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| ***Event Venue Rental Hours:***  7 a.m. -- 10 p.m.  ***FEES:***  **APPLICATION FEE:** $100 Non-refundable (Applicable to Rental Fee)  **REFUNDABLE DAMAGE DEPOSIT**: $500  \*for parkwide events, damages will be assessed post-event  **RENTAL FEES:**  **ARENA** Includes usage of all paddocks and designated parking areas.  **Weekday (Mon.-Fri.) Weekend (Sat.-Sun.)**    Daily Rental Rate (under 300 attendees) $300 $500  Daily Rental Rate (over 300 attendees) $500 $800  Festival/Filming Rental TBD TBD  ***ADDITIONAL SERVICES:***   * *DRAGGING ARENA***:** $25/Hr. after 3 p.m. on Friday (no minimum of hours)   **&** anytime Sat./Sun. (with 4 hr. min.)   * *STALLS* Daily Rate / $25 per stall   *\*\*\*Stalls**must be cleaned by Applicant-- Access to muck bucket, shovel, broom, and pitchfork.*   * *CONCESSIONS*: are onsite and operated by the Friends of Franklin Parks. If concessions requested, Applicant guarantees $250.00 of concessions sales. |

# Tractor Supply Co. Arena Application

Mail to P.O. Box 549 Franklin, TN 37065, or email to: emelie@friendsoffranklinparks.org

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| --- | --- | --- | --- |
|  | **APPLICANT INFORMATION** | | |
| **Contact:** |  | | |
| **Organization:** |  | | |
| **Address:** |  | | |
| **Phone Number:** | **Office: Cell** | | |
| **Email Address:** |  | | |
| **Website Address:** |  | | |
| **Event Information** | | | |
| **Name of Event:** | |  | |
| **Event Description** | |  | |
| **Date(s) of Event:** | |  | |
| **Time of Event:** | | Start Time: End Time: | |
| **Anticipated Attendance:** | |  | |
| **No. Stalls Requested:** | |  | |
| **Footing: What type of footing; will the event require dragging of arena during the event;** | |  | |
| **Do you or participants need electrical hookups; Is PA system requested?** | |  | |
| **How many horses do you anticipate; How many horse trailers do you anticipate?** | |  | |
| Please use the **ENCLOSED MAP** of the event site, detailing temporary structures, location of vendors/sponsors, parking, etc. | | | | |
| What, if any, vendors/sponsors will be present at the event? (i.e., medical related, food, beverages, etc.). Please provide a detailed list. | | | | |
| Please describe any entertainment being provided. | | | | |
| Will your event include tents or other temporary structures?  Please explain and include sizes of each temporary structure. | | | | |
| Would you like concessions to be open during your event? If yes, what time period? | | |  | |
| Will alcohol be served at this event? | | |  | |

I/We do agree to abide by Rules and Regulations attached herein and all ordnances of the City of Franklin and all conditions placed on this event. We agree to abide by all CDC Guidelines or other such regulations. 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 hold harmless the Friends of Franklin Parks, the City of Franklin, its alderman, boards, commissions, officers, employees, and agents, from all suits, actions, damages or claims, including death, to which the city and the Friends of Franklin Parks 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 certificates of insurance prior to the event in an amount acceptable to Friends of Franklin Park, Inc. The Certificate of Insurance provided must name City of Franklin and Friends of Franklin Parks. Application Fee of $100 is due upon application. Application fee is non-refundable but applicable to rental fees. Rental Fees are due once the application is approved by Friends Of Franklin Parks and The City of Franklin Parks Department. $500 refundable damage deposit will be due fifteen (15) days prior to the Event. If general park rental, any damages will be assessed after event and damage deposit is not required. I/We understand approval of application does not waive the obligation of attaining additional permits that may be required.

|  |  |  |
| --- | --- | --- |
| Date Certificate of Insurance Received: | | |
| Fees: | | |
| \_\_\_\_ Weekdays @ $\_\_\_\_ rate | | $ |
| \_\_\_\_ Weekend days @ $\_\_\_\_\_ rate | | $ |
| \_\_\_\_\_Stalls \_\_\_\_ Days @ $25.00 | | $ |
| Additional Services | |  |
| Additional Permits | |  |
| Application Fee | | $ 100.00 |
| Damage Deposit | | $ 500.00 |
| City Of Franklin Staff Fees | |  |
| Total Due | |  |

Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_

*Signature:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_

Office Use – (please Initial)

\_\_\_\_\_ Date App. Received

\_\_\_\_\_ Entered in Calendar

\_\_\_\_\_ Insurance Received

\_\_\_\_\_ Application Fee Received

\_\_\_\_\_ Rental Fees Received

\_\_\_\_\_ Damage Deposit Received

\_\_\_\_\_ FINAL APPROVAL

\_\_\_\_\_ Damage Deposit Returned

\_\_\_\_\_ COF Staff Fees

\_\_\_

APPROVED by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friends of Franklin Parks StafF

**Rules & Regulations for Events at Tractor Supply Co. Arena**

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## CONTRACT/DEPOSITS

1. Application Fee of $100 is due upon application. Application fee is non-refundable but applicable to rental fees. Rental Fees are due once the application is approved by Friends Of Franklin Parks and The City of Franklin Parks Department. $500 refundable damage deposit will be due fifteen (15) days prior to the Event. Any stall fees or additional requested services shall be paid prior to the commencement of the event. No application will be approved until application fee is paid and insurance is received. Applications will be approved in the order of receipt of completed application and fees and insurance.
2. The Damage Deposit will be refunded within 10 working days after the event has occurred providing no damage or unreasonable cleaning is required as determined by the Friends of Franklin Parks, Inc.
3. Applications for events with group participation of 200 or more must be submitted 90 (ninety) days prior to the Event.
4. If general park rental, any damages will be assessed after event and damage deposit is not required.
5. **ADDITIONAL SERVICES**
6. Arena footing shall be prepared prior to the event. Any additional dragging of arena after shall be an additional charge and must requested 7 days prior to the commencement of the event. Arena will be ready for show on Friday. If you need the arena to be dragged after 3pm on Friday, the $25/hr. fee will be assessed but no minimum hour requirement. Dragging the arena on Sat. and Sunday: Cost $25.00 per hour and 4 hours per day is the minimum charge.
7. PA system available with one microphone and 4 fixed speakers.
8. Twenty-four stalls are available on first come first serve basis. Stalls are $25 per day each. Security is not provided.
9. Tables and chairs are not provided.

**3 CANCELLATION** Any event that is cancelled Application Fee is non-refundable. Any rental fees, deposits or other fees paid may be transferred to event on a rescheduled date.

1. **INSURANCE**
2. A Certificate of Insurance, naming the City of Franklin ***and*** Friends of Franklin Parks as the additional insured in the minimum amount of one million dollars $1,000,000.00) is required.
3. Insurance must be received prior to approval of the application.

## RULES

1. 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.
2. All live entertainment, DJ’s and any amplified sound may be permitted if approved. Noise must be maintained within City of Franklin Code and Ordinance and must be silenced at 10:00 pm. FOFP reserves the right to monitor and regulate the volume of amplified sound.
3. All Applicants equipment must be removed from the premises immediately following the event.
4. Smoking is prohibited inside the facility and within 25 feet of any doorway or window.
5. Decorations may be permitted. No staples or nails are allowed.
6. All horses shall have a negative Coggins Test.
7. Set up and cleanup is the responsibility of the Applicant. Everything brought onto the premises is to be removed at the conclusion of the event.
8. All trash must be bagged and placed in containers provide by the Parks Dept. All boxes need to be flattened and placed in the containers. Do not leave trash on top of the containers or on the ground.
9. If stalls are used, all stalls must be cleaned and placed in designated area.
10. Any tents over 10 x 20 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, 8 a.m. -5 p.m. for more information.
11. No additional power supply or generators are allowed without City of Franklin approval.
12. Signage may be placed in locations, designated by the Friends of Franklin Parks the day of the event. All signage MUST be removed at the conclusion of the event. Event signage may be at the entrance of the park 14 days prior to the event.

## FOOD AND BEVERAGE

1. Alcohol is not permitted by Applicant. All concessions to be operated by Friends of Franklin Parks staff. Upon special request FOFP may serve alcohol at its discretion. Applicant shall guarantee sales in amount to be determined by FOFP.
2. If concessions requested, Applicant shall guarantee $250.00 of concession sales. Any difference shall be paid by Applicant and or the amount may be deducted from any deposit fees that are refundable.
3. Any catering, food truck, or beverage service must be approved by FOFP and they must provide a COI.

## OVERFLOW PARKING

1. Overflow/grass parking areas will be designated by City of Franklin and retains right to cancel/deny approval of overflow/grass parking due to weather conditions, as late as, the day of event. Parking attendants may be required. Friends of Franklin Parks does not provide lighting or parking attendants.

## LIABILITY AND INSURANCE

1. Applicant does hereby agree to assume the defense of and indemnify and hold harmless the City and Friends of Franklin Parks, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims, including death, to which the City of Franklin and the Friends of Franklin Parks 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.
2. A Certificate of Insurance (ACORD 25 2012/05 form) for General Liability naming the City of Franklin and the Friends of Franklin Parks as Additional Insureds plus the endorsement page, in an amount of not less than one million dollars ($1,000,000.00) and when applicable, a Certificate of Worker’s Compensation (if operators will be on site) by any rental company.

1. 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. Applicant shall pay to the City of Franklin the cost $40.00 per hour at a minimum of two (2) hours.
2. Friends of Franklin Parks 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 rules, regulations or City ordinances, policies, procedures.

Date:

