

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: February 10, 2025 **AGENDA ITEM #:** 7-B-1

SUBJECT: Special Event Application – Mill Spring Makers Faire

BACKGROUND:

Melinda Copp of the Mill Springs Makers Market is requesting a Special Event Permit to hold the **Mill Spring Makers Faire** on Saturday, May 17, 2025, from 10:00am to 4:00pm (Spring Event) and **Saturday, December 6, 2025, from 10:00am to 4:00pm (Fall Event)** at Mill Spring Park.

During the Spring Event, the Farmers Market is going on that Saturday morning, but the events would be complimentary. Ms. Copp expects to have 60 or more vendors/craftsmen and will have a hands-on children's area, food, and music. She expects to draw 1,000 people to the Faire. There is a street closure request associated with the event which would be Spring Street from Franklin Ave. to E. Main Street beginning at 5:00pm Friday evening, May 16th, the night before so vendors can set up, and ending around 6:00pm on Saturday the 17th.

During the Fall Event, there is a street closure request associated with the event which would be Spring Street from Franklin Ave. to E. Main Street beginning at 5:00pm Friday evening, December 5th, the night before so vendors can set up, and ending around 6:00pm on Saturday the 6th. The following are the other services requested for approval as part of the application:

- Policy and Security
- Street Cleaning
- Use of Mill Spring Park, May 18th and December 7th from 7am-6pm
- Communications and/publicity

The Town will need to provide approximately 6 trash cans and for the Town to pick-up the trash collected. There is also a request to be able to use the parking lot of the Slemmons House, which should not be an issue. The Storytelling Resource Place agreement allows them to mark one space in that parking area for their use.

The Hold Harmless Agreement and Proof of Insurance have been received.

RECOMMENDATION:

Approve the Special Event Permit for the Mill Spring Makers Faire to be held on Saturday, May 17, 2025, from 10:00am to 4:00pm (Spring Event) and Saturday, December 6, 2025, from 10:00am to 4:00pm (Fall Event) at Mill Spring Park, including the request for road closure and town support services, as presented.

Town Of Jonesborough, Tennessee

Special Event Permit Application

A *Special Event* is any occasion including but not limited to fairs, shows, exhibitions, city-wide celebrations and festivals taking place within a specifically defined area of the Town of Jonesborough for a period of time. A special event may include the use of public facilities in the Town of Jonesborough, including, but not limited to parks, streets, alleys, sidewalks, restrooms or other municipal owned facilities, and which includes a general invitation to all members of the public to either participate in and/or view such event, or part thereof, Special Events may be one-time or recurring occasions.

12-1002 Jonesborough Municipal Code

Whenever any person, group, association, club, business, firm or corporation desires to sponsor a Special Event such person, group, association, club, business, firm or corporation shall first obtain a "Special Event Permit" from the Town of Jonesborough.

12-1003 Jonesborough Municipal Code

Person(s) completing Application

Date

Name Melinda Copp

1/23/25

Address 144 E. Main St.

Jonesborough, TN 37659

Phone (423) 302-8186

Fax _____

Email melinda.faye.copp@gmail

Instructions:

- 1) Each question on this application must be answered in some fashion for your application to be considered for approval. Please attach an additional sheet(s) if necessary to completely and accurately provide the requested information in each question, labeling any additional sheet(s) clearly as such.
- 2) Incomplete applications will be returned to the address you have provided above without further consideration until a complete application, including exhibits is filed.
- 3) The **original** application and your exhibits of the entire package should be filed with the Town Administrator's office at least **90 days** in advance of your event. See Schedule of Approval, Chapter 10 Title 12 of the Jonesborough Municipal Code, a copy of which is attached.

Sponsoring Organization Information:

Name Mill Spring Makers Market

Purpose The Shop supports local artists by offering them a retail location to sell handmade goods and an outlet to engage with the community.

Is this a recurring Special Event? ☒ Yes ☐ No

Special Events that are recurring require the annual approval of the Board of Mayor and Aldermen. This permit application shall provide a schedule for the term of a recurring event:

Saturday, May 17th 10am - 4pm (street closure beginning May 16th at 5pm)

Saturday, Dec. 6th 10am - 4pm (street closure beginning Dec. 5th at 5pm)

Event Information:

Name of Event Mill Spring Makers Faire

Description & Purpose of Event Outdoor market offering 60 vendor spots for local makers, artist demonstrations, food & music

Dates and hours of event May 17th 10am - 4pm
Dec 6th 10am - 4pm Estimated number expected to attend 2,500

Estimated number of town citizens expected to either participate in and/or view the event 1,000

Is a request for public safety assistance included in your Security Plan attached as per the list of items below? ☐ Yes ☒ No

Request for Services from the Town of Jonesborough

Please indicate any services you request for your event from the Town of Jonesborough*. (A fee may be Levied by the Town for additional services per the Municipal Code, see 12-1007)

<input type="checkbox"/> Police and Security	<input type="checkbox"/> Refuse Collection	<i>Mowing grass the day before event.</i>
<input checked="" type="checkbox"/> Street Cleaning	<input checked="" type="checkbox"/> Event Preparation/Beautification	
<input type="checkbox"/> Signage	<input type="checkbox"/> Parking	
<input checked="" type="checkbox"/> Use of facilities – Facility <u>Mill Spring Park/Gazebo</u>	Dates & Hours <u>May 16-17, 2025</u>	
Space and staffing needs _____		
<input checked="" type="checkbox"/> Communications and/or publicity		

* For each such service requested please provide a detailed description of your request as Exhibit 13

Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

I/We the undersigned representatives of the sponsoring organization listed above acknowledge receipt of a copy of Chapter 10 of the Jonesborough Municipal Code governing special events and agree to comply with all provisions of that Chapter.

Date: 1/23/25 Signature: *Mel Copp*
Print Name: Melinda Copp
Title: Event Organizer

Witness: _____

The undersigned certifies that the information contained in both this application and the attached exhibits is complete and accurate and further agrees to amend this application immediately if any such information changes. The undersigned understands the Board of Mayor and Aldermen may approve, reject or modify this request in whole or in part under the Jonesborough Municipal Code.

Please note, your application should include this form and 13 Exhibits

Date: 1/23/25 Signature: *Mel Copp*
Print Name: Melinda Copp
Title: Event Organizer

Witness: _____

Required Exhibits to Application

Please attach the following exhibits to this application (each item should be clearly labeled with the number in this list to facilitate a prompt review of your application). If your event will not involve one or more of these items you should attach an exhibit with appropriate number and heading explaining that fact:

1. **Hold Harmless Agreement** executed on form approved by the Town of Jonesborough (copy provided with this application and available from the Town Recorder)
2. **List of pre-events and post-events** to be held in conjunction with the main event (including parade, fireworks, etc.)
3. **Map with city streets** showing event boundary and registration area, tents, booths, food, office/administration, etc.)
4. **Outline of your publicity plan** with examples of previous efforts, if available
5. **Security Plan**, including crowd control, pedestrian safety, any special parking provisions including handicap spaces, vendor and/or performer parking, a parking map and list and samples of any special parking permits that will be issued, etc. and any request for public safety assistance (a request for public safety assistance should also be included with your Town Services Request in the next section of this application).
6. **Emergency Plan**, including emergency procedures, provisions for first aid services and provisions for appropriate emergency communication. Include an outline of any activities involving moving vehicles and safety procedures used to avoid or prevent injury.
7. **Event Sponsors List** including all sponsors' names, addresses, and telephone numbers along with their title and area of responsibility for the event.
8. **Proof of your liability insurance** provided by your insurance company (if requested by the Town Recorder, this information must be sent directly to the Town from the insurance company).
9. **Anticipated vendors and concession booth list.** (A final and complete list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours before the event begins.
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.** List should include erection of temporary stages or facilities including tents, lighting, sound, efforts to address refuse collection, security, etc.
11. **Clean-up Plan** detailing person or persons responsible for site clean-up, schedule and any repairs or grounds remediation that is expected.
12. **Street Closure Request** listing of all streets or portions of streets including the dates and hours of closure (failure to list a portion of a street will result in your application being considered under the assumption you are requesting the entire street to be closed within the town limits.)

**Mill Spring Makers Faire
Special Event Permit Application**

- 1. Hold Harmless Agreement-** See attached
- 2. List of pre-events and post-events**
None
- 3. Map with city streets-** Spring Street from Main to Franklin and Mill Spring Park is where the event will be held. We would also like to use the parking lot of the Slemmon's House for some of our vendor demonstrations.
- 4. Outline of your publicity plan-** Use PSA's and press releases through print, radio and television advertising, social media will also be strongly used.
- 5. Security Plan-** Library and Courthouse Parking lots will be recommended and used for attendees to park. With Spring Street and Mill Spring Park being the location for the event, pedestrians will be crossing on Main or Fox to get to the event so "pedestrian crossing" signs may be needed at the corner of Boone and Main and Fox and Main.
- 6. Emergency Plan-** In the event of an emergency, dispatch will be called.
- 7. Event Sponsors List-** Mill Spring Makers Market is the sponsor of this event and the address is 144 E. Main St. Jonesborough, TN 37659 423-302-8186
- 8. Proof of your liability insurance-** Insurance has been requested from our provider and we will have the certificate 30 days prior to the event.
- 9. Anticipated vendors and concession booth list:** We will be hosting 60 local handmade makers which will each have a 10 X 10 booth space along with a couple local food vendors.
- 10. A list of physical services for the event that will be provided by or contracted for by the event sponsor.**
 - Request for Mill Spring Park to be mowed on the Friday before the event.
 - Request for extra trash cans to use during the event.
 - Request for the cleaning of Spring Street before the street closure.
- 11. Clean-up Plan-** We will clean up the event area afterwards but will need trash to be collected by the town immediately after.
- 12. Street Closure Request-** Spring Street from Main to Franklin starting on Friday, May 16 at 5:00 pm and continuing until Saturday, May 17 around 6 pm. And then starting on Friday, December 5, at 5:00 pm and continuing until Saturday, December 6 around 6 pm.

SECTION II

Period Covered

The indemnity will extend from the date of this agreement to and including the date the special event concludes, including cleanup.

SECTION III

Expenses, Attorney's Fees, and Costs

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorney's fees or court costs, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitor of the incurring of such expenses, attorney's fees or costs.

SECTION IV

Interest

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum or any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitor is obligated to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

SECTION V

Notice of Claim Against Indemnitor

Indemnitor agrees to give indemnitor ten days' written notice of any claim made against indemnitor on the obligations indemnified against.

Executed on the date first written above

Organization: Mill Spring Makers

By: 

Printed Name: Melinda Copp

Title: Event Organizer

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 24 day of January, 2025, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Mill Spring Makers Market
(Name of Organization or Sponsor)
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnatee."

Indemnitor has submitted a Special Event Permit Application to indemnatee. The agreement is attached as Exhibit 1 to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnatee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's special event to take lace within the limits of the Town of Jonesborough in consideration of the indemnatee's allowing the event to take lace and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

SECTION I

Scope of Indemnity

Indemnitor undertakes to indemnify and to save harmless indemnatee from any liability, loss or damages indemnatee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the special event outlined in the application or the management thereof.

Indemnitor assumes full responsibility for all damages and injury that may result to any person or persons or to adjoining property by reason of the excavation for, and the erection, construction, and maintenance of, any structures put in place for the event, and agrees and covenants to indemnify indemnatee against any such claim or claims.

Indemnitor expressly undertakes to indemnify and to save harmless indemnatee from all liability and/or loss or damages for or arising out the special event outlined in the application, whether it be caused by the negligence of indemnatee, indemnatee's agents or employees, indemnatee's contractors or otherwise.

STATE OF TENNESSEE
COUNTY OF WASHINGTON

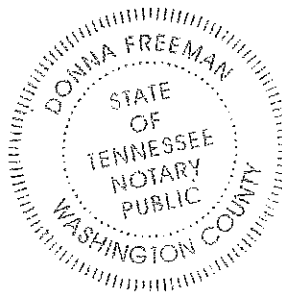
Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Melinda Copp, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the Event Coordinator (title) of Mill Spring Makers Faire (organization), and that he/she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 24th of January, 2025.

Donna Freeman
NOTARY PUBLIC

My Commission Expires:

04-29-2026





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1-30-2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER **Steve Tolley**
2102 Forest Dr. Ste 1
Gray, TN 37615

CONTACT NAME: **Steve Tolley**
PHONE (A/C, No, Ext): **423-467-8900** FAX (A/C, No): **423-467-3577**
E-MAIL ADDRESS: **steve.tolley@fbfn.com**

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Tennessee Farmers Mutual Ins Co	15245
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED **MELINDA COPP**
DBA MILL SPRING MAKERS MARKET
144 E MAIN ST
JONESBOROUGH, TN 37659-1337

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			3111048	11/21/2024	11/21/2025	EACH OCCURRENCE \$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000	
							MED EXP (Any one person) \$ 5,000	
							PERSONAL & ADV INJURY \$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000	
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000	
	OTHER:							
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$	
	<input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$	
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>						PROPERTY DAMAGE (Per accident) \$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR						EACH OCCURRENCE \$	
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$	
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A							E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE \$
								E.L. DISEASE - POLICY LIMIT \$
A	WATERCRAFT LIABILITY						EACH OCCURRENCE \$	
							MED EXP (Any one person) \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of Jonesborough is an additional insured on this policy.

CERTIFICATE HOLDER

Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE