

OFFICE USE ONLY:

Permit No:



HISTORIC
FRANKLIN
TENNESSEE

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: _____

2) Name/purpose of event: _____

3) Date or dates of event: _____

4) Time of Event: _____

5) Time of Street Closure (if applicable): _____

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:

a) Address: _____

b) Phone: _____ **c) Cell:** _____ **d) Fax:** _____

e) E-mail address: _____

7) Person in charge on day of event: _____

Cell: _____ **E-mail address:** _____



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

Name: _____ Cell: _____ E-mail address: _____

Name: _____ Cell: _____ E-mail address: _____

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

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:

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. _____

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.

18) Is this event a fundraiser? Circle Yes or No. If yes, what organization will be benefactor of event? What percentage of funds will they receive? _____

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



- 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.)?

- 22) 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.). _____

- 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. _____

- 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:

- 31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes or No. If yes, a permit from the relevant board is required. *Please read Additional Requirements section of this application for more information.*
- 32) Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or no. Events using tents of size 20 x 10 or larger require permitting from Franklin Fire Department. Safety measures must be provided on all tents, especially those set-up prior to the actual event. Tents should be taken down the date the event has ended. *Please read Additional Requirements section of this application for more information.*
- 33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.*

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil Rights Act, contact the Title VI Coordinator:

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: _____
(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) *
 *
 *



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FOR CITY USE ONLY				
Department		Date	Initials	Attach Any Comments
Administration				Comments: _____Yes _____No
Business Office				Comments: _____Yes _____No
Codes				Comments: _____Yes _____No
Engineering				Comments: _____Yes _____No
Finance				Comments: _____Yes _____No
Fire				Comments: _____Yes _____No
Information Technology				Comments: _____Yes _____No
Law				Comments: _____Yes _____No
Parks				Comments: _____Yes _____No
Planning				Comments: _____Yes _____No
Police				Comments: _____Yes _____No
Risk Manager				Comments: _____Yes _____No
Solid Waste				Comments: _____Yes _____No
Streets				Comments: _____Yes _____No
Water/Wastewater				Comments: _____Yes _____No



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FOLLOWING IS AN OUTLINE FOR OBTAINING A SPECIAL EVENT PERMIT FROM THE CITY OF FRANKLIN

No person, firm, corporation or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit, or induce participation in an event on public property or a temporary street closure unless a permit has first been obtained from the City Administrator.

This outline is intended to serve as a guide and may not be inclusive of all City, State, and Federal requirements.

1. Obtain Permit Application Form from the City Administrator's Office (109 Third Avenue South, Suite 103 or online at www.franklinton.gov)
2. Return *completed* application along with a *check or money order for \$100* to the City Administrator's Office at least ninety (90) days prior to event.
3. The completed Special Event Permit Application Form and a Departmental Review Form will be distributed to representatives in the necessary Departments. The Department representatives will recommend approval, denial, or approval with changes. Department representatives may also list any prerequisites required by that Department.
4. The City Administrator's Office, with the help of other City Departments, will determine the minimum number of off-duty police officers and other public safety personnel required to assure the safety of all participants, the safety of the general public, and traffic flow around the event or parade. The event organizer will be responsible for hiring all necessary personnel deemed required by the City Administrator.
5. The Board of Mayor and Aldermen will review all large special event recommendations and determine approval, denial, or approval with changes. Small special events will be reviewed by the Parks Director or the City Administrator.
6. If alcohol, beer, and/or wine is sold or given away, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
7. If the event is approved with changes, the City Administrator's office will assist and/or guide the organizer with making all necessary changes.
8. Included with the letter of conditional approval will be an outline of all necessary additional requirements.
9. Once the event organizer obtains all necessary additional requirements, the City Administrator's office will issue a Special Event Permit. At this time, the event organizer may be required to post a *security deposit, the amount of which will be dependent on the size, nature, and duration of event.*
10. If the event permit is denied, the City Administrator's office will issue a letter of denial. The event organizer may appeal by writ of certiorari to the Chancery Court.

ADDITIONAL REQUIREMENTS

Please read the following section carefully. It contains information that is important to the approval of your event.

A. Tent Permit

Contact: City of Franklin Fire Department
109 Third Avenue South
Franklin, TN 37064
Phone: 615-791-3270, Fax: 615-591-5615

A tent permit is required for all tents 10x12 or larger that are erected for a special event. Large events (with 500 persons or more in attendance) will be required to have a meeting with the Fire Department to discuss Fire Safety issues.

B. Electrical Permit

Contact: Codes Department
City of Franklin
109 Third Avenue South
Franklin, TN 37064
Phone: 615-790-7012

An Electrical Permit may be required for your event. Electrical Permits are obtained through the City's Codes Department. There will be an additional charge for this permit.

C. Health Department Permit

Contact: Director, Williamson County Health Department
1324 West Main Street
Franklin, TN 37064
Phone: 615-794-1542, Fax: 615-790-5967

If food will be served, the event organizer must call the Health Department to discuss rules and regulations. Health Department official(s) will do an on site inspection of all food vendors. The Health Department has the right to close any vendor not abiding by health codes.

D. Fire Marshal Regulations and Inspection

Contact: Fire Marshal
City of Franklin Fire Department
109 Third Avenue South
Franklin, TN 37064
Phone: 615-791-3270, Fax: 615-591-5615

The Fire Marshal's Office reviews site plans to determine clear access for emergency vehicles and clear access to fire hydrants and stand pipes. Event organizers will be required to provide a copy of a site diagram indicating the location of all tents, vendor booths or trailers, vehicles parked on site, stages, portable rest rooms, fencing, entrance gates, alcoholic and non-alcoholic beverage booths, etc. The diagram must also indicate where streets will be blocked and how (fencing, barricades, etc.). The site diagram should be returned with the completed Event Application and will be forwarded to the Fire Marshal's Office for approval. Any changes to the site diagram after initial approval must be re-submitted for review. **Organizers of large events MUST meet with the Fire Marshal's office 30 days prior to event and 5 days prior to event.** If the Fire Marshal On-Site Inspector determines that all rules have not been adhered to, or that unapproved changes have been made to the site layout, he/she can delay or stop the event until the site layout is revised and approved.

E. Alcoholic Beverages

1. Beer Board Permit

Contact: Assistant City Recorder
City of Franklin
109 Third Avenue South
Franklin, TN 37064
Phone: 615-791-3225

Events where beer is available will be required to apply for a beer permit. If there is any question as to whether a permit is needed, the event organizer should contact the City of Franklin's Assistant City Recorder at the above number and discuss the event in detail. A temporary Special Event Beer Permit authorizing the sale of beer on public owned property might be issued. The beer permit application must be in the name of the owner and signed by the owner, officer, chairman, or director of the organization. Due to the time involved in obtaining a Beer Permit, it is suggested that the event organizer start this process at least thirty (30) days prior to the event.

- Complete Application for Beer Permit can be obtained at the Business Office in City Hall (on Public Square).
- Fill out application completely and return it with appropriate fee. The application fee is non-refundable. The application must be filed fifteen (15) days prior to the next Beer Board meeting. The Beer Board meets once a month on the second Tuesday at 4:30 p.m.

2. Tennessee Alcoholic Beverage Commission

Alcoholic Beverage Commission
226 Capital Boulevard
Nashville, TN 37219-1804
Phone: 615-741-1602

The Tennessee Alcoholic Beverage Commission (TABC) is responsible for the enforcement and regulation of all phases of the alcoholic beverage industry in the State of Tennessee. For the sale or give-away of alcoholic beverages, other than beer, please contact them directly. A copy of the TABC permit will be required at your event.

F. Emergency Medical Services

Contact: Williamson Medical Center
Phone: 615-791-2094

The Williamson County Emergency Management Services should be alerted of any possible street closures in case of emergency. They can also provide first aid tents on-site. Please contact Emergency Medical Services for more details.

G. Event Signage

Contact: City of Franklin Codes Department
109 Third Avenue South
Franklin, TN 37064
Phone: 615-794-7012

City of Franklin Codes Department restricts certain types of signage and sign placement. Please contact the Codes Department for specific details.

J. Litter-free event

The City of Franklin encourages all events held in the City to be Litter-free. Event Coordinator should contact **Keep Williamson Beautiful** at 790-5848 or www.keepwilliamsonbeautiful.org for more information.

H. Sanitation and Environmental Services Deposit

City of Franklin Sanitation and Environmental Services Department
417 Century Court
Franklin, TN 37064
Phone: 615-794-1516

Event organizers must post a one thousand dollar (\$1000) deposit for events over 200 and a \$250 deposit for events under 200. The deposit will be refunded if the applicant restores the area to its condition prior to the event. If the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Franklin for any costs incurred in restoring the property after the event. Surrender of the deposit in no way relieves the applicant of the responsibility for any costs incurred by the City of Franklin in excess of the deposit. The check should be made out to the City of Franklin and delivered to the City Administrator's office.

***NOTE:** Fats, oils and grease are a leading cause of sewer backups, septic system failures and environmental disasters. Events that include deep frying cooking oil operations require that a grease pit be secured for on-site use. The primary sponsor of the event must provide proof a grease waste hauler is contracted to handle the grease waste and removal of the grease pit. All cooking grease MUST be removed from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. Sponsors needing assistance securing a grease waste hauler should contact the City's Solid Waste Department.

I. Good Neighbor letter

The event organizer may be required to deliver written notice to all businesses and residents on or near the event site. The notice must include the following:

- Date, time and location of event;
- Date, time and location of all related street closures;
- Name, address, and phone number of event organizer; and
- Name, address, and phone number for City Administrator's office.

It is suggested that the event organizers inform all businesses and residents within a two (2)-block radius of the event, of the event dates and any related street closures. The event organizer must provide the City Administrator's office with a copy of the letter and a mailing list of whom received the letter. If the event takes place in Downtown Franklin, the event organizer should contact the Downtown Franklin Association (615-591-8500) to alert them to possible closures. Any closure of Main Street will have an effect on Downtown businesses.

K. Vendors

For events that have multiple vendors, a form must be completed for *each vendor* that contains: Name and Location of Business, Name of Managing Agent, and Driver's License Number. Background checks will be conducted on *all* vendors. A Map of the event should be returned to City Administrator's office that shows location of each vendor.

ATTACHMENT A

16-107. Littering streets, alleys, or sidewalks prohibited. It shall be unlawful for any person to litter, place, throw, track, or allow to fall on any street, alley, or sidewalk any refuse, glass, tacks, mud, or other objects or materials which are unsightly or which obstruct or tend to limit or interfere with the use of such public ways and places for their intended purposes.

Provided, however, it shall be lawful for persons resident within the corporate limits of the City of Franklin to place fallen leaves at the edge of the public street for collection by the city garbage vehicles if such persons promptly notify the superintendent of streets that leaves have been so placed. From October 1 through December 31, leaves may be placed in loose piles at the street's edge. At all other times, leaves must be placed in bags or garbage cans and placed in a position accessible to city garbage vehicles. Persons not complying with these requirements shall be considered to be littering; to be in violation of this section; and to be subject to the penalties therefore.

Any person violating this section shall, in addition to any fine, which may be adjudged, be liable to the city for the cost of removing any such foreign matter from the streets.

It shall also be unlawful for any person to throw any litter, etc., into any private property from a public thoroughfare. (1976 Code, § 12-207)

ATTACHMENT B

**TITLE 16: CHAPTER 5
SPECIAL EVENTS AND TEMPORARY STREET CLOSURES**

SECTION

- 16-501. - Definitions.
- 16-502. - Permit or notice required for special events.
- 16-503. - Application for a permit.
- 16-504. - Time of filing application.
- 16-505. - Barricades, litter collection, and sanitary facilities.
- 16-506. - Hold harmless; liability insurance.
- 16-507. - Personnel cost; permit fee; grant program.
- 16-508. - Compliance with laws.
- 16-509. - Conditions in permits.
- 16-510. - Standards for issuance of a permit.
- 16-511. - Issuance or denial.
- 16-512. - Appeals procedure.
- 16-513. - Revocation of a permit.

Sec. 16-501. - Definitions.

- (1) Amusement ride or amusement attraction shall be defined as in Tennessee Code Annotated, § 56-38-102, excluding wholly inflatable attractions.
- (2) Private gathering means a special event that is held on private property and is not open to the public. A private gathering shall not be subject to the requirements of this chapter unless:
 - (a) A temporary street closure is requested;
 - (b) Two hundred or more people gather in a residential area during the course of the event; or
 - (c) Five hundred or more people gather during the course of the event.
- (3) Special event shall mean any public gathering such as a block party, local special event, parade, festival, celebration, concert, carnival, fair, exhibits, trade shows or any similar occurrence to be conducted on public or private property within the City of Franklin, Tennessee. Special events occurring entirely within structures that have been approved by the city for occupancy by 500 or more people shall be exempt from the requirements of this chapter.
- (4) Temporary street closure shall refer to a condition created by special event or private gathering to be conducted within or on any street or intersection in the City of Franklin, Tennessee, that requires all lanes of travel be closed for a public safety purpose. Any request for temporary street closure(s) is deemed a request for a special event and requires a special event permit. Any temporary street closure authorized in whole or in part by the city for municipal purposes, including, but not limited to, conveyance of traffic, or travel is exempt from this chapter. (1976 Code, § 12-501; Ord. No. 2004-64, 8- -2004)

Sec. 16-502. - Permit or notice required for special events.

(1) Notice for private gatherings. No permit shall be required for a private gathering unless a temporary street closure permit is requested; however, 72 hours notice to the police department shall be required. Such notice may be oral and shall contain the date, time and place of the gathering, as well as contact information.

(2) Permit required. No person, firm, corporation or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit, or induce participation in a special event or a private gathering where a temporary street closure is requested unless a special event permit has first been obtained from the city administrator.

(3) No person, firm, corporation or organization shall violate any of the terms of a permit issued for a special event or this article, nor join or participate in any permitted activity under this article over the objection of the permit holder, nor in any manner interfere with the progress or orderly conduct of a special event. (1976 Code, § 12-502; Ord. No. 2004-64, 8- -2004)

Sec. 16-503. - Application for a permit.

For special events, an application for a permit shall be made upon a form provided by the city administrator and shall contain all of the following information:

(1) The name, residence and business address, and phone number of each person and organization sponsoring the special event. If an organization, the application shall indicate whether it is authorized to do business within the State of Tennessee and contain the names, residences and business addresses, and phone numbers of the president or chairman thereof, and all other persons:

- (a) Having an interest or position of management or control in such organization;
- (b) Who are or will be engaged in organizing, promoting, controlling, managing or soliciting participation in such special event; and
- (c) Who will be vending or soliciting at the event under the special event permit.

(2) The date, or dates, and beginning and ending hours of such special event;

(3) The location, including blocks, streets, or intersections, in which such special event will occur and a map of same, and indicate where a temporary street closure is required, if any;

(4) The estimated number of persons who will participate;

(5) The purpose of the special event;

(6) Whether parking is requested to be restricted or prohibited during such closure;

(7) Whether any sound amplification equipment is proposed to be used, and if so, information describing such sound amplification. No sound amplification equipment shall be used in anyway contrary to the applicable city ordinance on sound amplification equipment, or contrary to the city ordinance on noise pollution;

(8) Whether or not charity, gratuity, or offerings will be solicited or accepted, or sales of food, beverages, including alcohol or beer, or other merchandise will occur;

(9) Whether any temporary street closure will occupy all or only a portion of the street or intersection involved;

(10) Whether the special event includes any amusement attraction or amusement ride; and

(11) Such other information as the city administrator deems reasonably necessary in order to carry out his duties under this chapter. (1976 Code, § 12-503; Ord. No. 2004-64, 8- -2004)

Sec. 16-504. - Time of filing application.

The application shall be filed not less than 90 nor more than 364 days prior to the scheduled street date of such special event. (1976 Code, § 12-504; Ord. No. 98-42, 6- -1998; Ord. No. 2004-64, 8- -2004)

Sec. 16-505. - Barricades, litter collection, and sanitary facilities.

When a special event permit is granted and includes a temporary street closure, applicants shall provide and remove such barricades and warning devices as are deemed necessary by and are acceptable to the city administrator. Applicants shall also provide for the collection and removal, at applicant's expense, of all trash, garbage, and litter caused by or arising out of such special event and for adequate sanitary facilities as are deemed necessary by the city administrator. Each applicant shall enter into a written agreement, specifying the duties to be performed under this section and the costs to be imposed. Such written agreement, shall be in a form approved by the city attorney and shall be binding after approval by the city administrator. (1976 Code, § 12-505; Ord. No. 2004-64, 8- -2004)

Sec. 16-506. - Hold harmless; liability insurance.

Applicants shall agree in writing 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 special event and the activities permitted in connection therewith. The city administrator shall require the applicant to submit a certificate of insurance from a Tennessee state-licensed entity prior to the event in an amount no less than as specified in title 22, comprehensive fees and penalties, but within the discretion of the city administrator, depending upon the nature, size and duration of the event. (1976 Code, § 12-506; Ord. No. 2004-64, 8- -2004; Ord. No. 2010-56, § VIII, 9-14-2010)

Sec. 16-507. - Personnel cost; permit fee; grant program.

(1) In addition to a permit fee, applicants shall pay to the city the cost of city personnel who are required by the city to work overtime hours or other than regular shift or perform duties during or because of special event. An application for a special event permit shall be accompanied by a permit review fee as specified in title 22, comprehensive fees and penalties; for special events requiring a beer permit, the total fee for both the beer and special event permits shall be as set forth in title 8, chapter 2 of this Code. Governmental entities shall be exempt from permit fees.

(2) Organizers of events may apply for in-kind support from the City of Franklin, as provided in the "special event grant policy," which is hereby adopted by reference and made a part of this chapter as if fully set forth herein. The city administrator shall have the authority to administer the special event grant policy and amend its terms as needed. A copy of the special event grant policy shall be placed on file at the city recorder's office. (1976 Code, § 12-507; Ord. No. 2004-64, 8- -2004; Ord. No. 2010-56, § IX, 9-14-2010; Ord. No. 2011-25, § I, 6-14-2011, eff. 1-1-2012)

Sec. 16-508. - Compliance with laws.

Prior to issuance of a permit under this chapter, all applicable ordinances and laws shall be complied with and all required permits and licenses shall be secured in connection with such special event, or the proposed activities associated therewith including, but not limited to, peddling, street vending, charitable solicitations, collections or acceptance of gratuities, the sale of food, beverages, including alcohol or beer, or other merchandise, or the use of candles, torches, fires, or other combustibles, or amusement attractions or rides. (1976 Code, § 12-508; Ord. No. 2004-64, 8- -2004)

Sec. 16-509. - Conditions in permits.

(1) Conditions. Any permit granted under this chapter may contain conditions reasonably calculated to reduce or minimize the dangers and hazards to vehicular or pedestrian traffic or to the public health, safety, tranquility, morals, or welfare, including, but not limited to, changes in time, duration, numbers of participants, or noise levels.

(2) Deposit or bond. The city administrator may also require as a condition of the permit a deposit or bond to cover clean-up, damage or other costs. The amount of the deposit or bond shall be related to the size, nature, and duration of the event and shall be refundable, to the extent not exhausted by clean-up, damage or and other costs. (1976 Code, § 12-509; Ord. No. 98-42, 6- -1998; Ord. No. 2004-64, 8- -2004)

Sec. 16-510. - Standards for issuance of a permit.

A permit shall be issued when, from a consideration of the application and from such other information as may otherwise be obtained, all of the following circumstances exists:

(1) The applicant has not knowingly and with intent to deceive, made any false, misleading or fraudulent statements of material fact in the application for a permit or in any other document required pursuant to this chapter;

(2) The applicant has met the standards in this chapter, and paid in advance any fee required and agrees to such conditions as are imposed in the permit;

(3) The time, duration and size of the special event will not substantially disrupt the orderly and safe movement of other traffic or create a public nuisance;

(4) The special event is of a size or nature such that it will not require the diversion of so great a number of public safety officers of the city as to prevent normal public safety protection to the city;

(5) The concentration of persons will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such special event;

(6) The special event will not unduly interfere with the movement of firefighting equipment on the way to a fire or 911 call;

(7) The special event will not unduly interfere with the orderly operation of parks, hospitals, churches, schools, or other public and quasi-public institutions in the city; and

(8) The applicant has provided reasonable means for informing all persons listed in section 16-503, paragraph (1) of this chapter, and all other persons participating in the special event of the terms and conditions of such permit and all applicable laws. (1976 Code, § 12-510; Ord. No. 2004-64, 8- -2004)

Sec. 16-511. - Issuance or denial.

(1) Small special events. A special event where fewer than 200 people gather during the entire course of the event shall be considered a small special event. The city administrator shall have authority to issue or deny a small special event permit. Written notice of the issuance or denial of a permit shall be provided to the applicant within 14 business days of receipt of a complete application.

(2) Large special events. A special event where 200 or more people gather during the entire course of the event shall be considered a large special event. Applications for large special events shall be considered by the board of mayor and aldermen after consideration by the appropriate committees. Applicant must be present at all meetings where the application is considered. Failure to appear shall constitute good cause for denial of an application. At least ten days prior to any committee or board meeting when a special event permit is to be considered, the applicant shall be given written notice by the city administrator that the application will be considered such notice to contain the recommendations of the city administrator and staff.

(3) Calculation. For the purposes of this section, the total number of people shall include all special event participants, workers and attendees.

(4) Denial. Applicants must meet the standards for issuance of a permit in order to receive a permit. Additional criteria for denial may include, but are not limited to:

- (a) Failure to submit a complete application with supporting documentation;
- (b) Previous revocation of a special event permit;
- (c) Previous convictions by the persons listed in section 16-503, paragraph (1) of this chapter for any crime involving moral turpitude within the past ten years;
- (d) A finding that the proposed activity or use will unreasonably interfere with the general public's use and enjoyment of the area at the time of the event or in the future due to repetitive use or damage to a public facility;
- (e) A finding that the proposed activity or use will unreasonably interfere with or detract from the public health, safety or welfare, or involve violence, crime or disorderly conduct, at least to the extent that can be reasonably foreseen;
- (f) A finding that the proposed activity or use will entail extraordinary or burdensome expense or emergency operations by the city; or
- (g) A finding that the proposed activity or use will constitute a nuisance to adjoining property owners.

(5) Notice. Written notice of the issuance or denial of a small or large special event permit shall be provided to the applicant within five business days of any final decision. If a permit is denied, said written notice shall state the reasons for denial. (1976 Code, § 12-511; Ord. No. 98-42, 6- - 1998; Ord. No. 2004-64, 8- -2004)

Sec. 16-512. - Appeals procedure.

An appeal from denial of the permit shall be by writ of certiorari to the chancery court. (1976 Code, § 12-512; Ord. No. 2004-64, 8- -2004)

Sec. 16-513. - Revocation of a permit.

Any permit for a special event issued pursuant to this chapter may be revoked by the city administrator, chief of police, fire chief or fire marshal, or their designees, at any time when by

reason of emergency, disaster, calamity, disorder, riot, extreme traffic conditions, violation of this chapter or of any permit conditions, or undue burden on public services, it is determined that the health, safety, tranquility, morals or welfare of the public or the safety of any person or property requires such revocation in light of all the circumstances. Notice of revocation of a permit shall be delivered in writing to at least one person named upon the permit by personal service or by certified mail, or if the special event has commenced, orally, or in writing, by personal contact or service, or by telephone. If the number of people attending the event exceeds the number permitted in the application, it shall constitute an undue burden on public services and the special event permit may be orally revoked. Continuance of a special event after such notice has been delivered is unlawful. Revocation of a permit, for any reason, shall constitute a valid reason for denial of any future special event application by the same persons, or any combination thereof, listed in section 16-503, paragraph (1) of this chapter.
(1976 Code, § 12-513; Ord. No. 2004-64, 8- -2004)

ATTACHMENT C

16-110. Parades regulated. It shall be unlawful for any club, organization, or similar group to hold any meeting, parade, demonstration, or exhibition on the public streets without some responsible representative first securing a permit from the recorder. No permit shall be issued by the recorder unless such activity will not unreasonably interfere with traffic and unless such representative shall agree to see to the immediate cleaning up of all litter which shall be left on the streets as a result of the activity. Furthermore, it shall be unlawful for any person obtaining such a permit to fail to carry out his agreement immediately to clean up the resulting litter. (1976 Code, § 12-210)