



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM 52  
4/26/2011

## MEMORANDUM

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April 14, 2011

**TO:** Board of Mayor & Aldermen

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

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

### **Purpose**

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<sup>rd</sup>) 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<sup>th</sup>, 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<sup>nd</sup> 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 \$1000 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
- Additional permits will be required from the Tennessee Alcoholic Beverage Commission.

***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 3<sup>rd</sup>).
- Main Street from Five Points to the East side of the Square will close to traffic at 9 a.m. on Friday (June 3<sup>rd</sup>).
- Main Street from the East side of the Square to Second Avenue and Third Avenue will close at 4 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.

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

received  
3/1/2011



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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 | ___ Liberty Park     | ___ Eastern Flank Battlefield Park  |
| ___ Fieldstone Farms | ___ Pinkerton Park   |   |
| ___ Jim Warren Park  | ___ Harlinsdale Farm | Other: <u>Main Street from Square to 5th and 4th Avenue S of</u><br><small>(to parking garage) (To all)</small> |

- 2) Name/purpose of event: Franklin Theatre Grand Opening
- 3) Date or dates of event: June 3 and June 4 2011
- 4) Time of Event: June 3rd - 6pm June 4th - 9am
- 5) Time of Street Closure (if applicable): Same on Friday the 3rd and Main Street from 5th Avenue to 4th Avenue until 10:30am on the 4th  
 Set-Up Date/Time: → Tear-down Date/Time: →

\*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:**

Sara Preston w/ The Franklin Theatre

- a) Address: 419 Main Street
- b) Phone: 615-591-8500    c) Cell: 615-347-0430    d) Fax: 615-591-8502
- e) E-mail address: Sara@FranklinTheatre.com

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

Sara Preston  
 Cell: 615-347-0430    E-mail address: Sara@FranklinTheatre.com



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

Name: Lindsay George Cell: 615-400-3335 E-mail address: Lindsay@FranklinTheatre.com

Name: Lynsey McDonald Cell: 615-429-1594 E-mail address: \_\_\_\_\_

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

See attached document

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:

At least 30 people on staff/volunteer and thousands will attend.

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. Only in an enclosed location on sight called

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle  Yes or No. "Jim Eddy's" and we will charge \$100 per entry

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? Franklin Theatre - 100% of  
proceeds from Jim Eddy's

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.)?  
Live music, movie screening and announcements
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Band, individual speakers + movie screen
- 23) During what time period is sound amplification requested? 5pm - 11pm - June 3  
9am - 10am - June 4
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Big band playing swing music, string quartet, and movie showing.
- 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.
- 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.



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:

4th and Main Location

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 Association, Downtown Franklin Association, Heritage Foundation, 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.



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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: *[Handwritten Signature]* - Program Director Date: \_\_\_\_\_  
 (Signature and title – must be officer of organization)

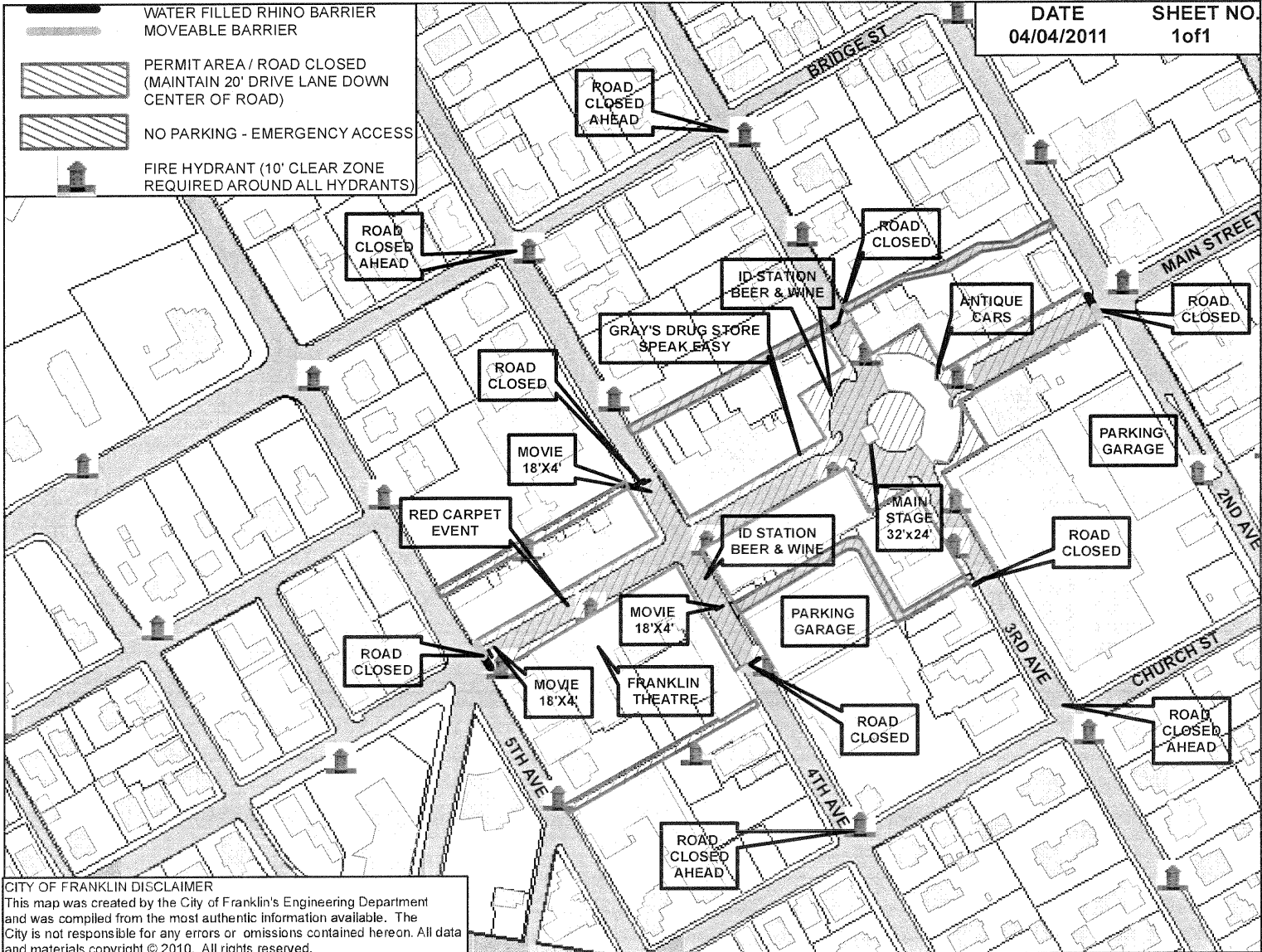
Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Dr. Ken Moore, Mayor

\_\_\_\_\_  
 Eric S. Stuckey, City Administrator

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

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 \*  
 \* *Return application to:* \*  
 \* City Administrator's Office \*  
 \* City Hall \*  
 \* 109 Third Ave South \*  
 \* Franklin, TN 37065 \*  
 \* 615-791-3217 \*  
 \* 615-790-0469 (FAX) \*  
 \*  
 \*  
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**CITY OF FRANKLIN DISCLAIMER**  
 This map was created by the City of Franklin's Engineering Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained herein. All data and materials copyright © 2010. All rights reserved.



**Franklin Theatre  
Grand Opening  
June 3<sup>rd</sup> & June 4<sup>th</sup>**

**June 3<sup>rd</sup> Street Closure:**

- 5 am – Parking Spots blocked on 4<sup>th</sup> Avenues, Main Street, and Square.
- 9 am – 4<sup>th</sup> Avenue, Main Street, and the half of the square on the Mellow Mushroom side close. All movie screens, stage, sound and lighting load in.
- 4 pm – The rest of the square closes.
- 10 pm – The street party ends and load out begins. After load out the streets re-open except for the block of Main Street that the Franklin Theatre is on for the 9 am kids event in the morning.

**June 4<sup>th</sup> Street Closure:**

- 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.
- 1 pm – All streets will re-open.

**Alcohol:**

- We are requesting permission to have alcohol on the streets during the party on June 3<sup>rd</sup>.
- ID Check Stations – ALL attendees will be required to get a wrist band from one of the two ID check stations in order to purchase or drink alcohol.
- (2) Rock Solid Security Cards will be at each ID check station to professionally check IDs.
- Alcohol will also be served inside of Gray's Drug Store, which will be a 21+ area.
- Alcohol will also be served in a sectioned off area outside of the theater door that will only be accessible from inside the theater.

**Details:**

**I. Franklin Theatre**

- a. 6 pm – 7 pm – Red Carpet Ceremony
- b. 7 pm – 8:30 pm - Inside presentation
- c. Sectioned off bar area to manage the overflow inside of the building. Patrons who are inside of the theater can only enter this sectioned off area.
- d. 9:30 – The Franklin Theatre will open to the public for a \$5 showing of Gone With The Wind

**II. The Godfather's Speak Easy**

- a. 6 pm - 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**

- a. 6 pm – 10 pm
- b. 1<sup>st</sup> Screen on 4<sup>th</sup> Avenue South before the parking garage
- c. 2<sup>nd</sup> Screen on 4<sup>th</sup> Avenue North before the alley
- d. 3<sup>rd</sup> Screen on Main Street near 5 points

**IV. Swing City – Main Street before the square facing 5 points**

- a. 7 pm – 10 pm
- b. Stage on the square facing down Main Street
- c. Swing band and swing dancing

Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: March 19, 2001

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

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

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

		Mailing Address	Telephone			Fax	e-mail	Spouse	1st/2nd Term Ends
			Home	Work	Cell				
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		lbibb@lbworks.com	Debra	2010/2013
Jody	Bowman	1149 Lewisburg Pike Franklin, TN 37064	794-0244		476-0052		joseph.bowman@franklinsynergv.com	Gilda	2011/2014
Laura	Bustetter	123 Pebble View Dr., Franklin, TN 37064		435-5355	642-0730		laura_bustetter@chs.net		2011/2014
Bryan	Echols	5016 Jackson Lane Brentwood, TN 37027	661-8921	782-2388	400-3123	742-4123	bryan.echols@stites.com	Laura	2010/2013
Michele	Evans	397 Lake Valley Drive Franklin, TN 37069	591-0803	370-8878	973-9018	377-6756	mlevans@valassis.com	Wayne	2009/2012
David	Garrett	4329 Columbia Pike 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@cleanwire.net	Jennifer	2010/2013
Connie	Haley	5205 Stillhouse Hollow Rd., Franklin 37064	791-5640		476-2557	591-1702	connietaylor8@gmail.com	Carl	2012/2015
Ann	Johnson	c/o300 Mallory Station Rd#C6, Franklin 37067	715-1800	771-6602	500-1234	771-6686	aj@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@farmersbankcorp.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	794-4155	791-4447	289-0231	791-4463	rnmcompany@aol.com		2010/2013
David	Morris	234 Fourth Ave. South Franklin, TN 37064	591-3296	599-2031	406-1233		dmorris861@gmail.com	Susan	2009/2012
Fred	Reynolds	510 South Margin Franklin, TN 37064	790-8101		390-5982		wfr@rockcity-gc.com	Linda	2010/2013
Bill	Powell	5395 Old Highway 96 Franklin, TN 37064	790-1940	390-4162	390-4162	790-0633	billpowell2@rman.com	Dale	2012/2015
Jay	Sheridan	1006 Fair Street Franklin, TN 37064	794-9893	261-1593	364-5143		jay@sheridanpr.com	Jessica	2008/2011
Cyril Stewart	Stewart	3319 West End Ste 200 Nashville, TN 37203	297-9148	322-4833		343-8388	cyril.stewart@vanderbilt.edu	Fran	2011/2014

Officers:

David Garrett	President
Jody Bowman	VP of Finance
Rick Moody	VP of Public Preservation
Connie Haley	VP of Private Preservation
Andy Marshall	VP of Main Street
Linda Moore	VP of Events & Fundraising
Emily Magid	VP of Membership & Development
Jay Sheridan	Secretary

Mary Pearce	Executive Director	<a href="mailto:mpearce@historicfranklin.com">mpearce@historicfranklin.com</a>	591-8500	Ext. 15	410 Watercross Drive, 37064
Nancy Williams	Main Street Program Manager	<a href="mailto:nwilliams@historicfranklin.com">nwilliams@historicfranklin.com</a>	591-8500	Ext. 17	221 Third Avenue South, 37064
Kristy Williams	Membership & Development	<a href="mailto:kwilliams@historicfranklin.com">kwilliams@historicfranklin.com</a>	591-8500	Ext. 18	112 Brookfield Ave., N'ville 37205
Wendy Dunavant	Accounting	<a href="mailto:wdunavant@historicfranklin.com">wdunavant@historicfranklin.com</a>	591-8500	Ext. 13	PO Box 723, Franklin, 37065
Andrea Arnold	Vendor Relations Manager	<a href="mailto:aarnold@historicfranklin.com">aarnold@historicfranklin.com</a>	591-8500	Ext. 16	1606 Zurich Drive, Spring Hill, 37174
Rick Warwick	Historian	<a href="mailto:rwarwick@historicfranklin.com">rwarwick@historicfranklin.com</a>	591-8500	Ext. 14	3169 McMillan Rd., 37064