

RESOLUTION 23-197

**A RESOLUTION TO APPROVE A SPECIAL EVENT PERMIT FOR THE WELL
SPRING CHURCH 20th ANNIVERSARY**

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

WHEREAS, Amy Hudelson with Well Spring Church has made application to the Spring Hill Board of Mayor and Alderman; and

WHEREAS, the event will include fireworks and be required to meet all fire code requirements; and

WHEREAS, all requirements in Title 16, Chapter 3 of Spring Hill Municipal Code have been met.

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen, that the special event request is approved and staff is authorized to issue a permit for the Well Spring Church October 22 from 12PM to 7PM.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2nd day of October, 2023.


Jim Hagaman, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney

Special Event Permit Application



Special Event Permit

The Special Event Permit can be completed online and used to apply for events in locations where people gather. Some events may require a permit from other organizations, and regulation is based on the type of event, the setting, and the potential risk to the participants and the surrounding community. All text and information submitted in this form may be used to promote the event if open to the public.

Enter the name of organization applying for Special Event Permit*

WellSpring Christian Church

Enter the name of the special event.*

20th Anniversary Celebration

Event type*

Block Party ▼
 Select the category that best applies to your event.

Other, please describe

Party with Games, Food Trucks, Music in our parking lot

Does your event have an expressive message covered by the First Amendment that you wish to protect?*

- Yes
- No

Event website

www.wellspringchristian.org

Please provide URL for the event website.

9/7/23, 3:57 PM

Spring Hill, TN - Official Website

Description of Event*

Block Party to celebrate WellSpring Christian Church's 20th anniversary. We will have inflatables, games, music, food trucks and fireworks. The event will be promoted on the following social media accounts:
<https://www.facebook.com/mywellspring>
<https://www.instagram.com/mywellspring/>

Please provide a promotional description of the event. Include social media links, and any other information.

Open to the public?*

- Yes
- No

Estimated attendance*

800

Enter estimated attendance per day. This information will be made available for public events.

Admission fee*

Free

Enter the price or price range of cost to attend (eg., \$25.00, \$25-45.00, or free.) This information will be made available for public events.

Event sponsors

[Empty text box for event sponsors]

Enter the name of the event sponsor(s).

Is this a recurring event?*

- Yes
- No

Date and Time

Please indicate below the time you will begin setting up temporary assets for the event; the start/end of the event; and the take-down of temporary assets.

Set up*

10/22/202

12:00 PM

Enter date and time you will set up temporary assets.

Start time*

10/22/202

3:00 PM

Enter time event begins.

End time*

10/22/202

7:00 PM

Enter date and time event ends.

Take down*

10/22/202

7:00 PM

Enter date and time you will take down temporary assets.

Applicant Contact Info

Please provide primary contact information for your organization. If there is a different primary contact on the day of the event, please enter it below as well.

Primary Contact First Name*

Amy

Primary Contact Last Name*

Hudelson

Address1*

1001 Chapman's Crossing

City*

Spring Hill

State*

TN

Zip*

37174

Phone*

6154963348

Please provide the applicant's phone number (eg, xxx-xxx-xxxx).

Email address*

amyh@wellspringchristian.org

Please provide the applicant's email address (eg., myname@organization.net).

Type of organization*

- Non-profit
- Business/private corporation
- other

Secondary Person first name

Traci

Additional person to be included in correspondence.

Secondary person last name

McDuffie

Phone

6153020721

Email

traci@wellspringchristian.org

Day of Contact information*

- Yes
- No

Please provide information on the best person to contact on the day of the event.

Same as applicant?

Food & Vendors

Will food or beverages be sold or given away?*

- Yes
- No

Will alcohol be served at the event?*

- Yes
- No

Will you provide potable water?*

- Yes
- No

Facilities & Equipment

Will the event have tents or canopies?*

- Yes
- No

Will there be amplified sound?*

- Yes
- No

Will you be using generators?*

- Yes
- No

Describe your trash and/or recycling services to be provided at the event.*

We will be gathering trash and recyclables in our trashcans and disposing in our dumpster on site.

Describe the portable restroom set-up at your event, to include the total number and number of ADA compliant restrooms.*

We will use the church's indoor restrooms which include five ADA compliant restrooms.

Will you be providing hand washing stations at your event?*

- Yes
- No

Please describe your clean-up plan. Include clean-up times and contact information for the person in charge during clean-up.*

We will be cleaning up as soon as the event is over at 7:00 p.m. and will have everything cleaned up by 9:00 p.m. Ed Baynes, our facility manager, will be in charge of clean up. Ed@wellspringchristian.org

Are you requesting water taps?*

- Yes
- No

Will you be requesting electrical hookups?*

- Yes
- No

Safety & Security

Will you be providing private security?*

- Yes
- No

Are you specifically requesting police resources for this event?*

- Yes
- No

Please note that all special events are subject to review by Spring Hill Police. The size and scope of an event may require mandatory support from police resources, regardless of the sponsors' request. The event sponsor may also be required to pay for reimbursement of police resources used for the event.

Will private medical be provided?*

- Yes
- No

Will your event have propane/gas on site?*

- Yes
- No

Traffic Control

Will the event require roads to be closed (temporary, partial, or full)?*

- Yes
- No

Will there be reserved or blocked parking?*

- Yes
- No

City Services Requested

What City services will you be requesting?*

Other

Check all that apply.

9/7/23, 3:57 PM

Spring Hill, TN - Official Website

We would like to end the night with fireworks, all Class C fireworks. We will be paying for two police officers for the event as well.

If you answered "other", please describe.

Location

Event Location*

1001 Chapman's Crossing, Spring Hill, TN 37174 will be the site of the event. The event will be held in our parking lots. We will have additional parking at Chapman's Retreat Elementary School and the preschool located across the street on Duplex Road.

Provide a detailed description of the event location.

Spring Hill Map

[Spring Hill Map](#)

Locate the event on a map

Search for an address or click on the map to specify the location. If the event (eg., marathon, race) covers a large area, identify where most activities would occur, such as the start/finish area.

Event Site Map*

Spring Hill - Google Maps.pdf

You must supply a site map by attaching a graphic (PDF or JPEG) below.
Please include any of the following that are applicable to your event:

- the specific area in the park/plaza you wish to use
 - the name of streets, placement of barricades, and/or road closures
 - the areas where participants and vendors/merchants will park
 - tent, vendor, booth, and/or stage placement
 - the areas where alcoholic beverages will be served
 - the exact route where participants will walk or run
-

Application Submission

Additional documents

No file chosen

Please upload any additional documents relevant to your event permit application.

Terms and Conditions/Hold Harmless Clause

- I / we agree to abide by all ordinances and regulations of the City of Spring Hill and all conditions placed upon the event by the City Administrator and 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 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 therewith, ad to submit a certificate of insurance prior to the event pursuant to City requirements.
- I/we agree to provide a copy of this signed Special Event Permit application to any vendors, planners, and related parties for this event.
- I/we understand that I/we assume the responsibility for the actions of any vendors, planners, and related parties for this event.
- I/we understand that granting a Special Event Permit does not imply granting of another permit that is separately required.
- The application for a Special Event Permit shall be filed not less than 90 days prior to the scheduled date of such event. Events shall not be advertised until a Special Event Permit has been obtained from the City. Failure to file in a timely manner may result in the denial of a Special Event Permit.

First name*

Amy

Last name*

Hudelson

Signature*

Amy M Hudelson

Date*

09/07/2023

By signing below, you accept the Terms and Conditions. Electronic signature shall be interpreted as original signature.

Karen Jones

From: Ryan Lockery <ryan@acclaimedproperties.com>
Sent: Monday, September 11, 2023 5:12 PM
To: Karen Jones
Subject: Fw: Message From wadesgrove.org



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender ryan@acclaimedproperties.com

Karen,

The Overflow parking lot is able to be used as long as there won't be any overnight parking.

Thank you,

Ryan Lockery

P: 615.241.1556
Association Manager
Acclaimed Property Management LLC.

Office Hours:
Mon-Thur: 9am-4:30pm
Friday: 9am-12pm

Office:
3011 Harrah Drive
Suite A
Spring Hill, TN 37174

Payment Mailing Address:
P.O. BOX 1255
Commerce, GA 30529

Mailing Address:
P.O. Box 1900
Spring Hill, TN 37174



Acclaimed Property Management, LLC

****If you are requesting documents for a Homeowners Association please note that a complete set of documents (CC&R's, Bylaws etc) can be obtained through the Register of Deeds office. Please be aware that this may not be a true and complete set of documents. It is your responsibility to contact the Register of Deeds office to ensure you have the most recent and complete set of documents for the Association.****

CONFIDENTIALITY NOTICE: This e-mail and any attachment contain confidential information that may be legally privileged. If you are not the intended recipient, you must not review, retransmit, print, copy, use or disseminate it. Please immediately notify us by return e-mail and delete it. If this e-mail contains a forwarded e-mail or is a reply to a prior e-mail, the contents may not have been produced by the sender and therefore we are not responsible for its contents.

From: info@acclaimedproperties.com <info@acclaimedproperties.com>
Sent: Monday, September 11, 2023 7:56 AM
To: Ryan Lockery <ryan@acclaimedproperties.com>
Subject: FW: Message From wadesgrove.org

See below

Kortney Brus

Office Manager

Acclaimed Property Management, LLC

P.O. Box 1900

Spring Hill, TN 37174

Phone: 615-241-1556

Fax: 615-241-1558
Monday - Thursday 9:00am - 4:30pm
Friday 9:00am - Noon
Kortney@acclaimedproperties.com

****If you are requesting documents for a Homeowners Association please note that a complete set of documents (CC&R's, Bylaws etc) can be obtained through the Register of Deeds office. Please be aware that this may not be a true and complete set of documents. It is your responsibility to contact the Register of Deeds office to ensure you have the most recent and complete set of documents for the Association.****

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From: Wades Grove (Replies Not Accepted) <noreply@wadesgrove.org>
Sent: Wednesday, September 6, 2023 4:09 PM
To: hoa@wadesgrove.org; info@acclaimedproperties.com <info@acclaimedproperties.com>
Subject: Message From wadesgrove.org

Message submitted Wed September 6, 2023
Sent from page <http://www.wadesgrove.org/contact.php>

Name: Karen Jones

Email: karen@wellspringchristian.org

Address: 1001 Chapman's Crossing Dr.

Phone: 6158158275

How can we help you?: My name is Karen and I work at WellSpring Christian Church. On October 20th from 4 - 7pm. we are having a 20th anniversary celebration of our church. We are wanting to know if we could use the parking area across from your playground as overflow parking if needed for our outside event?

We are also wondering if you would be willing to provide us with a list of food trucks/vendors that you have used in the past, that you have been pleased with?

Fw: CRES Use of Parking Lot

Traci Alderman <traci@wellspringchristian.org>

Wed 9/20/2023 5:33 PM

To: Amy Hudelson <amyh@wellspringchristian.org>

1 attachments (2 MB)

CrES Wellspring Church Overflow Parking #136668.pdf;

Traci Alderman
Office Manager
WellSpring Christian Church
1001 Chapman's Crossing
Spring Hill, TN 37174
[615.302.0721](tel:615.302.0721) x104

From: Karen Desselle <karend2@wcs.edu>
Sent: Wednesday, September 20, 2023 4:36 PM
To: Traci Alderman <traci@wellspringchristian.org>
Cc: Michelle Hummel <michelle.hummel@wcs.edu>
Subject: FW: CRES Use of Parking Lot

Traci,

Forms for October 22, 29 and November 5th have been approved by WCS.



Karen Desselle
Bookkeeper
Chapman's Retreat Elementary
1000 Secluded Lane
Spring Hill, TN 37174
(P)615-472-4304

From: Leonardo Ramirez
Sent: Wednesday, September 20, 2023 3:57 PM
To: Karen Desselle <karend2@wcs.edu>
Subject: RE: CRES Use of Parking Lot

Here you go.

Lenny Ramirez
Facilities Use Supervisor
Williamson County Schools
Ph: 615.472.4043 / Fax: 615.472.5631
E-mail: LeonardoR@wcs.edu

From: Karen Desselle <karend2@wcs.edu>
Sent: Wednesday, September 20, 2023 3:38 PM
To: Leonardo Ramirez <leonardor@wcs.edu>
Subject: FW: CRES Use of Parking Lot

Lenny,

The first attachment is the November 5th date that we just talked about.

Attachment 2 are the October 22 and 29 requests. (You have to scroll down because they sent 3 together).

Attachment 3 is the Insurance Certificate.



Karen Desselle

Bookkeeper

Chapman's Retreat Elementary
1000 Secluded Lane
Spring Hill, TN 37174
(P)615-472-4304

From: Traci Alderman <traci@wellspringchristian.org>
Sent: Wednesday, September 20, 2023 2:33 PM
To: Karen Desselle <karend2@wcs.edu>
Subject: Re: CRES Use of Parking Lot

WARNING: EXTERNAL EMAIL - THIS EMAIL DID NOT ORIGINATE FROM WCS

I submitted forms for October 22 and October 29. I am attaching a form for November 5 as well.

Traci Alderman
Office Manager
WellSpring Christian Church
1001 Chapman's Crossing
Spring Hill, TN 37174
[615.302.0721](tel:615.302.0721) x104

From: Karen Desselle <karend2@wcs.edu>
Sent: Wednesday, September 20, 2023 11:49 AM
To: Traci Alderman <traci@wellspringchristian.org>
Cc: Michelle Hummel <michelle.hummel@wcs.edu>
Subject: RE: CRES Use of Parking Lot

From: Leonardo Ramirez
Sent: Wednesday, September 20, 2023 11:25 AM
To: Karen Desselle <karend2@wcs.edu>
Subject: RE: CRES Use of Parking Lot

Just looked it over. We don't do long-term requests for parking lots. That constitutes a lease. We can do one-offs here and there but not all year.

Let me know what they want to do.

Lenny Ramirez
Facilities Use Supervisor
Williamson County Schools
Ph: 615.472.4043 / Fax: 615.472.5631
E-mail: LeonardoR@wcs.edu

From: Traci Alderman <traci@wellspringchristian.org>
Sent: Wednesday, September 20, 2023 10:46 AM
To: Karen Desselle <karend2@wcs.edu>
Subject: Re: CRES Use of Parking Lot

WARNING: EXTERNAL EMAIL - THIS EMAIL DID NOT ORIGINATE FROM WCS

Here's the new one. It has the Williamson County School Board as the certificate holder.

Traci Alderman
Office Manager
WellSpring Christian Church
1001 Chapman's Crossing
Sprina Hill, TN 37174
[615.302.0721](tel:615.302.0721) x104

From: Karen Desselle <karend2@wcs.edu>
Sent: Wednesday, September 20, 2023 9:28 AM
To: Traci Alderman <traci@wellspringchristian.org>
Cc: Michelle Hummel <michelle.hummel@wcs.edu>
Subject: RE: CRES Use of Parking Lot

Message from Lenny Ramirez, WCS Facilities Use Supervisor:

They'll have to amend the certificate. It does not show Williamson County Board of Education as additional insured. It also has the school name on it, which it shouldn't.

See the explanation in the attachment titled "ADDL INSD Explanation".

Also – here's a screenshot of the memo I send out every month.

****As always, all certificates should name Williamson County Board of Education as both additional insured and certificate holder using the address below. It should not name the individual school or have their address listed.**

Williamson County Board of Education
1320 W Main
Franklin, TN 37064

Please resend when they have proper insurance.

Thanks,

Lenny Ramirez
Facilities Use Supervisor
Williamson County Schools
Ph: 615.472.4043 / Fax: 615.472.5631
E-mail: LeonardoR@wcs.edu

From: Traci Alderman <traci@wellspringchristian.org>
Sent: Tuesday, September 19, 2023 3:36 PM
To: Karen Desselle <karend2@wcs.edu>
Cc: Michelle Hummel <michelle.hummel@wcs.edu>
Subject: CRES Use of Parking Lot

WARNING: EXTERNAL EMAIL - THIS EMAIL DID NOT ORIGINATE FROM WCS

Good afternoon,

WellSpring Christian Church would like to request the use of your parking lot on Sunday mornings for overflow parking. We haven't had any need of it yet, but I thought it would be good to go ahead and file the necessary forms to have everything in place.

I am also submitting forms to use the lot for two specific events on the evenings of Sunday, October 22 and Sunday, October 29.

On the 22nd we are having our 20-year anniversary and will be using most of our lot for inflatables, games, and food trucks. In addition to CRES, we will be utilizing parking across the street at the Big Blue Marble as well as Wades Grove's community parking area down the street.

9/27/23, 8:12 AM

Mail - Amy Hudelson - Outlook

On the 29th we will be having a Trunk or Treat event. We had a large turnout last year and we expect to use more of our lot for the "trunks" and we will need additional parking.

Thank you for your time.

Traci Alderman
Office Manager
WellSpring Christian Church
1001 Chapman's Crossing
Sprina Hill, TN 37174
[615.302.0721 x104](tel:615.302.0721)

Fw: Use of Parking Lot

Traci Alderman <traci@wellspringchristian.org>

Wed 9/20/2023 9:24 AM

To: Amy Hudelson <amyh@wellspringchristian.org>

From: BBMA Spring Hill <center42@bbmacademy.com>**Sent:** Tuesday, September 19, 2023 4:02 PM**To:** Traci Alderman <traci@wellspringchristian.org>**Subject:** Re: Use of Parking Lot

Of course!! That is no problem at all. It's really ironic you sent this. We were just talking about reaching out to you to see if we could use your lot for parking the evening of October 27th. We are planning a Trunk-or-Treat event that evening and need the majority of our lot roped off for safety.

**Katelyn Lennon***Assistant Director**1002 Secluded Lane**Spring Hill, TN 37174***phone** 615-302-0950www.bbmacademy.com

On Tue, Sep 19, 2023 at 3:54 PM Traci Alderman <traci@wellspringchristian.org> wrote:

Good afternoon,

We will be having two special events on October 22 and 29 in the late afternoon/early evening. We would like your permission to use your parking lot for the events since this is out of the normal scope of Sunday mornings.

Let me know if you need anything from us.

Thanks!

Traci Alderman
Office Manager
WellSpring Christian Church
1001 Chapman's Crossing
Spring Hill, TN 37174
[615.302.0721](tel:615.302.0721) x104