



HISTORIC
FRANKLIN
TENNESSEE

ITEM #3
WRKS 10/11/2011

MEMORANDUM

October 5, 2011

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Pumpkinfest Event Application

Purpose

The purpose of this memo is to outline conditions for recommendations for approval of Pumpkinfest.

Background

Pumpkinfest is an annual event organized by the Heritage Foundation. The event is scheduled for Saturday, October 29th and consists of arts and crafts, a chili cook-off sponsored by Franklin Tomorrow, BBQ Contest, and entertainment. Tours of the City Cemetery and Rest Haven Cemetery are also included. Changes from previous years:

- At the request of staff, organizers will use the Church Street Parking Lot for the professional BBQ Teams. The site will not be open for the general public – only guests invited by the teams and the applicant. Kid Zone will now be on Third Avenue North.
- Tents will be located on Third Avenue South; Fourth Avenue North (Chili Cook-off); and Fourth Avenue South (BBQ).
- Beer permits have been secured from our Beer Board for:
 - 400 block of Main Street on Saturday evening
 - Fourth Avenue North (Chili tent)
 - Fourth Avenue South (BBQ tent)
 - Third Avenue South

Recommendations

Staff recommends approval with the following conditions:

- Applicant shall meet with staff for walk through at least five days prior to event.
- Applicant will provide detailed map/layout to City detailing location of tents, 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 for both locations.
- 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. COI should cover both events and all days the applicant will be on City property.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.



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Police Department:

- Applicant will hire at least eight (8) extra-duty Franklin Police Officers to provide security and traffic control for the event.

Revenue Management:

- Applicant has obtained a Beer Permit from the City's Beer Board
- Applicant may need to obtain permit from ABC.

Streets Department:

- Fourth Avenue North & South will close at 5 a.m. on Friday, October 28th.
- All other requested streets will close at 10 p.m. on Friday, October 28th.
- 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:

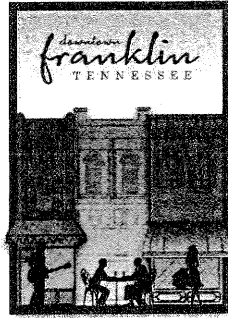
- On Friday October 28th the Department will deliver to the parking lot on Church Street:
 - (1) eight yard dumpster for garbage
 - (1) two yard dumpster for ashes
 - Cost is \$85 per dumpster (total \$170)
- Applicant will provide name of grease hauler used for food vendors.
- Department will provide crews for cleanup during event.

Water Management Department:

- Taps will be placed on hydrants at:
 - Fourth & Main
 - Third Ave S at City Hall
 - 2nd & Main

Fire Department:

- Applicant will meet with Fire Department to go over specifics requirements for the Event as it relates to the Fire Department.
- Each food preparation area/cooker will need to have their own fire extinguisher. For non-grease cooking, a 5 lb ABC dry chemical extinguisher is sufficient.



August 1, 2011

MEMO

TO: Monique McCullough
FROM: Nancy Williams
RE: Pumpkinfest/Battle of the BBQ street closures

Attached are two street closure requests for the same dates, Oct. 28-29, 2011, for the combined events of Pumpkinfest and Battle of the BBQ (and the Franklin Tomorrow Chili Cook-off). At your request, we have pulled out the BBQ to look at it separately.

We anticipate up to 25 BBQ teams participating this year, and each needs about 10x20'. We are requesting one side of 3rd Avenue North (the north side of the street) for placement of the teams. They would move in Friday morning, Oct. 28, at 9 a.m., so we are requesting the street closure at 5 a.m. for the following areas:

3rd Ave. N. from the Public Square to Bridge, 4th Ave. N. from Main Street to the alley (for the Franklin Tomorrow chili tent construction) and 4th Ave. S. from Main Street to the Parking Garage (for the BBQ tent construction). We are proposing a sauce competition and sponsor reception in the BBQ tent on 4th S. from 7 to 9 p.m. Friday.

On the 3rd Ave. N. closure, it would be possible to keep the alleys behind Main St. open using the rhinos to create a lane across 3rd Ave. We will talk to every property owner on the block. We are working with a roofing company to put down tarp on the entire street Friday morning before the teams move in to avoid grease on the street.

The Pumpkinfest application proposes closing Main Street from 1st Ave. to 5 Points at 10 p.m. Friday, Oct. 28. Anyone parked on Main Street would be able to get out—we would just stop letting people in.

Other changes in the Pumpkinfest application:

We are asking to extend the closure to 1st Ave. We have stopped at 2nd Ave. in the past but the event is getting too big for the space. For the same reason, we propose moving the main stage to Five Points and not having the stage at City Hall.

Most Pumpkinfest activities will end at 6 p.m. All vendors around the Square and on East Main will break down at 6 p.m. Activities from 4th Avenue to 5 Points will continue until 9 p.m. There will be events at the Franklin Theatre that tie into the 400 block events. We will be seeking a beer permit for the BBQ tent only during the day until 6 p.m., then requesting expansion in the contained 400 block from 6 to 9 p.m. All activities will end at 9 p.m., and we anticipate having everything off the street by 11 p.m.

We do not have all the vendor lists completed at this time, but they will be coming, as well as the beer permit application and insurance certificates. Please let me know if you need any additional information in the meantime. Thanks for your consideration!

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

OFFICE USE ONLY:
Permit No:



HISTORIC
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CITY OF FRANKLIN EVENT PERMIT APPLICATION

*Application is Due 90 Days Prior to Scheduled Event.
Please read application carefully and fully complete each section.
A non-refundable application fee of \$100 is due at time of filing.*

Note: Filing this application does not guarantee that your request will be granted.

Please check all that apply:

<input checked="" type="checkbox"/> street closure	<input type="checkbox"/> parade
<input type="checkbox"/> other special event	<input checked="" type="checkbox"/> beer served (<i>separate permit required</i>)

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 1st to 5th Ave</u>

- 2) **Name/purpose of event:** Pumpkinfest
- 3) **Date or dates of event:** Oct 29, 2011
- 4) **Time of Event:** 10am - 9:00pm
- 5) **Time of Street Closure (if applicable):** 10 pm Friday, Oct 28 - 11pm Oct 29
Set-Up Date/Time: 10pm Fri **Tear-down Date/Time:** 9pm Sat

*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
 - b) **Phone:** 591-8500 x7 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



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

Name: Clark Shelton Cell: 957-4701 E-mail address: cshelton@historicfranklin.com

Name: Kristy Williams Cell: 305-3610 E-mail address: kwilliams@ " "

9) DETAILED description of event (use additional sheets): Free street festival, Stage at 5 Points, about 145 arts/crafts/food/sponsor vendor booths, chili tent, BBQ tent - see related application and attached memo

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.** A

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

50,000

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. B

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. C

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. yes \$200 vendors up to \$15,000 for 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? Franklin Tomorrow receives chili proceeds; Heritage Foundation/DFA receive the rest except for non-profit booth spaces.

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.)?
There will be amplified sound at stages - 5 points and small PA system in BBQ tent
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
There will be contests and bands at the 5 Points Stage 10am - 9pm Saturday.
- 23) During what time period is sound amplification requested? 10am - 9pm Saturday
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 110 amp wattage. Largest band will have 5 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. Complete list to come.
- 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. Deposit on file.



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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:

4th and Main; 3rd Ave N, 3rd Ave S.

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. Every affected business and residence will be contacted.*

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:  Date: 7-29-11
 (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) *
 * *

OFFICE USE ONLY:

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all that apply:

street closure

parade

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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: 3rd Ave N from Public Square to Bridge St.

2) Name/purpose of event: Franklin's Battle of the BBO

3) Date or dates of event: Oct 28 - 29, 2011

4) Time of Event: 9am Oct 28 - 9pm Oct 29

5) Time of Street Closure (if applicable): 5am Oct 28 - 11pm Oct 29

Set-Up Date/Time: 5am Oct 28 **Tear-down Date/Time:** 9pm Oct 29

*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.

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a) **Address:** 510 Columbia Ave

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7) Person in charge on day of event: Nancy Williams

Cell: 545-9172 **E-mail address:** nwilliams@

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

Name: Clark Shelton Cell: 957-4701 E-mail address: cshelton@historicfranklin.com

Name: Kristy Williams Cell: 305-3610 E-mail address: kwilliams@ "

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

MBN-sanctioned BBQ cook-off featuring approx 15 pro teams and 10 amateur teams in 10x15-foot spaces on 3rd Ave N.

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.* A

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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 Assn. 100%

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



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- 20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
There will be amplified sound at stages as part of the related Pumpkintest application - NOT in the competition area.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
There will be PA systems in the BBQ tent, 5 Pts Stage and possibly the Chili tent
- 23) During what time period is sound amplification requested? 7-9 pm Fri & 10am-9pm Sat.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 110 amps for bands up to 5 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.
As part of Pumpkintest
- 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 of items to come.
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Same as Pumpkin Fest - 4th & Main, 3rd N & 3rd S.
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- 33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.* All business and residential neighbors will be contacted

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- 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.
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- 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:  Date: 7-29-11
 (Signature and title – must be officer of organization)

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

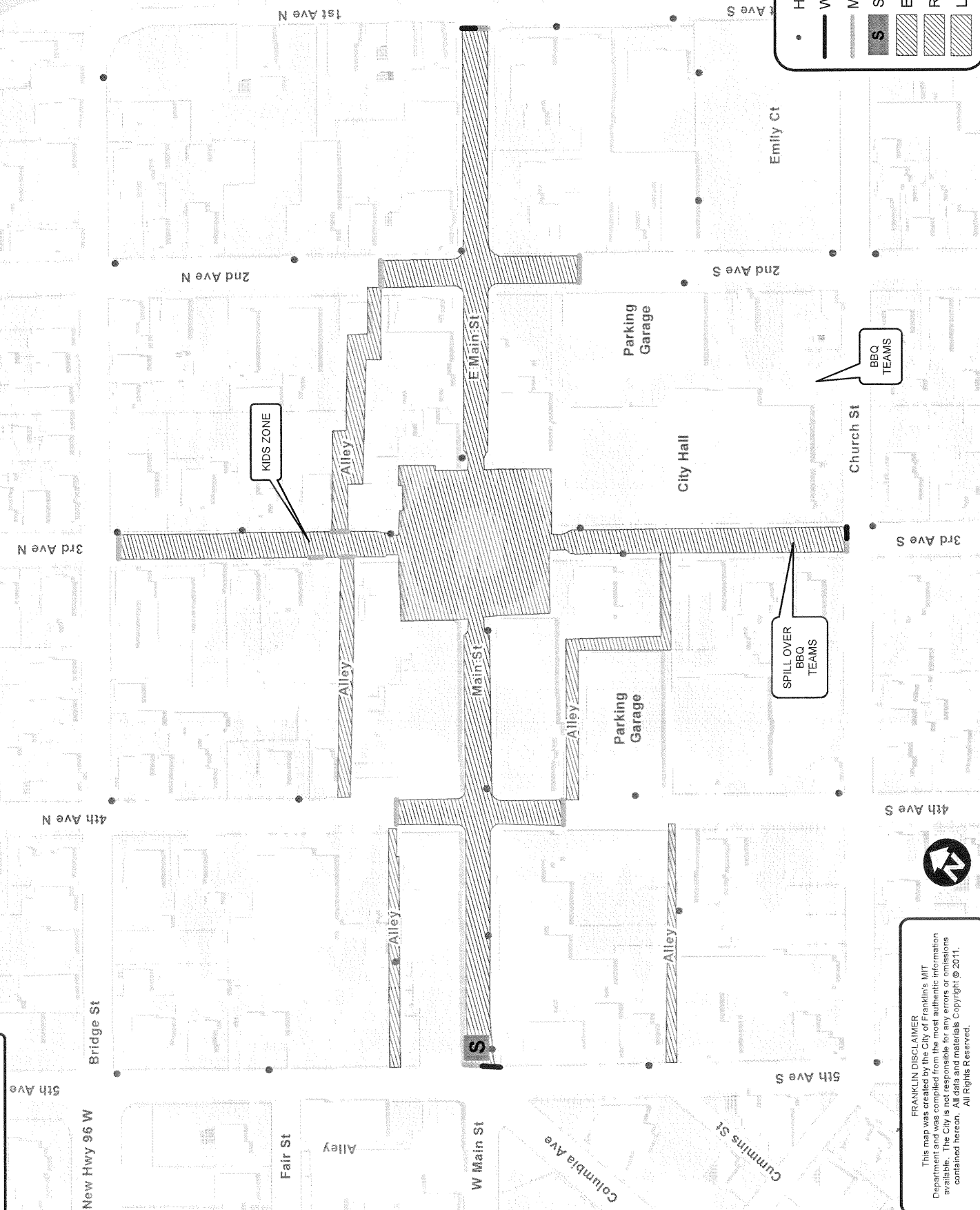
 Dr. Ken Moore, Mayor

 Eric S. Stuckey, City Administrator

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

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 * *

PUMPKINFEST



- Hydrants
- Water Barrier
- Moveable Barrier
- Stage
- ▨ Emergency Access
- ▨ Road Closed
- ▨ Limited Access

FRANKLIN DISCLAIMER
 This map was created by the City of Franklin's MIT 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 © 2011. All Rights Reserved.