

RESOLUTION 15-87

**RESOLUTION TO APPROVE A SPECIAL EVENTS PERMIT FOR THE
SPRING HILL ART WALK**

WHEREAS, Title 16, Chapter 3, of the Spring Hill Municipal code requires a permit for special events held in the city; and

WHEREAS, representatives of the Spring Hill Art Walk have made application to the Spring Hill Board of Mayor and Aldermen; and

WHEREAS, the City of Spring Hill staff recommends approval.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, approves a Special Event Application and authorizes staff to issue a permit for the Spring Hill Art Walk to be held on September 19, 2015.

Passed and adopted this 17th day of August, 2015.



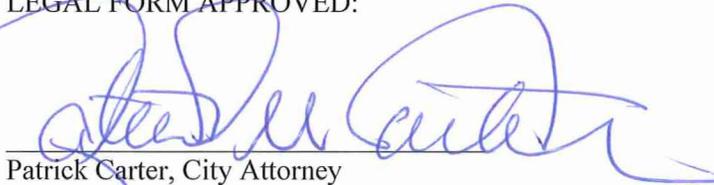
Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

CITY OF SPRING HILL
Special Events Application
Checklist

Event: Spring Hill Art Walk

Date of Event: 9/19/2015

Application Completed:

Certificate of Insurance

Street Closure Permit

Business License Verified

Beer Permit Requested

Permit Review Fee Paid

Approved

Denied

DATE: August 17, 2015



CITY OF SPRING HILL SPECIAL EVENT APPLICATION

PERMIT # 2015-0001

Application Date: 7-24-15

Event Date: 9-19-15

Saturday

Street Closure Required: Yes / No

IF yes, Street Closure Permit must be attached.

FEES REQUIRED:

Permit Review Fee: \$20.00

Deposit/Bond Required - Determined by City Administrator:

Non profit - Waived

Amount: \$

EVENT DETAILS:

NAME OF EVENT: Spring Hill Art Walk

Applicant/Organization: Spring Hill Art Center

* Organization shall provide Certificate of Insurance, no less than \$250,000.

Copy Attached :

** Provide copy of business license.

Copy Attached:

Representative Name & Contact Information: PH# 931-446-2484 EMAIL Arica@kevinrobinsondesign.com

2612 Sabin Way Spring Hill TN 37174

Event Location: Beginning at Old Spring Hill High school following Main St. to TN Children's Home

Time event will begin: 4:00 pm Time event will end: 8:00 pm

Time & place event will: assemble Disassemble:

Upon signing this application, the applicants shall 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 special event and the activities permitted in connection therewith.

Arica Robinson
Print Name of Event Applicant

Arica Robinson
Signature

Table with 2 columns: CITY ADMINISTRATOR APPROVAL, PERMIT ISSUED and 2 rows: DATE, DATE

Sep. 19th.

S P R I N G H I L L

ART WALK

SEPTEMBER 19TH, 2015



SPRING HILL ART WALK

June 8, 2015

Dear Spring Hill Business Owner,

You are cordially invited to be a supporter of the inaugural *Spring Hill Art Walk* presented by the *Spring Hill Art Center* on Saturday, September 19th, 2015, from 5pm to 9pm.

As a participating business, you will be able to enjoy many benefits that are included on the sponsor levels information sheet. In addition, by sponsoring this event you will be building a reputation as a community supporter of The Arts in Spring Hill.

Attendees of the Art Walk will begin viewing art at the Spring Hill Art Center at the Old Spring Hill High School before strolling along the sidewalks of Main Street to view art created by local artists in participating businesses such as yours. They will proceed south until they arrive at the front lawn of the Tennessee Children's Home. There, we will have additional art and activities for them to experience, as well as community viewing in Ferguson Hall.

The goal of the art walk is to celebrate artists in Spring Hill by giving them a platform on which to share their art with the community. Through this event, we hope to enrich and inspire local artists to create and share their talents and to unite Spring Hill citizens and small businesses.

We hope you'll be a part of this important and enjoyable community effort! Please feel free to call Arica Robinson at 931-446-2484 or email arica@kevinrobinsondesign.com with any questions.

Sincerely,



Arica Robinson
Spring Hill Art Center
931-446-2484
arica@kevinrobinsondesign.com

SPRING HILL ARTS CENTER
PO Box 1221 · 1220 School Street
Spring Hill, TN 37174 · (931) 674-1822



ARTIST SPONSORSHIP LEVELS

» LEVEL 1: "FRIEND" - \$100

- Prominently display your company name on your artist's booth
- Company name included in the Spring Hill Art Walk program

» LEVEL 2 "PATRON" - \$500

- Mention business on Spring Hill Art Walk Facebook page
- Prominently display your company name on your artist's booth
- Company Name included in the Spring Hill Art Walk program
- Facebook write-up about your business and posted on Spring Hill Art Walk page.

» LEVEL 3 "PARTNER" - \$1000

- Facebook write-up about your business and posted on Spring Hill Art Walk page.
- Prominently display your company name on your artist's booth
- Company Name included in the Spring Hill Art Walk program
- Small ad in Spring Hill Artwalk Program
- Promotion or contest to be published on Facebook page (business would provide promotion or prize)
- Business name will be mentioned in all press releases to newspaper and media outlets

» LEVEL 4 "TITLE SPONSOR" - \$5000

- Facebook write-up about your business and posted on Spring Hill Art Walk page
- Prominently display your company name on your artist's booth
- Company name included in Spring Hill Art Walk program
- Large ad in Spring Hill Art Walk Program
- Sign with Company Name/Logo posted along Main St.
- Promotion or contest to be published on Spring Hill Art Walk Facebook page
- Business name will be mentioned in all press releases to newspaper and media outlets
- Establish the volunteer team
- Business logo will be displayed on the Spring Hill Art Walk poster
- Business may maintain a tent on the lawn of the Children's home to hand out promotional or informational materials to participants of the Spring Hill Art Walk.

SPRING HILL ARTS CENTER

PO Box 1221 · 1220 School Street
Spring Hill, TN 37174 · (931) 674-1822



BUSINESS EXPECTATIONS

THANK YOU FOR CONSIDERING TO SPONSOR AND HOST AN ARTIST FOR THE SPRING HILL 2015 ART WALK!

As a business owner you have a unique opportunity to not only support local creative talent, but also to give exposure to your own company and meet many local residents face-to-face who may patronize your business in the future.

Whether you are located along the route of the Spring Hill Art Walk, or are choosing to sponsor a booth for an artist, we want to make sure that you are successful as possible, and that your company can gain proper exposure. **Below you will find four separate levels of sponsorships.**

For business owners who will be hosting artists:

Below you will find a short list of things we will need from you in order to make this event a smashing success.

- Provide easily accessible and visible space for the exhibited artwork either inside your business, outside your business, or covering a tent rental fee (included in the cost of your sponsorship)
- Coordinate with artist(s) on a mutually agreeable time to hang/remove artwork
- Remain open/present during entire art walk event, if you are hosting an artist at your business location
- Provide reasonable security of artworks while they are being displayed on business premises.
- Refer inquiries about the sale of artwork to the artist
- That a commission will not be charged for any sales of exhibited works
- Provide table of refreshments for art walk participants

For Business owners who will be hosting an artist on the lawn of the Children's Home:

- Provided logo in a file requested by our lead designer.
- Business owner will not be required to maintain a presence at the tent they will be sponsoring, but if you choose to please refer inquiries about the sale of artwork to the artist



Spring Hill Police Department
3636-A Royal Park Blvd.
Spring Hill, TN 37174

Temporary Street Closure Application

The SHPD must receive completed applications at least **10 days** in advance of the scheduled date of closure. (Municipal Code 16-304)

A "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 Spring Hill that requires all lanes of travel to be closed for 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. (Municipal Code 16-301)

1. Date(s) of event: September 19th, 2015

2. Beginning and ending time of closure:
3pm - 9pm

3. Block to be closed:
Ayers Rd. between Main Street and School St.
Example: Buckner Ln. between Duplex Rd. and Stewart Campbell Pt.

4. Applicant Information:
 Name: Arica Robinson Address: 2612 Sabin Way
 Phone Number: 931-446-2484 Email: arica@kevinrobinsoncreative.com

5. Please provide a description of the event below. Include information regarding: a) the type of event planned, b) number of people attending the event (estimate), c) activities/entertainment to be included at the event (*this application is not a waiver for the City's ordinance on sound amplification equipment or the City's ordinance on noise as outlined in title 11 chapter 4.*), d) whether or not sales of food, beverages (including alcohol/beer), or other merchandise will occur, e) will the street closure occupy all or only a portion of the street or intersection involved:
Spring Hill Art Walk that will include art, music children activities, food trucks

Street closure will include all of
Ayers Rd to ensure safety of children doing
art projects on front lawn of Children's Home

6. Type of barricades/warning devices the applicant is planning on utilizing for the closure:

Just a barricade at both ends of the road.

7. Contact Information for person/organization responsible for collection/removal of all trash, garbage, and litter caused by or arising out of the event or road closure (Municipal Code 16-305):

Name: Arica Robinson Phone Number: 931-446-2484

Standards for Issuance of Permit

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.
2. 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.
3. The 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.
4. The concentration of persons will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such event.
5. The event will not unduly interfere with the movement of firefighting equipment on the way to a fire or 911 call.
6. The event will not unduly interfere with the orderly operation of parks, hospitals, churches, schools, or other public and quasi-public institutions in the city.
7. Half of the roadway's width for the entire length of the closure shall remain clear of objects (tables, BBQ grills, etc.) in order to accommodate public safety vehicles in the event of an emergency.

Applicant Name (Print): Arica Robinson

Applicant Signature and Date: Arica Robinson 7-25-15

Chief of Police Signature and Date: [Signature] 7/25/15

Reviewed by City Administrator On: _____

CINCINNATI OH 45999-0038

In reply refer to: 0248221235
July 06, 2015 LTR 4168C 0
62-1742078 000000 00
00030577
BODC: TE

SPRING HILL ARTS CENTER
% BOB JONES AND SNOEK
2612 SABIN WAY
SPRING HILL TN 37174



024422

Employer Identification Number: 62-1742078
Person to Contact: Ms. Howard
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 24, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 2000.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your 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.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

CINCINNATI OH 45999-0038

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SPRING HILL ARTS CENTER
% BOB JONES AND SNOEK
2612 SABIN WAY
SPRING HILL TN 37174

024422

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,
EVEN IF YOU ALSO HAVE AN INQUIRY.

 The IRS address must appear in the window.

Use for payments

BODCD-TE

0248221235

Letter Number: LTR4168C
Letter Date : 2015-07-06
Tax Period : 000000

INTERNAL REVENUE SERVICE

CINCINNATI OH 45999-0038



621742078

SPRING HILL ARTS CENTER
% BOB JONES AND SNOEK
2612 SABIN WAY
SPRING HILL TN 37174

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