

OFFICE USE ONLY:
Permit No:

ITEM #32
BOMA
06/12/2012

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
- Liberty Park
- Eastern Flank BattleField Park
- Fieldstone Farms
- Pinkerton Park
- Harlinsdale Farm
- Other: _____
- Jim Warren Park

2) Name/purpose of event: "FRANKLIN ON THE FOURTH" ^{4TH} 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



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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):

4TH OF JULY CELEBRATION, 1 STAGE, FAMILY MUSIC,
PETTING ZOO, KIDS ZONE, INFLATABLES,
ANTIQUÉ 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.

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.

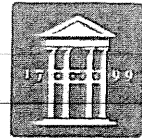
AFTER EXPENSE'S - 100%

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



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- 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.



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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.*
- 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

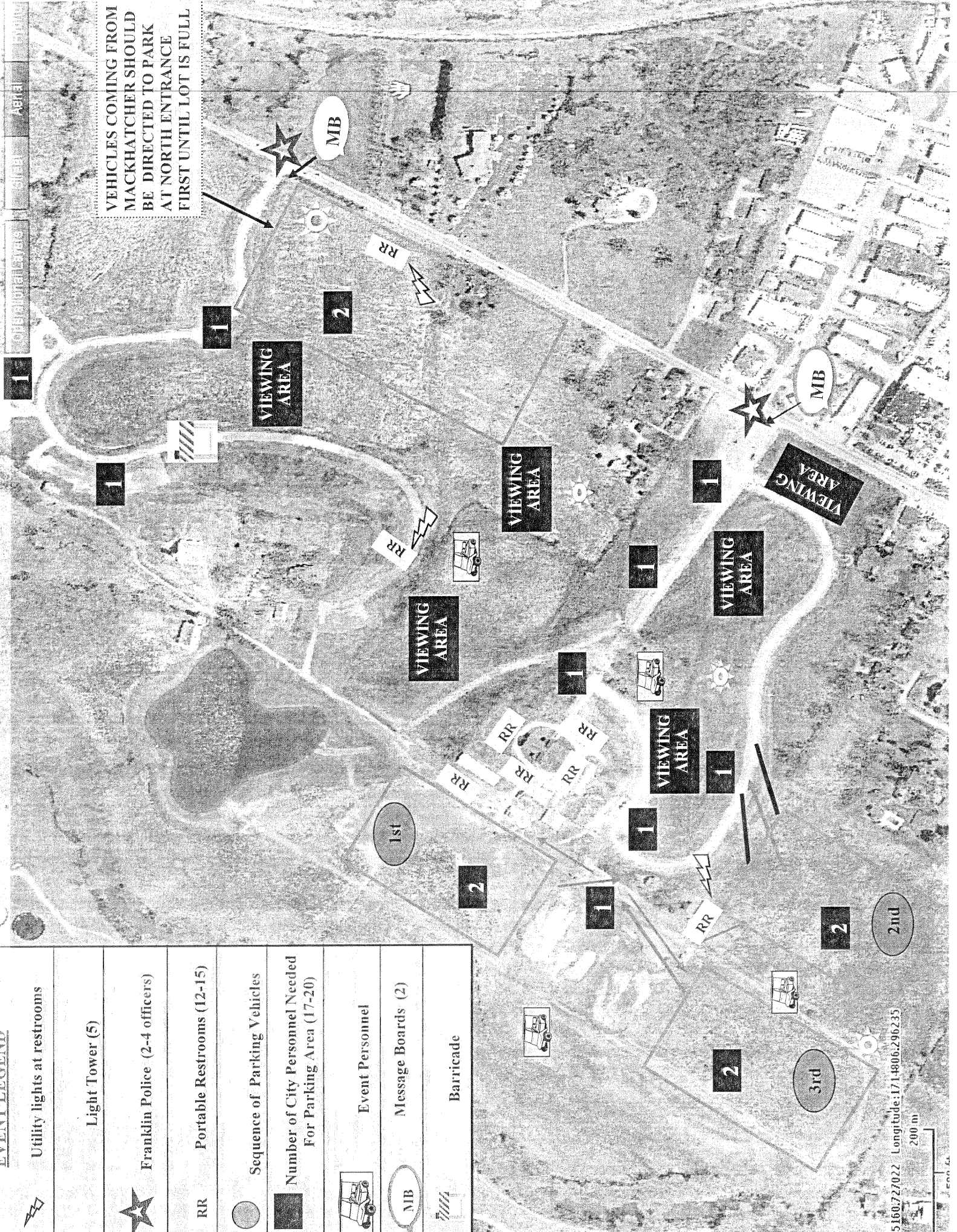
"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."










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:

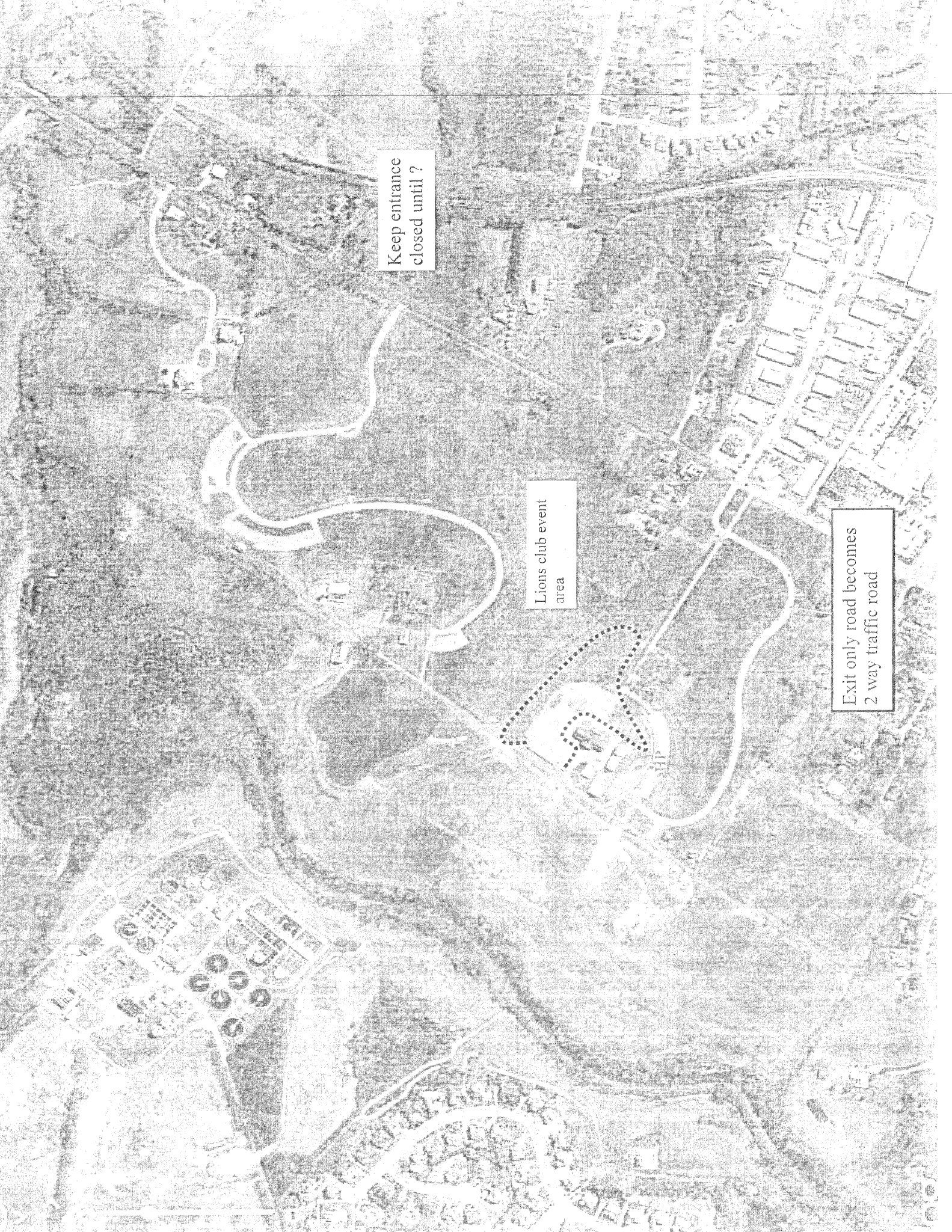
Rodney Escobar
Risk Manager
City of Franklin
109 Third Avenue South
Franklin, Tennessee 37064
615.791.3277

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.

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



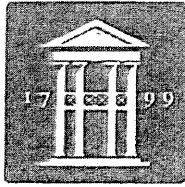
	Utility lights at restrooms
	Light Tower (5)
	Franklin Police (2-4 officers)
	Portable Restrooms (12-15)
	Sequence of Parking Vehicles
	Number of City Personnel Needed For Parking Area (17-20)
	Event Personnel
	Message Boards (2)
	Barricade



Keep entrance closed until ?

Lions club event area

Exit only road becomes 2 way traffic road



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FOR CITY USE ONLY				
Department		Date	Initials	Attach Any Comments
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



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 4th (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.