




HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #5  
WRKS 11/22/2011

## MEMORANDUM

November 3, 2010

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Dickens of a Christmas Event Application

### Purpose

The purpose of this memo is to outline recommendations for the Dickens of a Christmas Event.

### Background

The Heritage Foundation/Downtown Franklin Association has requested street closures for the annual Dickens of a Christmas event (December 11 – 12). Estimated attendance is 50,000.

### Recommendation

Staff recommends approval of the event application with the following recommendations:

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.

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

- Applicant will provide certificate of insurance naming the City as additional insured.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.

#### ***Streets Department:***

- Department will set-up closure and provide barricades beginning at 5 a.m. on Saturday, December 11<sup>th</sup>.
- Applicant or designee will stay present at event until all vendors are gone.
- Department will provide clean-up crew for after the event.

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

- Applicant will hire three (3) extra-duty Franklin Police Officers to provide security and crowd control.

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

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

#### ***Solid Waste Department:***

- Department will provide clean-up crew during event.
- Applicant must provide plan for disposal of grease.

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

- Provide list of vendors prior to event



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***Fire Department:***

- Contact Franklin Fire Department for Tent and event inspections.

***Water Management Department:***

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

OFFICE USE ONLY:  
Permit 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 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 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 2nd Ave to 5th Ave</u> |

2) Name/purpose of event: Dickens of A Christmas

3) Date or dates of event: Dec 10-11, 2011

4) Time of Event: 10am - 5pm Sat.; Noon - 5pm Sun.

5) Time of Street Closure (if applicable): 5am Sat. - 7pm Sun

Set-Up Date/Time: 5am Sat. Tear-down Date/Time: 7pm Sun.

\*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 x17 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):

Victorian Holiday Street Festival with 200+ costumed characters, traditional holiday arts/crafts and street performers.

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? Heritage Foundation /

Downtown Franklin Association 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.
- 
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
For dance groups, leading town sing and music.
- 23) During what time period is sound amplification requested? 10am - 5pm Sat  
Noon - 5pm Sun.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Most entertainment is non-amplified  
caroling, handbells, harpists, etc. The public  
square stage will have a sound system.
- 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 Dept
- 
- 28) Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If clean-up is not done properly, the organization requesting the permit will be fined (See Attachment A). Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event. \$1000 deposit on file.



29) \*NOTE: Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.*

30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:  
at 4th & Main and at City Hall / 3rd Ave.

31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes or No. If yes, a permit from the relevant board is required. *Please read Additional Requirements section of this application for more information.*

32) Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or no. Events using tents of size 20 x 10 or larger require permitting from Franklin Fire Department. Safety measures must be provided on all tents, especially those set-up prior to the actual event. Tents should be taken down the date the event has ended. *Please read Additional Requirements section of this application for more information.*

33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information. We will use our list of 250 downtown businesses and will provide all info to media and Downtown Neighborhood Assn*

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: *Ken Moore* 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) \*  
 \*  
 \*\*\*\*\*

The Heritage Foundation  
Board Member List & Staff List  
Year 2011-2012

	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		jibibb@jibworks.com	Debra	2010/2013
Jody	Bowman	1149 Lewisburg Pike Franklin, TN 37064	794-0244	238-8307	476-0052		joseph.bowman@franklinsynergy.com	Gilda	2011/2014
Angela	Calhoun	1005 Scramblers Knob Franklin, TN 37069	794-5090		642-2890		ancalhoun@mindspring.com	Porter	
Michele	Evans	397 Lake Valley Drive Franklin, TN 37069	591-0803	370-8878	973-9018	377-6756	mlevans@valassis.com	Wayne	2009/2012
Connie	Haley	5205 Stillhouse Hollow Rd., Franklin 37064	791-5640		476-2557	591-1702	connietaylor8@gmail.com	Carl	2012/2015
Kelly	Harwood	3706 Estes Road Nashville, TN 37215	383-0052	472-1134	260-0170		kelvharwood@comcast.net		
Angela	Humphreys Cashia	3200 Del Rio Pike Franklin, TN 37069	595-1885				ahumphreys@bassberry.com	Joe Cashia	
Ann	Johnson	c/o300 Mallory Station Rd#C6, Franklin 37067	715-1800	771-5602	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	478-8445		andy@puckettsgrocery.com	Jan	Merchant
Jason	McMurray	603 Band Drive Franklin, TN 37064	595-6986	695-5328	812-1800		j.mcmurray@liomanbrothers.com	Jill	
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	794-9883		495-4261		1944linda@comcast.net	Kenneth	2009/2012
Robert	Moore	2406 Goose Creek Bypass, Franklin 37064	794-4155	791-4447	289-0231	791-4463	rmcompany@aol.com		2010/2013
Bill	Powell	5395 Old Highway 96 Franklin, TN 37064	790-1940	390-4162	390-4162	790-0633	billpowell2@msn.com	Dale	2012/2015
Fred	Reynolds	510 South Margin Street Franklin, TN 37064	790-8101		390-5982		wfr@rockcity-gc.com	Linda	
Cyril	Stewart	3319 West End Ste 200 Nashville, TN 37203	297-9148	322-4833	207-5959	343-8388	cvril.stewart@vanderbilt.edu	Fran	2011/2014
Walker	Joe	First Tennessee 231 Public Square Franklin, TN 37064	498-4999	790-5100			jwalker@firsttennessee.com		

**Officers:**

Cyril Stewart	President
Jody Bowman	VP of Finance
Fred Reynolds	VP of Preservation
Andy Marshall	VP of Main Street
Linda Moore	VP of Events & Fundraising
Connie Haley	VP of Membership & Development
Michelle Evans	Secretary
Emily Magid	VP of the Franklin Theatre

**HF Staff:**

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 Director	<a href="mailto:nwilliams@historicfranklin.com">nwilliams@historicfranklin.com</a>	581-8500 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/Vite 37205
Wendy Dunavant	Accounting	<a href="mailto:wdunavant@historicfranklin.com">wdunavant@historicfranklin.com</a>	591-8500 Ext. 13	PO Box 723, Franklin, 37065
Torrey Barnhill	Events Manager	<a href="mailto:tbarnhill@historicfranklin.com">tbarnhill@historicfranklin.com</a>	591-8500 Ext. 20	1228 Buckingham Cr., 37064
Rick Warwick	Historian	<a href="mailto:rwarwick@historicfranklin.com">rwarwick@historicfranklin.com</a>	591-8500 Ext. 14	3169 McMillan Rd., 37064
Clark Shelton	Vendors	<a href="mailto:cshelton@historicfranklin.com">cshelton@historicfranklin.com</a>	591-8500 Ext. 16	

**Theatre Staff:**

Joseph Logdson	Technical Director	<a href="mailto:joseph@franklintheatre.com">joseph@franklintheatre.com</a>	473-3634
Leah Dennison	Operations	<a href="mailto:leah@franklintheatre.com">leah@franklintheatre.com</a>	980-4649
Lindsay George	Community Relations	<a href="mailto:lindsay@franklintheatre.com">lindsay@franklintheatre.com</a>	400-2335
Sara Preston	Program Director	<a href="mailto:sara@franklintheatre.com">sara@franklintheatre.com</a>	347-0430
Aubrey Preston		<a href="mailto:aubreypreston@mac.com">aubreypreston@mac.com</a>	714-8990

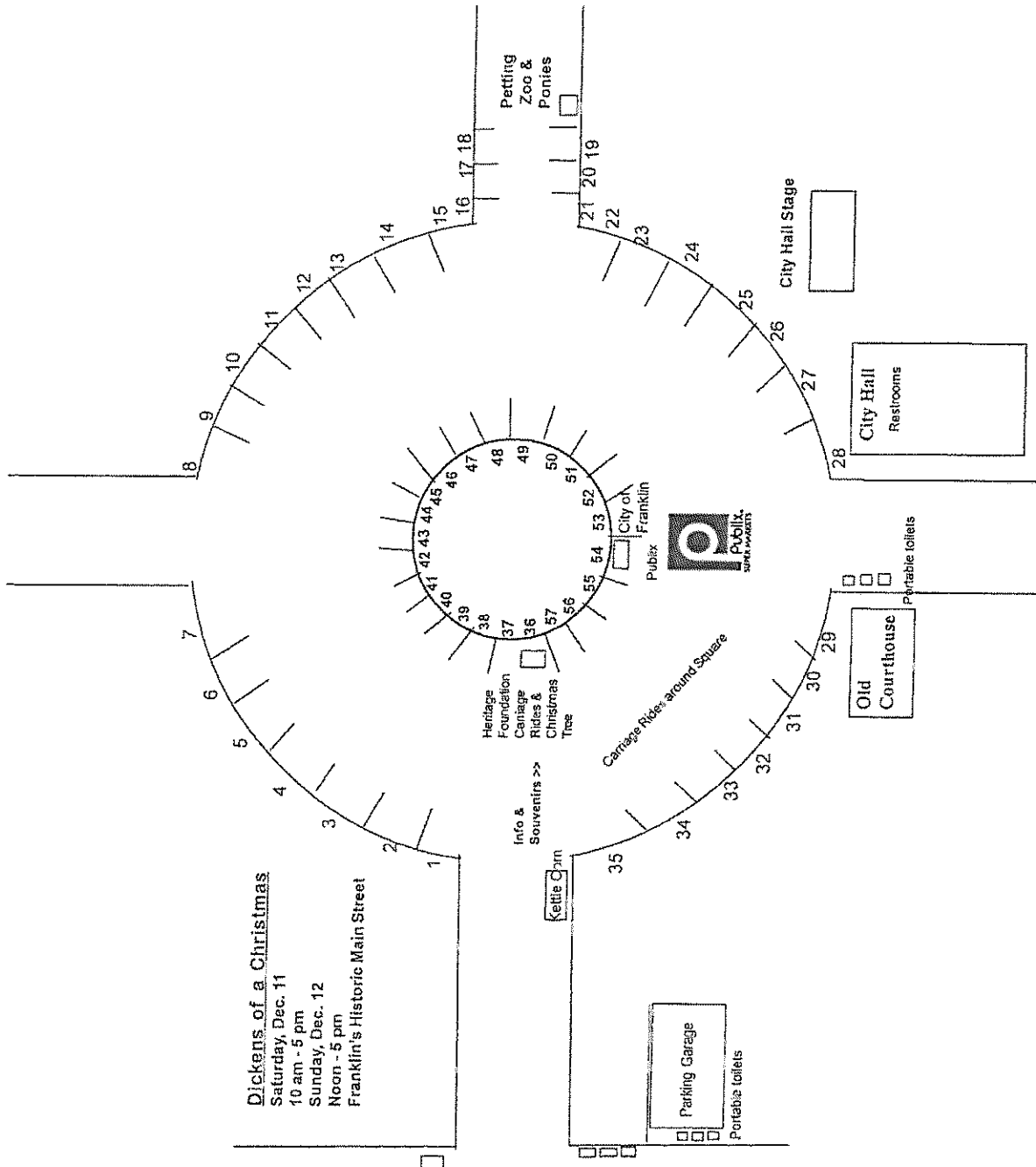


The Heritage Foundation  
Downtown Franklin Association  
The City of Franklin, TN

Heritage Foundation  
Hot drinks  
Souvenirs  
Movie Tickets  
Roasted Chestnuts

Historic Franklin  
Presbyterian Church  
at Main Street and Five Points  
Saturday, Dec. 12  
10-11 a.m. Tri-M Music Honors band and Chapter 2233  
from Franklin High School and Franklin High Chamber Choir  
1 to 3 p.m. Clearview Baptist Church Handbell Choir  
Sunday, Dec. 13  
1 to 3 p.m. Clearview Baptist Church Handbell Choir  
3 to 4 p.m. Harpeth Suzuki Strings

Dickens of a Christmas  
Saturday, Dec. 11  
10 am - 5 pm  
Sunday, Dec. 12  
Noon - 5 pm  
Franklin's Historic Main Street



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.

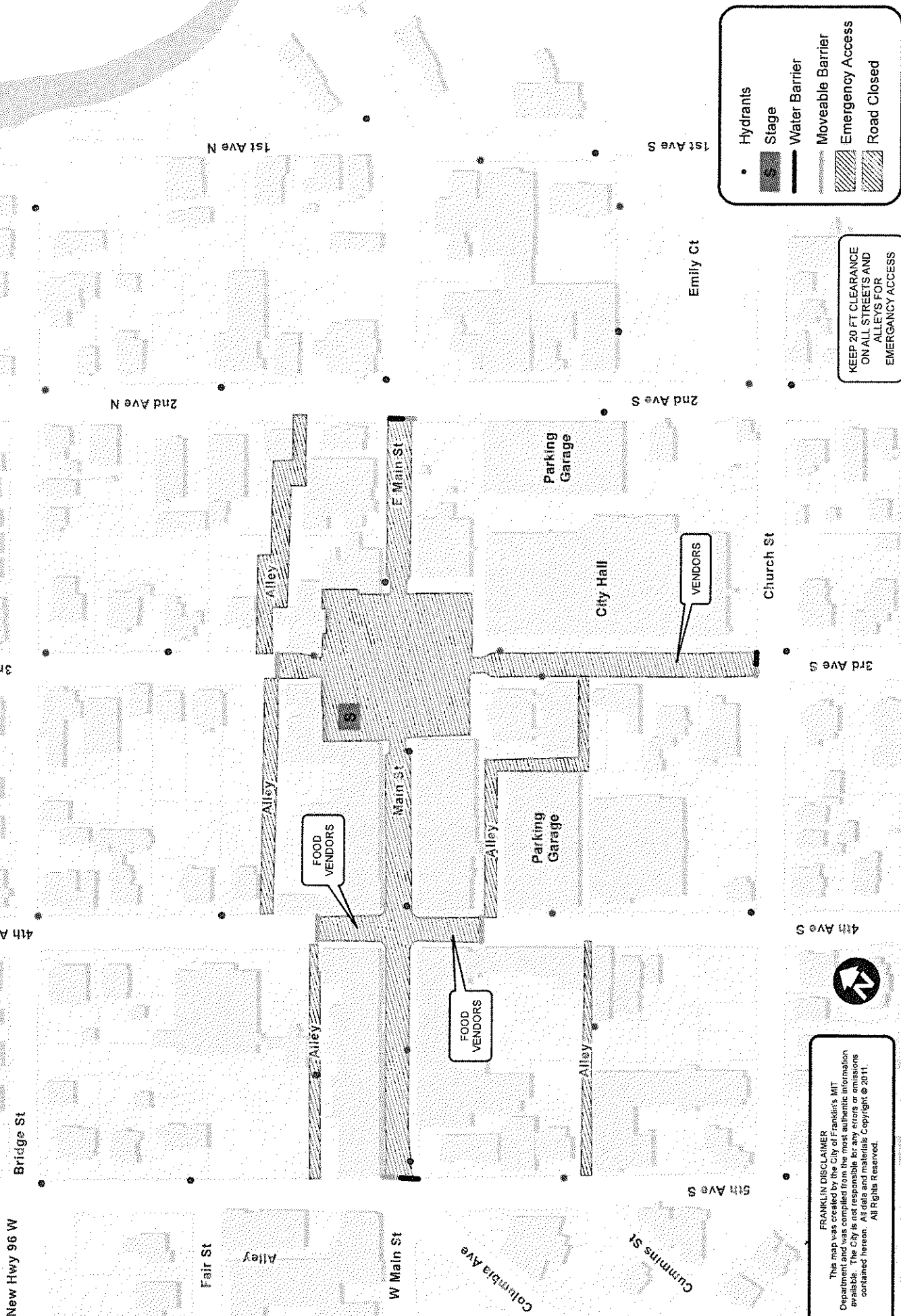
Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. 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.

# DICKENS OF CHRISTMAS



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

KEEP 20 FT CLEARANCE ON ALL STREETS AND ALLEYS FOR EMERGENCY ACCESS

**FRANKLIN DISCLAIMER**  
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