



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #6  
WRKS 05/22/2012

## MEMORANDUM

---

May 10, 2012

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Franklin on the Fourth Event Application

### Purpose

The purpose of this memo is to outline recommendations for approval of the Franklin on the Fourth Event.

### Background

The City of Franklin partners with the Franklin Lions Club to produce the Franklin on the Fourth event. This year the event will move to the Park at Harlinsdale Farm. This event will be July 4<sup>th</sup> (Wednesday) from 11 a.m. until the end of the fireworks display (approximately 9:30 p.m.). Organizers expect 5,000 – 10,000 attendees.

### Recommendation

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

- Lions Club will provide a Good Neighbor letter which will be distributed to affected neighborhoods.

### *Risk Management:*

- Lions Club will provide certificate of insurance naming the City as additional insured.
- Zia Music will provide a certificate of insurance naming the City as additional insured.

### *Solid Waste:*

- Lions Club will ensure that no grease, ashes, or coal is left at the Park by vendors.
- Department will provide cleanup during event.

### *Streets Department:*

- Department will provide two light towers
- Department will use electronic message boards

### *Building & Neighborhood Services Department:*

- Electrical permit will be required

### *Parks Department*

- Employees from various departments will assist with parking during the event.
- All coordinating regarding the event will be done with the Parks Department and the Special Events Advisory Team, including a pre-event meeting onsite.

OFFICE USE ONLY:

Permit No:



HISTORIC  
FRANKLIN  
TENNESSEE

### 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  
 Fieldstone Farms  
 Jim Warren Park

Liberty Park  
 Pinkerton Park  
 Harlinsdale Farm

Eastern Flank BattleField Park  
Other: \_\_\_\_\_

2) Name/purpose of event:

"FRANKLIN ON THE FOURTH" <sup>4TH</sup> OF JULY

3) Date or dates of event:

JULY 4, 2012

4) Time of Event:

11 a.m. - CONCLUSION OF FIREWORKS

5) Time of Street Closure (if applicable):

Set-Up Date/Time: 7 a.m.

Tear-down Date/Time: CONCLUSION OF FIREWORKS

\*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:

LIONS CLUB - SCOTT DUCAJ

a) Address:

P.O. BOX 521, FRANKLIN, TN 37065

b) Phone:

615-479-7751

c) Cell:

615-479-7751

d) Fax:

931-486-0136

e) E-mail address:

TNBUGLE@AOL.COM

7) Person in charge on day of event:

SCOTT DUCAJ

Cell: 615-479-7751

E-mail address:

TNBUGLE@AOL.COM



HISTORIC  
FRANKLIN  
TENNESSEE

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

Name: MIKE WYATT Cell: 615-260-4563 E-mail address: \_\_\_\_\_

Name: PAUL DEYO Cell: 615-498-5562 E-mail address: \_\_\_\_\_

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

LITH OF JULY CELEBRATION, 1 STAGE, FAMILY MUSIC,  
PETTING ZOO, KIDS ZONE INFLATABLES,  
ANTIQUE CAR SHOW, HOT DOG EATING CONTEST,  
12 FOOD VENDORS, 25 CRAFT + SPONSOR BOOTHS

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:

200 PARTICIPANTS, POSSIBLE 5,000 - 10,000 ATTENDEES

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: \_\_\_\_\_)

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 ADMISSION FEE, \$150 VENDOR FEE PER 10X10 SPACE

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or  No.  
LIONS CLUB WILL HAVE A WATER + INFO BOOTH.

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? LIONS CLUB.  
AFTER EXPENSES - 100%

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



HISTORIC  
FRANKLIN  
TENNESSEE

- 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.)?  
ANNOUNCEMENTS, & ENTERTAINMENT
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
BANDS, ANNOUNCEMENTS, YOUTH SYMPHONY
- 23) During what time period is sound amplification requested? 11AM - 10PM
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 2pc. - 10pc BANDS,  
MEDIUM VOLUME, ANNOUNCEMENTS, HOT DOG  
CONTEST, YOUTH SYMPHONY.
- 25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle Yes or 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. VENDORS ARE CURRENTLY APPLYING.
- 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.  
Scott Ducarj - 615-479-7751
- 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.



HISTORIC  
FRANKLIN  
TENNESSEE

- 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.*
- 30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:  

---

NOT SURE IF THIS IS AVAILABLE
- 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.* 10 x 10 TENTS -
- 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.



HISTORIC  
FRANKLIN  
TENNESSEE

**PLEASE READ ATTACHMENTS BEFORE SIGNING  
APPLICATION.**

- 1) I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed upon the event by the City Administrator and the Board of Mayor and Aldermen.
- 2) I/We do swear or affirm that all of the information given in this application is true and complete.
- 3) I/We do hereby 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 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.
- 4) I/We agree to provide a copy of this signed Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
- 5) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 6) I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- 7) The application for an event permit shall be filed not less than 90 days nor more than 364 days prior to the scheduled date of such event. Suggested filing is at least 180 days prior to scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of a permit.
- 8) The City reserves the right to require one or more City of Franklin police officers or other emergency personnel be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$30 per hour at a minimum of two (2) hours.

BY: \_\_\_\_\_ Date: 4/12/2012  
(Signature and title – must be officer of organization)

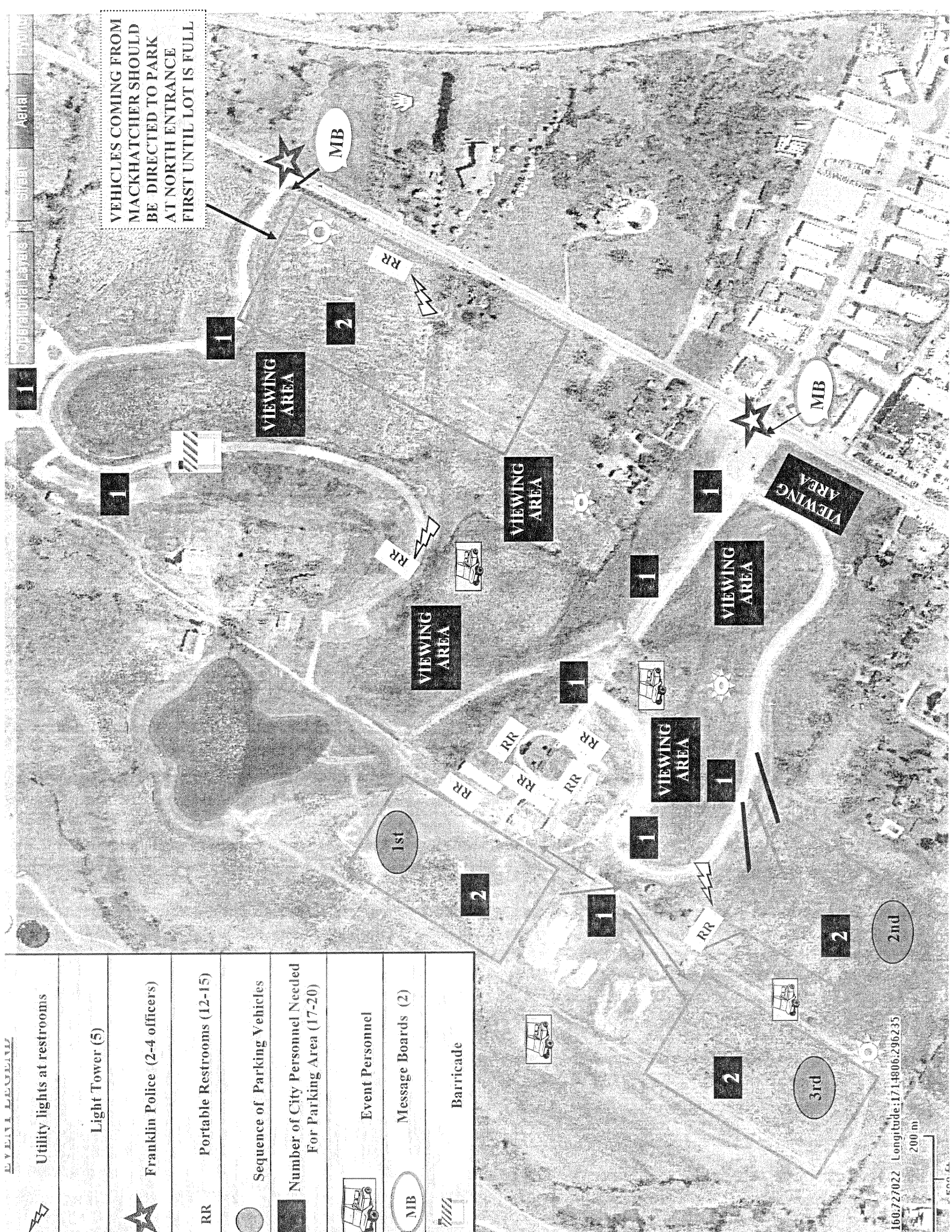
Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Dr. Ken Moore, Mayor










\_\_\_\_\_  
Eric S. Stuckey, City Administrator

*If you have questions concerning your request, please call 615-550-6606.*

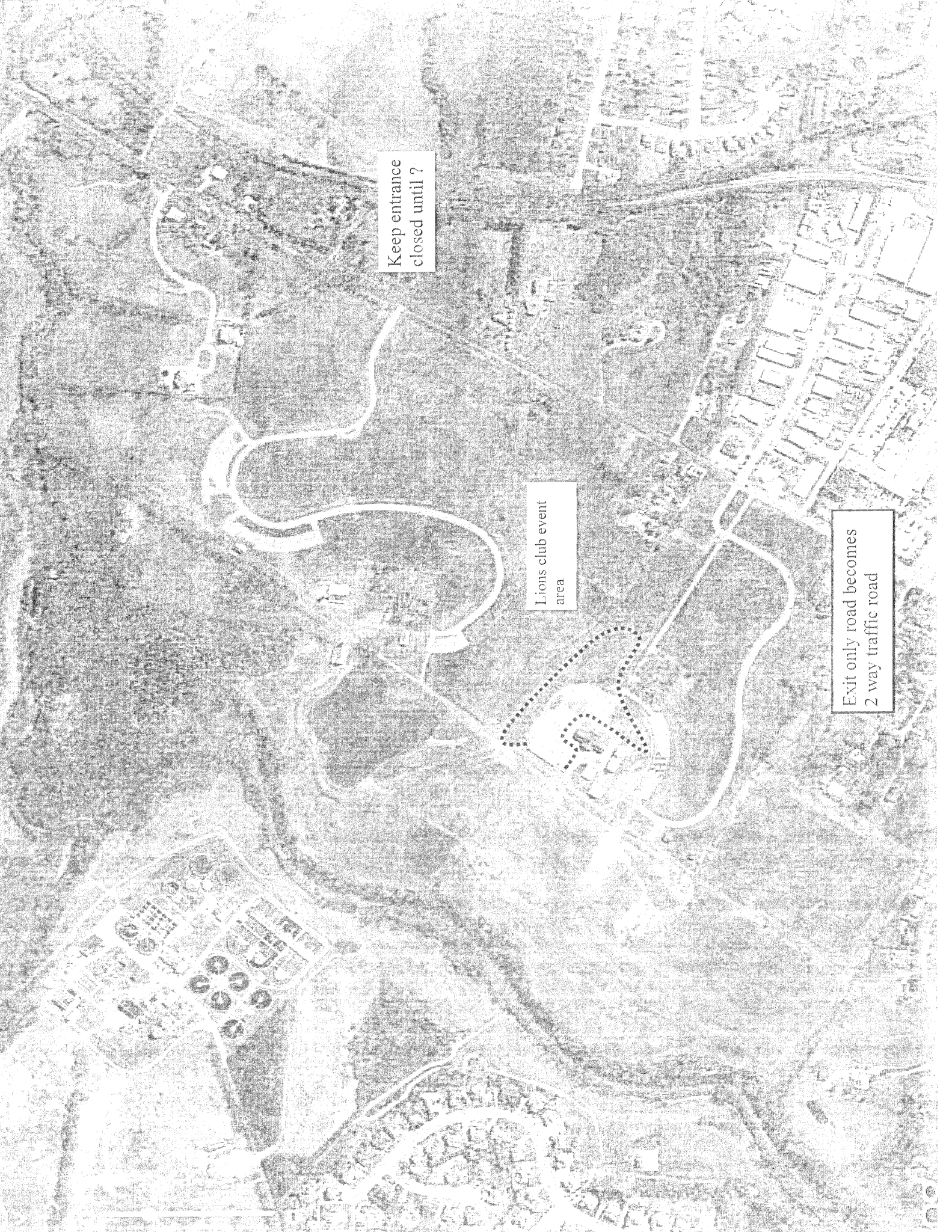
\*\*\*\*\*  
 \* Return application to: \*  
 \* City Administrator's Office \*  
 \* City Hall \*  
 \* 109 Third Ave South \*  
 \* Franklin, TN 37065 \*  
 \* 615-791-3217 \*  
 \* 615-790-0469 (FAX) \*  
 \* \*\*\*\*\*



VEHICLES COMING FROM MACKHATCHER SHOULD BE DIRECTED TO PARK AT NORTH ENTRANCE FIRST UNTIL LOT IS FULL

	Utility lights at restrooms
	Light Tower (5)
	Franklin Police (2-4 officers)
	Portable Restrooms (12-15)
	Sequence of Parking Vehicles
	Number of City Personnel Needed For Parking Area (17-20)
	Event Personnel
	Message Boards (2)
	Barricade

35 160.727022 Longitude: 171.4806296235  
200 m

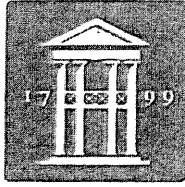


Keep entrance closed until ?

Lions club event area

Exit only road becomes 2 way traffic road





HISTORIC  
FRANKLIN  
TENNESSEE

<b>FOR CITY USE ONLY</b>				
<b>Department</b>		<b>Date</b>	<b>Initials</b>	<b>Attach Any Comments</b>
Administration				Comments: _____ Yes _____ No
Business Office				Comments: _____ Yes _____ No
Codes				Comments: _____ Yes _____ No
Engineering				Comments: _____ Yes _____ No
Finance				Comments: _____ Yes _____ No
Fire				Comments: _____ Yes _____ No
Information Technology				Comments: _____ Yes _____ No
Law				Comments: _____ Yes _____ No
Parks				Comments: _____ Yes _____ No
Planning				Comments: _____ Yes _____ No
Police				Comments: _____ Yes _____ No
Risk Manager				Comments: _____ Yes _____ No
Solid Waste				Comments: _____ Yes _____ No
Streets				Comments: _____ Yes _____ No
Water/Wastewater				Comments: _____ Yes _____ No