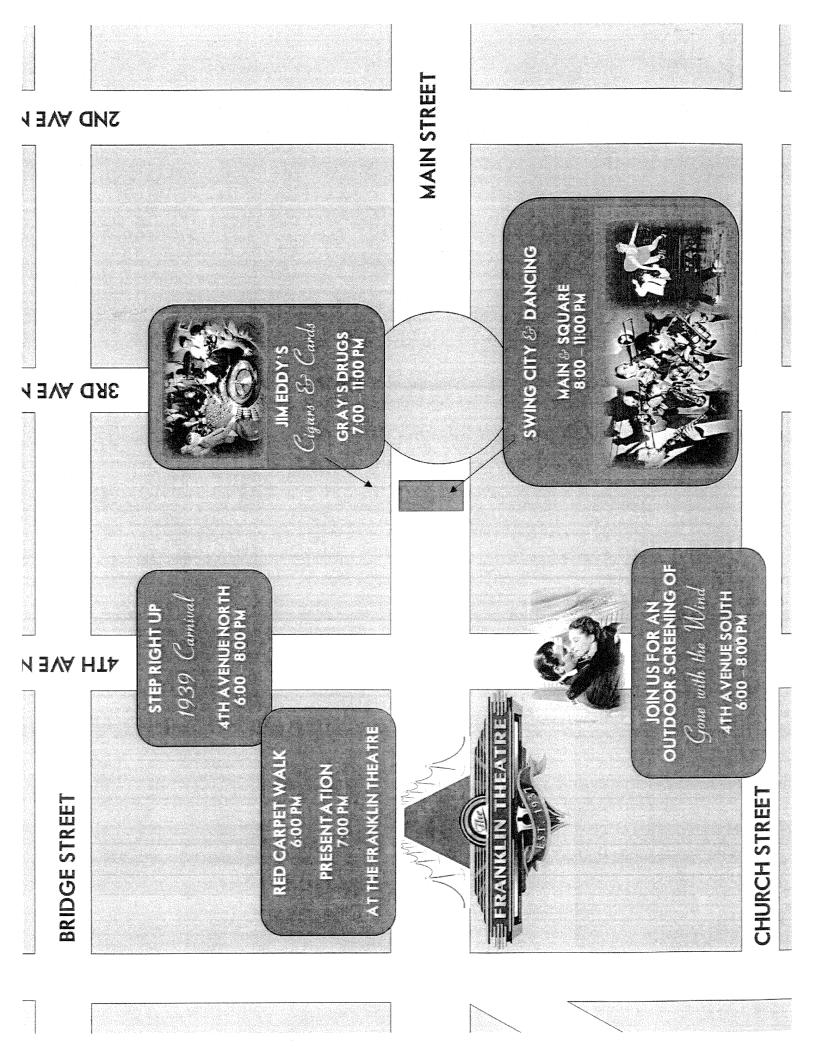
Kristy Williams - (615) 305-3610

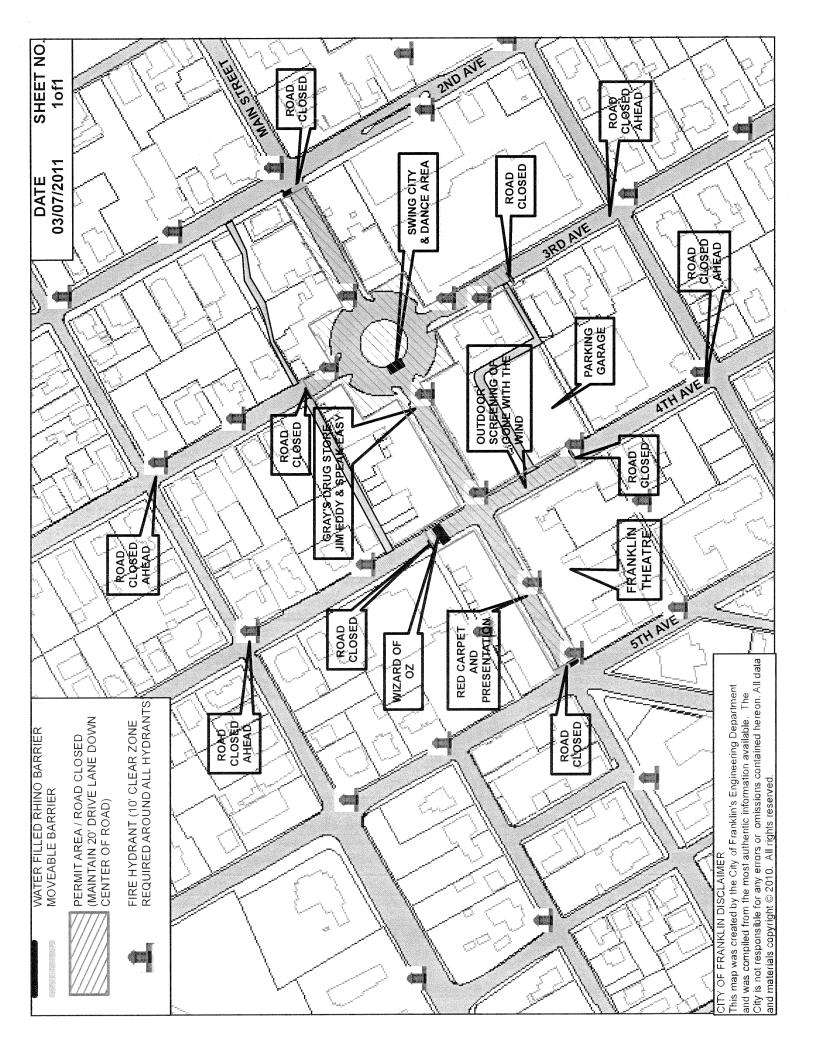
Andrea Arnold - (615) 948-5395

Torrey Barnhill - (615) 591-8500 ext 11

Event Chairs:

- 1. Gone With The Wind Party in front of the Franklin Theatre
 - a. Paul Polycarpou 644 W Iris Dr Nashville, TN 37204 (615) 321-5066
- 2. Jim Eddy's @ Gray's Drug Store
 - a. Ralph Drury 234 Myles Manor Ct Franklin, TN 37064 (615) 791-7143
- 3. 1939 Festival 4th Avenue North
 - a. Heritage Foundation 501 Columbia Avenue Franklin, TN 37065 (615) 591-8500
- 4. Swing City Main Street before the square
 - a. Lynsey McDonald 613 Rudolph Avenue Nashville, TN 37206 (615) 429-1594
- 5. Outdoor Movie Theatre 4th Avenue South
 - a. Larry Montgomery and Jailhouse Industries 4150 Old Hillsboro Rd Franklin, TN 37064 (615) 477-6799





Franklin Theatre Grand Opening June 3rd & June 4th

I. Franklin Theatre

Leadership: Paul Polycarpou

- a. Red Carpet ceremony Begins at 6 PM
- b. Inside presentation
- c. Sectioned off bar area to manage the overflow inside of the building. This sectioned off area can only be entered by patrons who are inside of the theater. It will open to the public after the inside presentation is over.
- II. Godfather's Speak Easy

Leadership: Ralph Drury

- a. Begins at 6 PM and ends at 11 PM
- b. 21+ Exclusive area
- c. Game tables (Craps, Poker, Blackjack)
- d. Cocktails/Waitresses
- e. Band
- III. Movies On Main (3) LED Movie Screens Leadership: Moo TV
 - a. Begins at 7 PM and ends at 10 PM
 - b. 1st Screen on 4th Avenue South before the parking garage
 - c. 2nd Screen on 4th Avenue North before the alley
 - d. 3rd Screen on Main Street near 5 points
- IV. Swing City Main Street before the square facing 5 points Leadership: Lynsey McDonald and Clair Bro's
 - a. Begins at 8 PM and ends at 10 PM
 - b. Stage on the square facing down Main Street
 - c. Swing band and swing dancing

Street Closure:

- June 3 We are happy with a 5 AM street closure or an 10 AM street closure.
- The party will wrap up at 10 PM on June 3rd and after load out the streets will open except for the 4th avenue block that the Franklin Theatre is on.
- On June 4th at 9 AM, Governor Haslam will be joining us to speak to the children before their 10 AM movie. After the children who were able to purchase tickets to the movie move inside, we will have fun games, face painters, etc, on the streets in order to deal with our limited capacity.
- The streets will re-open at noon on June 4th.

Alcohol:

- We are requesting to be able to have alcohol on the streets during the party on June $3^{\rm rd}$.
- ID Check Stations ALL attendees will be required to get a wrist band from one of the four ID check stations that will be made available.

• Alcohol will also be served inside of Gray's Drug Store, which will be a 21+ area. We are currently working with the Fire Department to receive codes approval.

Internal Revenue Service

Date: March 19, 2001

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

P. O. Box 2508 Cincinnati, OH 45201

Person to Contact:

Richard Owens 31-00913 Customer Service Representative

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.

The Heritage Foundation: Board Member List & Staff List Year 2010 - 2011

				Telephone					1st/2nd
		Mailing Address	Home	Work	Ceil	Fax	e-mail	Spouse	Term Ends
Teresa	Anderson	720 Murfreesboro Road Franklin, TN 37064	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	a menungan dan dan dan dan dan dan dan dan dan d	bibb@jlbwarks.com	Debra	2010/2013
Jody .	Bowman	1149 Lewisburg Pike Franklin, TN 37064	794-0244		476-0052	V-response to the control of the con	joseph.bowman@franklinsvnergy.com	Gilda	2011/2014
Laura	Bustetter	123 Pebble View Dr., Franklin, TN 37064		435-5355	642-0730	Annual Control of Cont	laura_bustetter@chs.net		2011/2014
Bryan	Echols	5016 Jackson Lane Brentwood, TN 37027 397 Lake Valley Drive	661-8921	782-2388	400-3123	742-4123	bryan echols@stites.com	Laura	2010/2013
Michele	Evans	Franklin, TN 37069	591-0803	370-8878	973-9018	377-6756	mlevans@valassis,.com	Wayne	2009/2012
David	Garrett	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	20102013
Cannie	Haley	5205 Stillhouse Hollow Rd., Franklin 37064	791-5640		476-2557	591-1702	connletavior8@gmail.com	Carl	2012/2015
Ann	Johnson	c/o300 Mallory Station Rd#C6, Franklin 37067	715-1800	771-6602	500-1234	771-6686	ai@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	rmoody@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 37064 234 Fourth Ave South	794-4155	791-4447	289-0231	791-4463	mmcompany@aol.com		2010/2013
David	Morris	Franklin, TN 37064	591-3296	599-2031	406-1233		dmorris861-@gmail.com	Susan	2009/2012
Fred	Reynolds	Franklin, TN 37064 5395 Old Highway 96	790-8101	and the second s	390-5982		wfr@rockcity-gc.com	Linda	2010/2013
Bill	Powell	Franklin, TN 37064	790-1940	390-4162	390-4162	790-0633	billpowell2@msn.com	Dale	2012/2015
Jay	Sheridan	Franklin, TN 37064 3319 West End Ste 200	794-9893	261-1593	364-5143		lav@sheridanpr.com	Jessica	2008/2011
Cyril Stewart	Stewart	Nashville, TN 37203	297-9148	322-4833		343-8388	cvrii stewart@vanderbilt.edu	Fran	2011/2014

Offi	care	
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David Garrett

President

Jody Bowman

VP of Finance

Rick Moody Connie Haley Andy Marshall Linda Moore Emily Magid

Jay Sheridan

VP of Public Preservation VP of Private Preservation VP of Main Street VP of Events & Fundraising

VP of Membership & Development

Secretary

Mary Pearce Nancy Williams Kristy Williams Wendy Dunavant

Andrea Arnold

Rick Warwick

Executive Director Main Street Program Manager Membership & Development

Accounting
Vendor Relations Manager Historian

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12/10/2010