



# CITY OF FRANKLIN PARKS AND RECREATION DEPARTMENT

## Eastern Flank Event Facility Rental Application

Any event to be held at the Eastern Flank Event Facility by any entity requires prior approval. Rental dates can be reserved **364 days** in advance, and applications must be submitted at least **30 days** in advance of the requested rental date. Events with an expected attendance of over 200 may require completion of the Large Event application managed by the Franklin City Administration, at least **90 days** in advance of the event.

## HOW TO APPLY

1. Choose a date and time (refer to Parks staff).
2. Complete and submit application by email, mail, or drop off to City of Franklin Parks and Recreation office along with the **non-refundable** application fee of \$100.00. This is a separate fee from the rental fee. Fifty percent (50%) of the full rental fee is due **90 days** in advance of the scheduled event or sooner. Full rental fee is due **30 days** in advance of the scheduled event. Events are scheduled a minimum of **30 days prior** to event date.

<p><b>Drop off Address/ Mailing Address:</b>          City of Franklin Parks and Recreation          1368 Eastern Flank Circle          Franklin, TN 37064          Mon. - Fri. 7:30 AM - 4:30 PM</p>	<p><b>Other:</b>          City of Franklin Parks and Recreation          615-794-2103  <b>Parksinfo@franklintn.gov</b>  <a href="http://www.franklintn.gov/parks">www.franklintn.gov/parks</a></p>
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3. All applications must be accompanied by documents to satisfy either insurance requirement. (1) **A Certificate of Insurance in the minimum amount of \$1,000,000 worth of General Liability coverage that names City of Franklin as "Additional Insured" on a primary, non-contributory basis** must be submitted for the event and the date(s) of all set-up and tear down for such event occurring on City of Franklin Park property. (2) Applications must also submit an **Endorsement issued under their General Liability policy of insurance for the event that reflects that the City of Franklin Parks and Recreation is an additional insured for the event.** Additional liability coverage may be required dependent on the nature of the event. Your permit will not be approved if the Certificate of Insurance and the Endorsement have not been received.
4. Additional permits or insurance may be required for large tents, alcohol, generators, and use of electrical.
5. Parks staff will review request and follow-up with you regarding the status of your application. Please note that all applications are subject to review and may require submission of additional information. Some activities may require additional risk management steps to minimize risk, and the city reserves the rights to require additional steps to obtain a permit dependent of the nature of the event. Submittal of an application does not grant your reservation. If your application is approved, The City of Franklin Parks and Recreation will provide you with a copy of your approved application that should be present on-site at the time of your event. Be aware, Franklin City Parks and Recreation are public spaces and are open to use by the community during park hours.
6. Applicants are required to inform the City of Franklin Parks and Recreation of any and all amendments to the original application prior to the date of your event.

## RULES AND REGULATIONS FOR EVENTS

### CONTRACT/DEPOSITS

- Full rental fee and a Certificate of Insurance is due 30 days prior to rental date, no advance reminders will be given by the Parks and Recreation Dept./Programming Division. City of Franklin Parks and Recreation Department reserves the right to cancel the event if the fees and Certificate of Insurance (naming the City of Franklin as the additional insured in the minimum amount of one million dollars \$1,000,000.00) have not been received in the Parks Dept. Administrative Office 30 days prior to the scheduled rental date.
- After the event has occurred and the Parks and Recreation Department staff determines that there is damage, or unreasonable cleaning was required, additional fees including a staff fee of \$45 per hour will be applied. **Rental Initial** \_\_\_\_\_

**FOR OFFICE USE ONLY: please initial**

_____ Date Received	_____ Entered in ETrak	_____ Rental Fee	_____ Insurance
_____ Entered in Calendar	_____ Application Fee	_____ Entered in Report	_____ Floor Plan

- In order to receive a full refund of rental fees, cancellations must be made in writing to the City of Franklin Parks and Recreation Department, 1368 Eastern Flank Circle, Franklin, TN 37064, **30 days** prior to the date of your event. If written cancellation is received in our office less than 30 days prior to the event, the Parks and Recreation Department will retain 25% of the rental fee. All application fees are **non-refundable**.

#### **RENTAL AVAILABILITY, DECORATIONS AND DISPLAYS (Indoor/Outdoor)**

- Applicants/Event organizers must be 21 years or older. Events organized specifically for age groups under 21 must be chaperoned at a ratio of 1 adult per 10 youth.
- Facility rentals may be made up to 364 days in advance of the event and no less than 30 days of requested reserved date for group participation of 199 or less; 90 days for groups of 200 or more.
- City of Franklin and the Parks and Recreation Department sponsored events have precedence over all groups.
- All live entertainment, DJ's, and any amplified sound may be permitted only after getting prior approval from Parks and Recreation Department staff. Noise must be maintained within City of Franklin Codes and Ordinance acceptable levels at all times. Amplified sound must be silenced at 10:00 PM. The City of Franklin reserves the right to monitor and regulate the volume of amplified sound.
- A copy of this signed Eastern Flank Event Facility Rental Application must be provided to any vendors, planners, and related parties associated with the event to ensure they are familiar with guidelines.
- Parks and Recreation Department employees are NOT authorized to sign for or accept any deliveries or pickups. A person involved with the activity must accept all deliveries within their reserved time.
- The City of Franklin Parks and Recreation Department does not provide any storage for equipment or supplies. All rental equipment must be removed from the premises immediately following the event.
- Smoking and/or vaping is prohibited inside the facility and within 25 feet of any doorway or window. The outdoor patio/deck areas may be used as a smoking area. Please use cigarette urns provided. **DO NOT THROW CIGARETTES, CIGARS, ETC. ON THE GROUND, IN THE FLOWER BEDS OR INTO THE GRASS.**
- Decorations may be permitted, however, the Parks and Recreation Department must approve all plans for decorations. All props must be free-standing. Nails, staples, tacks, tape, etc. may not be used on the walls, ceilings, or windows. Decorations must be approved 30 days prior to the event.
- All candles must be contained in a globe. No open flames are allowed under any circumstances. Wax drippings causing damage or clean up labor will result in additional fees being charged.
- Only birdseed and real flower petals may be thrown outside the building. Rice, glitter, confetti, smoke or bubble effects, airborne streamers, etc. are prohibited.
- Set up and cleanup is the responsibility of the Client and/or Caterer. Everything brought onto the premises is to be removed at the conclusion of the event.
- No doorways can be obstructed and fire code occupancy requirements must be in compliance. All fire exit doors shall remain unlocked during the event.
- Animals, other than service animals, are not permitted inside facilities and must be leashed when outside.
- All trash must be bagged and placed in containers provide by the Parks and Recreation Department. All boxes need to be flattened and placed in the containers. Do not leave trash on top of the containers or on the ground.
- Any tents and/or awnings must be inspected and permitted by the Franklin Fire Department. It is the responsibility of the Client to obtain these permits prior to the event. Please call (615) 791-3270 Monday through Friday, 8AM-5PM.
- Any additional power supply or generator must be inspected and permitted by the City of Franklin Codes Department. It is the responsibility of the Client to obtain the application forms, pay application fees, acquire permit and arrange for inspection prior to the event. Please call (615) 794-7012 for more information.
- Event signage may be placed in locations designated by the Parks and Recreation Department on the day of the event. All signage MUST be removed at the conclusion of the event.

#### **FOOD AND BEVERAGE**

- Alcoholic beverages may only be sold by an ABC licensed caterer or a non-profit organization that has received a Special Occasion Permit from the Tennessee Alcoholic Beverage Commission. Tennessee Alcoholic Beverage Commission can be contacted by calling 615-741-1602.
- Alcoholic beverages may only be served to persons 21 years or older and must be served by a licensed bartender (this includes champagne toasts). Open container law will be strictly enforced.
- If a renter chooses to sell beer or take donations on beer, a special permit must be obtained by applying with the City of Franklin Beer Board, contact may be made by calling 615-791-3217.
- When alcohol is served, the client and Caterer is required to add the City of Franklin as the Additional Insured and include an Alcohol Liability Insurance Rider to the Certificate of Liability showing coverage of a minimum of \$1,000,000.
- The term "sold" refers to: (1) cash bar, and (2) events that charge admission and serve, give away, or sell alcohol during the event, including previous ticket sales.
- Client must take all reasonable precautions to ensure the safety of all guests with regard to alcohol consumption. The City of Franklin Parks and Recreation Department reserves the right to evict from the premises any member of any party, who because of intoxication or other consideration, may be found to be creating a disturbance or threatening the peace, tranquility, or safety of guests or property. Clients are held responsible for the behavior of their guests, and any damage to the property caused by a guest.

- Client may choose to use any fully licensed and insured caterer. All caterers must have a business license and possess the proper permits required by the City of Franklin. Caterer shall comply with all city, county, and state food service and/or health regulations and laws.
- All catering and food suppliers must provide a minimum \$1,000,000 per occurrence Certificate of Liability Insurance with the City of Franklin named as the additional insured.
- The Eastern Flank Event Facility **DOES NOT** have a full service kitchen (facility has catering kitchen), therefore, all caterers must come prepared to serve and cleanup on a “self-contained” basis. All catering and food supplies must be removed at the conclusion of the event. City of Franklin is not responsible for any items left on the premises.
- Outdoor grilling is confined to a specific area, designated by the Parks and Recreation Department. Commercial size charcoal grills and gas/propane grills only. Do not leave grills unattended. Disposal of hot or cold coals on the property is prohibited.

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 premises.

**OVERFLOW PARKING**

- Overflow/grass parking areas will be designated by Parks and Recreation Department. Parks and Recreation Department retains right to cancel/deny approval of overflow/grass parking due to weather conditions, as late as the day of event.
- Renter may be required to have additional lighting or parking attendants if using overflow parking.
- The City of Franklin Parks and Recreation Department does not provide additional lighting or parking attendants.

**LIABILITY AND INSURANCE**

- The City of Franklin has the right to full access to the facility at any time.
- Client does 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.

**IMPORTANT:**

- All guests must stay in rented areas of the Eastern Flank Event Facility at all times, (before, during & after) the event.
- Use of amusement rentals or props (e.g. carnival games, dance floors, stages, tents/canopies, etc.) must have prior written approval.
- No bounce houses are permitted.
- A Certificate of Insurance (**ACORD 25 2012/05 form**) for General Liability naming the City of Franklin as Additional Insured plus the endorsement page, in an amount of not less than one million dollars (\$1,000,000.00) and when applicable, and a Certificate of Worker’s Compensation (if operators will be on site) must be provided by any rental company.
- Individuals and organizations must be able to demonstrate a reasonable degree of control and responsibility for the conduct of all guests. 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 two (2) hours.
- The City of Franklin Parks and Recreation Department at its sole discretion may cancel/suspend the use of the facility by the group or individual if found to be in non-compliance with the established policies and procedures. The City of Franklin Parks and Recreation Department reserves the right to refuse clients the privilege of renting the facility if the client and/or client’s guest rental history was disruptive, out of compliance or the requested use is unacceptable to the Parks Director.

**AMENITIES INCLUDED IN RENTAL**

**Patio Areas**

There are three patio areas in the back of the Eastern Flank Event Facility that have furniture pieces. These pieces are available for use, but cannot be taken off of the patio areas.

**Television**

- 1 television in the large meeting room (with HDMI cords)
- 1 television in the small meeting room (with HDMI cords)

**Kitchen**

A catering kitchen is available for food preparation and storage including refrigerator, freezer, and two sink areas. There is no cooking equipment, but warming units are available.

**Tables**

- 8 - 8ft. x 3 ft. rectangle tables
- 8 - 6ft. x 3ft. rectangle tables
- 4 - 6ft. x 18” rectangle tables
- 12 - 5ft. round tables (60 inches in diameter)
- 10 - 30” cocktail round tables (30 inches in diameter)

**Chairs**

150 padded chairs (indoor facility only)

**Parking Spaces**

100 parking spaces are available

# RENTAL FEES

In accordance with conservation easements, certain activities are restricted and/or limited at Historical Parks. Events at Historical Parks will be evaluated on a case by case basis.

**Application Fee:** \$100.00 (separate from the rental fee, non-refundable)

**Rental Fee, Indoor Facility only:**  
 Friday - Sunday 11:00 AM - 10 PM\* \$2,000.00 per day (50% due 90 days in advance of event)  
 (total fee due 30 days in advance of event)

**Rental Fee, Indoor Facility and Outdoor Event Lawn:**  
 Friday - Sunday 11:00 AM - 10:00 PM\* \$2,500.00 per day (50% due 90 days in advance of event)  
 (total fee due 30 days in advance of event)

**Friday set-up option:** (4 hour minimum) 11:00 AM - 5:00 PM \$150.00 per hour (50% due 90 days in advance of event)  
 (total fee due 30 days in advance of event)

Fee includes the following:: Eastern Flank Event Facility indoor and outdoor event space, staff fees  
 (1 Staff throughout your rental), set-up and tear-down, and cleaning fees.

\*Rentals will be charged a penalty fee of \$75.00 for every 30 minutes over the facility hours of Friday- Sunday 11:00 AM -10:00 PM

**THE ABOVE RENTAL FEES INCLUDE THE FOLLOWING:**

<p><b><u>Rooms Available for use:</u></b></p> <ul style="list-style-type: none"> <li>Large meeting room: 1,120 sq. ft.</li> <li>Small meeting room with bar area and sink: 912 sq. ft.</li> <li>Men’s/Women’s restrooms with multiple stalls</li> <li>Women’s dressing room</li> </ul>	<p><b><u>Maximum Building Occupancy:</u></b></p> <ul style="list-style-type: none"> <li>Table seating: 100</li> <li>Assembly: 150</li> </ul> <p><b><u>Outdoor Space:</u></b></p> <ul style="list-style-type: none"> <li>3 covered porches (included in Indoor Facility only rate)</li> <li>Outdoor event space with stage and power</li> <li>Event Lawn 116 ft x 150 ft</li> </ul>
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# APPLICATION INFORMATION

Instructions: Please carefully read the Eastern Flank Event Facility Rental Application Instructions (page 1) and Terms and Conditions for Events (page 2) before completing this application. Incomplete applications will not be processed.

APPLICANT INFORMATION	
<b>Contact:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>2nd Contact:</b>	Name: <span style="margin-left: 150px;"></span> Phone Number: <span style="margin-left: 150px;"></span>

*Application information continued on next page.*

EVENT INFORMATION	
<b>Name/Purpose of Event:</b>	
<b>Date of Event:</b>	
<b>Rental Request:</b>	Daily Rental <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Friday set-up 11 AM - 5 PM <input type="checkbox"/> Indoor use ONLY <input type="checkbox"/> Indoor/Outdoor use
<b>Time of Event:</b>	Start Time: _____ End Time: _____
<b>Set-Up/Tear Down Time:</b>	Start Time: _____ End Time: _____
<b>Date of Walkthrough:</b>	(Preferably week of event)
<b>Anticipated Attendance:</b>	
<b>Event Description:</b>	
<b>Vendors:</b> What, if any, will be present at the event? (i.e. food, beverages, etc.) Please provide a detailed list.	
<b>Temporary Structures:</b> Will your event include tents or other temporary structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Entertainment:</b> Please describe any entertainment being provided.	
<b>Will Alcohol be served?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">If yes, additional insurance will be required.</span>
Please include a map of the event site, detailing any temporary structures, location of vendors, vendor parking, volunteer parking, etc.	

I/We do agree to abide by all ordinances of the City of Franklin and all conditions placed on this event permit request by the Parks Director. I/We do swear and affirm that all information provided on this application is true and complete. I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its alderman, 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's Risk Manager and the City Administer. I/We understand that granting an Event Permit does not waive the obligation of attaining additional permits that may be separately required. I/We recognize that 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. **I have read and agree to abide by all Rules and Regulations for Events at Eastern Flank Event Facility (pages 2-4).**

Applicant Signature and Title	Date
Program Specialist	Date
Recreation Supervisor	Date