



OFFICE USE ONLY:
Permit No:

CITY OF FRANKLIN PARKS DEPARTMENT

PARKS EVENT PERMIT APPLICATION

- *Application for 199 participants or less is Due 30 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 supply the following information. For additional space, use separate sheets of paper and attach to the application.

1) Location requested:

Aspen Grove Park _____ Liberty Park _____ The Park @ Harlinsdale _____
Fieldstone Park _____ Pinkerton Park _____ Eastern Flank Battle Park _____
Jim Warren Park _____ Winstead Hill Park _____ Other: _____

2) Name/purpose of event: _____

3) Date or dates of event: _____

4) Time of Event: _____

5) Set-Up Date/Time: _____ Tear-down Date/Time: _____

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: _____

Additional Contact #2: _____

Cell: _____ E-mail address: _____

Additional Contact #3: _____

Cell: _____ E-mail address: _____

8) Description of event (use additional sheets if necessary): _____

7) ENCLOSE A MAP of event site, detailing any temporary structures, location of vendors, vendor parking, volunteers parking, etc.

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

9) 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.

10) Is your organization based in Williamson County? Circle: Yes or No

(if no, please state where): _____

11) Is your organization authorized to do business in Tennessee? Circle Yes or No (If yes, please provide a copy.)

12) 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.



- 13) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. _____
- 14) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle: Yes or No.
- 15) 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? _____

- 16) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.
- 17) Will your event require overflow parking?
If yes, how many vehicles do you anticipate _____ (Event organizers are responsible for parking attendants).
- 18) Will any sound amplification equipment be used during the event? Circle yes or no. If no, please skip to Question #22.
- 19) For what purpose will sound amplification be used? (i.e. announcements, entertainment, etc.)

- 20) What type of sound amplification will be provided (DJ, Band, etc.). Please list all that apply:

- 21) During what time period is sound amplification requested? _____
- 22) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.) _____



23) Will any stages, amusement attractions, or amusement rides 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. Horseshoes, relay races, inflatable's, 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, Including Workers Compensation Coverage and listing the City of Franklin as additionally insured.
- For stages 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 inflatable's/interactive that are setup and manned by applicant must be included specifically in applicants certificate of insurance.

24) What, if any, vendors will be present at event? (i.e. medical related, shirts, arts, etc.) Please provide detailed listed. Use additional sheets if necessary.

- 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, phone number, and date and time clean-up is to occur. A refundable damage deposit (current fee schedule) in the form of a check only, is due at the time this agreement is signed by the Parks Director.
- Organizations event coordinator/representative and Parks Dept. representative will conduct a Pre-Event meeting the day 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 event coordinator/representative and a Parks Dept. representative to re-assess the site for trash, damage and securing, with caution tape and signage (provided by event group), any tents left for removal.
- Damage deposit will be refunded within ten (10) working days after the event has occurred only after a satisfactory Post Event Check List has been completed and signed off on, by both Parks Dept. and organization requesting event.
- If clean-up is not done properly the organization requesting the permit may be fined (See attachment A).
- 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. 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.*

- Will your event include tents or other temporary structures, propane use, or open flames? Circle: Yes or No. If yes, other permits may be required from the City of Franklin Fire Department or Codes Department.
- Events using tents 10 x 20' or larger require permitting from Franklin Fire Dept., call 791-3270 to schedule inspection. Parks Dept. requires applicant to provide safety measures on all tents, especially those setup the day before the actual date of the event. Tents should be taken down the date the event has ended.

25) *Please read Additional Requirements section of this application for more information.*

26) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.*

PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.

- ❖ 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.
- ❖ I/We do swear or affirm that all of the information given in this application is true and complete.
- ❖ **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, including death, to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, 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. (*Please see current insurance requirements*)**
- ❖ I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- ❖ The application for an event permit shall be filed not less than 30 days nor more than 364 days prior to the scheduled date of such event. Failure to file in a timely manner may result in denial of a permit.



- ❖ The City reserves the right to require one or more City of Franklin police officers or other emergency personnel are present at any and all events that occur within the city limits. Please budget for this request at a rate of \$40.00 per hour at a minimum of three (2) hours.
- ❖ All applications will be reviewed on a case-by-case basis. Some activities may require additional risk management steps to minimize any foreseeable exposures to losses. As such, the city reserves the right to require additional steps to minimize any foreseeable exposures.

_____ Date: _____
Event Coordinator/Client Signature

_____ Date: _____
Program Specialist, City of Franklin Parks

_____ Date: _____
Suzanne Carter, Recreation Foreman, City of Franklin Parks

_____ Date: _____
Paige Cruse, Parks and Recreation Superintendent, City of Franklin Parks

Return application to:

City of Franklin Parks Dept.,

P.O. Box 305 Franklin, TN 37065

615-794-2103(office) 615-791-3250 (FAX)

For official use only
**Scan and Send
completed
application with all**

MAP OF EVENT SPACE: