



MEMORANDUM

April 17, 2012

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator *Eric*  
Special Events Advisory Team

**SUBJECT:** NCAA Golf Tournament Banquet

**Purpose**

The purpose of this memo is to outline recommendations for approval of the event application submitted for a banquet to be held in conjunction with the NCAA Golf Championship Tournament.

**Background**

The NCAA Women's Golf Championship Tournament is being held at Vanderbilt Legends Golf Club May 21<sup>st</sup> – 25<sup>th</sup>. As part of the Tournament, Vanderbilt University would like to host a banquet on Sunday, May 20<sup>th</sup>, on Fourth Avenue South. They are expecting 235 attendees and are requesting the closure of Fourth Avenue North (from Main Street to Entrance to Garage) from 7:30 a.m. until 12 Midnight. The banquet is being catered by Puckett's.

**Recommendation**

Staff recommends approval of the event application with the following recommendations:

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- ***Risk Management:***
  - Applicant will provide certificate of insurance naming the City as additional insured.
- ***Streets Department:***
  - Department will set-up closure and provide barricades.
  - Department will provide clean-up crew for after the event.
- ***Police Department:***
  - Applicant will hire one (1) Franklin Police Officer.
- ***Building & Neighborhood Services Department:***
  - Electrical permit will be required
- ***Solid Waste Department:***
  - Applicant will contact Department regarding the need for rollout containers.
- ***Fire Department:***
  - Applicant will contact Department regarding tent inspection.

OFFICE USE ONLY  
Permit No:  
\_\_\_\_\_

received  
3-14-2012



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**CITY OF FRANKLIN  
EVENT PERMIT APPLICATION**

*Application is Due 90 Days Prior to Scheduled Event.  
Please read application carefully and fully complete each section.  
A non-refundable application fee of \$100 is due at time of filing.*

**Note: Filing this application does not guarantee that your request will be granted.**

- Please check all that apply:
- street closure
  - parade
  - other special event
  - beer served (separate permit required)

Please supply the following information. For additional space, use separate sheets of paper and attach to the application.

1) Location requested (if Temporary Street Closure only, list major roads to be closed):

- \_\_\_\_\_ Aspen Grove Park
- \_\_\_\_\_ Liberty Park
- \_\_\_\_\_ Eastern Flank BattleField Park
- \_\_\_\_\_ Fieldstone Farms
- \_\_\_\_\_ Pinkerton Park
- \_\_\_\_\_ Jim Warren Park
- \_\_\_\_\_ Harlinsdale Farm
- Other: 4th Street

2) Name/purpose of event: NCAA Women's Golf Tournament Dinner

3) Date or dates of event: May 20, 2012

4) Time of Event: 7:00 - 9:00 p.m.

5) Time of Street Closure (if applicable): \_\_\_\_\_

Set-Up Date/Time: 7:30 a.m. Tear-down Date/Time: 9 p.m. (begin to close)

\*Note: Two (2) hours will be added before set-up time and two hours (2) will be added after tear-down to allow time for clean-up. Event is responsible for payment of Franklin Police Officers during this time. Read Additional Requirements section for more information.

6) Name of Applicant and Organization Requesting Permit:

Rod Williamson Vanderbilt University / NCAA

a) Address: 2601 Jess Neely Pr., Nashville 37212

b) Phone: 615 322-4051 c) Cell: 615-574-0143 d) Fax: 615-343-8738

e) E-mail address: rod.williamson@vanderbilt.edu

7) Person in charge on day of event: Rod Williamson

Cell: 615-574-0143 E-mail address: rod.williamson@vanderbilt.edu



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8) Name and Cell Number of at least two others available on day of event:

Name: Lori Alexander Cell: <sup>615</sup>426-9712 E-mail address: lori.alexander@vanderbilt.edu

Name: Mark Ermshar Cell: <sup>615</sup>427-9882 E-mail address: mermshar@classicpartyrentals.com

9) DETAILED description of event (use additional sheets):

Dinner, catered by Puckett's, for 235 NCAA championship golfers. Will be lit, limited use of public address system for brief program. 32 round tables with modest decoration. We will adjourn for Vince Gill concert at Franklin Theatre about 8:30 or 8:45. Tent 40'x120'

10) **ENCLOSE A DETAILED MAP** of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. *For large-scale events, map should be obtained from the City's GIS division.*

11) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:

235

12) Please **attach a list** containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee.

13) Is your organization based in Williamson County? Circle Yes or  No  
(if no, please state where: Davidson County (Vanderbilt)  
NCAA (Indiana))

14) Is your organization authorized to do business in Tennessee? Circle  Yes or No

15) Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization? Circle  Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status.

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. NO Private party

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or  No

18) Is this event a fundraiser? Circle Yes or  No. If yes, what organization will be benefactor of event? What percentage of funds will they receive? \_\_\_\_\_

19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or  No



20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22.

21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?

Brief program  
possible music (background) during/before dinner

22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

Not determined but if we have, it will be a songwriter or ~~band~~ <sup>similar -</sup>

23) During what time period is sound amplification requested? 7 pm - 8:30

24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Not determined as of 3-8-12

25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle Yes or No. No. If yes, Applicant must give specific details as to the location and type of games/activities, i.e. inflatables, Horseshoes, relay races, etc. along with the name of the company providing the stages and/or activities. Applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Franklin as additional insured. \*\*\*For stages, tents, inflatables, etc. constructed on site prior to the event, that date must be included on Certificate of Insurance provided to the City of Franklin. Stages MUST be removed from site at end of event. \*\*\*Rented inflatables/interactives that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance.

26) What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets. NO vendors

27) Will food, beverages, or merchandise be sold or given away? Circle Yes or No. If yes, clean-up is required. Please provide name of clean-up provider, contact, and phone number of person on-site during event. See Question #28. NO <sup>dinner</sup>  
Vanderbilt Athletics in conjunction with Puckett's Restaurant. All self-contained at dinner site. We will need trash cans from some source

28) Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If clean-up is not done properly, the organization requesting the permit will be fined (See Attachment A). Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. *At the end of the event, a Post-Event Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal.* Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event.



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- 29) *\*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. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. *Please read Additional Requirements section of this application for more information.* NONE
- 30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:  
If possible to fill tent water barrels (to anchor tent)
- 
- 31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes or No. If yes, a permit from the relevant board is required. *Please read Additional Requirements section of this application for more information.*
- 32) Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or no. Events using tents of size 20 x 10 or larger require permitting from Franklin Fire Department. Safety measures must be provided on all tents, especially those set-up prior to the actual event. Tents should be taken down the date the event has ended. *Please read Additional Requirements section of this application for more information.* Large tent 40'x120'
- 33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.*

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil Rights Act, contact the Title VI Coordinator:

Rodney Escobar  
Risk Manager  
City of Franklin  
109 Third Avenue South  
Franklin, Tennessee 37064  
615.791.3277

The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.

## Good Neighbor Letter for NCAA Golf Dinner

Vanderbilt University Athletics is excited to bring the 2012 NCAA Women's Golf Championship to Franklin and the Vanderbilt Legends Club May 22-25. To our knowledge, this the first NCAA team championship event ever held in Middle Tennessee.

Twenty-four of the nation's best women's golf teams along with select individuals will compete. While the tournament is the NCAA's to administer, Vanderbilt has made a concerted effort to keep as much of the tournament and spectator focus squarely upon Franklin and Williamson County.

One of the first official events of the tournament is the pre-tournament dinner Sunday, May 20. We want to showcase the charm of downtown Franklin and the country music for which we are famous by having the dinner held under a big tent on 4<sup>th</sup> Street and then adjourn to the nearby Franklin Theatre where super star Vince Gill has agreed to perform for the participants. It will be a remarkable evening for these golfers, who will come from all corners of the United States and the world. Some will be seeing this area for the first time.

We are working with a professional party company to erect the tent with set-up beginning about 8 a.m. Puckett's will serve as our caterer with the tent just outside its front door (leaving the parking garage open). Dinner will begin about 7:30 p.m. and last an hour before we move to the Theatre. We will have brief announcements during the dinner that require a modest amplification system (240 people at the dinner).

We don't expect any disruption; clean-up should be easy and we will take the tent down immediately after the dinner. The street should be back to normal by late evening.



## Contact List for NCAA Golf Dinner

May 20, 2012 Franklin, TN

**Lori Alexander**, tournament director 615-426-9712 (cell)  
Associate Director of Athletics 615-322-4118 (Vanderbilt office)  
Vanderbilt University

**Rod Williamson** 615-574-0143 (cell)  
Associate Director of Athletics 615-322-4051 (office)  
Vanderbilt University

Mark Ermshar, G.M. 615-427-9882 (cell)  
Classic Party Rentals 615-641-1111 (office)  
1510 Elm Hill Pike Suite 200  
Nashville, TN 37210



**NCAA GOLF DINNER**



One of the first official events of the tournament is the pre-tournament dinner Sunday, May 20. We want to showcase the charm of downtown Franklin and the country music for which we are famous by having the dinner held under a big tent on 4th Street and then adjourn to the nearby Franklin Theatre where super star Vince Gill has agreed to perform for the participants.

We are working with a professional party company to erect the tent (set-up beginning about 8 am). Puckett's will serve as our caterer with the exception of its bar (which will be open for an hour before we move to the Theatre. We will have brief announcements during the dinner that require a modest amplification system. (240 people at the dinner).

- Hydrants
- Water Barrier
- ▨ Moveable Barrier
- ▨ Road Closed

**FRANKLIN DISCLAIMER**  
 This map was created by the City of Franklin's MIT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained hereon. All data and materials Copyright © 2012. All Rights Reserved.

