



HISTORIC
FRANKLIN
TENNESSEE

ITEM #4
WRKS 03/26/13

MEMORANDUM

March 15, 2013

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Franklin Noon Rotary Rodeo Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Franklin Noon Rotary Rodeo Parade.

Background

The Rodeo is traditionally kicked off with the Rodeo Parade. The parade begins on Highway 96 West/Bridge Street at 12 Noon. It proceeds to Third Ave; Third Ave to Main Street; Main Street to 11th Ave. Staging for the parade entries will be at Jim Warren Park and along 96W.

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.

Parks Department

- Applicant will work with Parks Department to determine which areas of Jim Warren Park will be available as well as other conditions for usage of the park.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.

Police Department:

- Applicant will hire at least thirteen (13) extra-duty Franklin Police Officers to secure parade route.
- Franklin Police Volunteers & Police Explorers will be used at no cost to the coordinator to augment officers.
- Officers will remain on post until end of event and assist participants in crossing 96W after the parade.

Streets Department:

- Department will post variable message boards on 96W and Hillsboro Road alerting drivers of road closures ahead
- Department will run Street Sweeper after the parade
- Department will provide barricades

OFFICE USE ONLY

Permit No



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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: July 96, Bridge, Third Ave N., main street & W. main street.

2) Name/purpose of event: Franklin Rodeo Parade

3) Date or dates of event: May 11th, 2013

4) Time of Event: 11:45a - 1:30p

5) Time of Street Closure (if applicable): Noon

Set-Up Date/Time: May 11 Noon Tear-down Date/Time: May 11 1:30pm

*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:

Franklin Noon Rotary Club

a) Address: 101 Legends Club Lane Franklin, TN 37064

b) Phone: _____ c) Cell: _____ d) Fax: _____

e) E-mail address: andrewsv@realtracs.com

7) Person in charge on day of event: Victor Andrews

Cell: 405-1392 E-mail address: andrewsv@realtracs.com



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

Name: Mark Schweer Cell: 445-0613 E-mail address: Schweerfour@bellsouth.net

Name: Bill Foley Cell: 477-6954 E-mail address: bill.foley@comcast.net

9) DETAILED description of event (use additional sheets): SEE MAP.

Franklin Noon Rotary Club has hosted the Franklin Rotary Rodeo Parade for more than 60 years. It is a community service event, not a fund raiser. We invite participants from commercial,

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:

Several hundred participants, Several thousand spectators,

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. 501c4

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

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

9) (cont'd) Non-profit and for profit businesses to decorate vehicles, wagons and trailers to the theme of the year's parade. We invite all local middle schools & high school bands, local elected officials, vip's and a grand marshall to join us for this annual event at noon on the second Saturday in May which is a preparatory event for our club's annual fundraiser at The Williamson Co. Ag Park - The Franklin Rodeo, a 60+ year tradition.

We will have a set of rules and regs on our website and participants will read and apply for parade entries.



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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.)?
Individual floats may have PA and sound amplification.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
NONE
- 23) During what time period is sound amplification requested? N/A
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). N/A
- 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. NONE
- 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. _____
- 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:

- 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.*
- 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

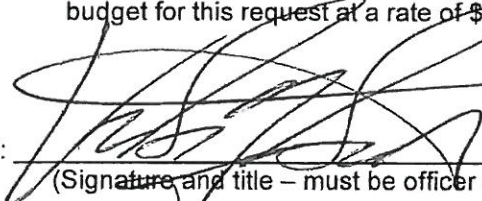
The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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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:  *Parade Chairman*
 (Signature and title – must be officer of organization) *Sgt @Arms* Date: 2/11/13

Approved by the Board of Mayor and Aldermen on _____, 20__.

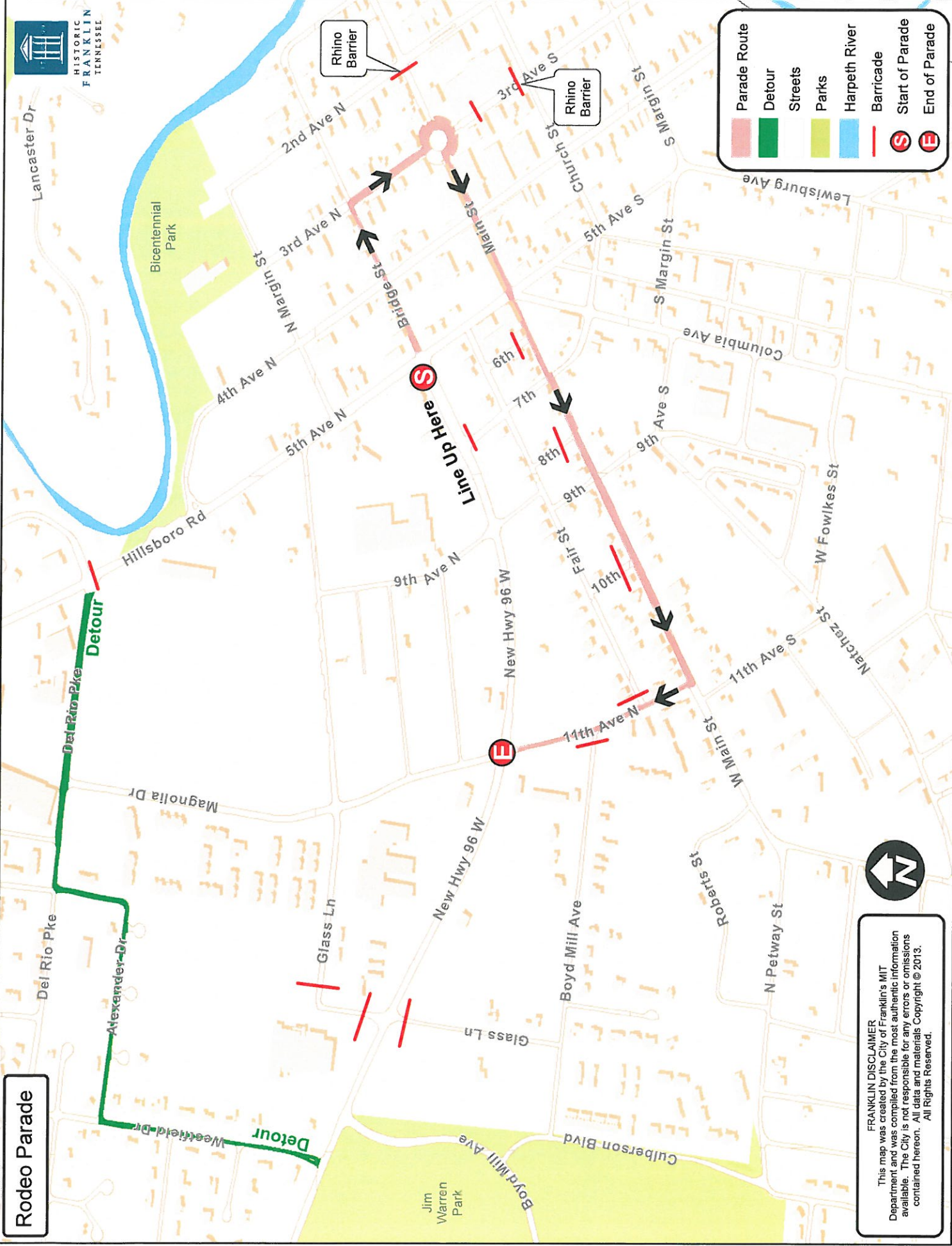
 Dr. Ken Moore, Mayor

 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) *
 *

Rodeo Parade



	Parade Route
	Detour
	Streets
	Parks
	Harpeth River
	Barricade
	Start of Parade
	End of Parade



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 herein. All data and materials Copyright © 2013. All Rights Reserved.

2/11/13

Franklin Noon Rotary Club Officers

President - Lawrence Sullivan
602 Tynebrae Drive
Franklin, TN, 37064
jlawrence.sullivan@gmail.com
cell - 485-3173

V. President - James R Parker
231 Heathstone Ct.
Franklin, TN.
james.parker@mssb.com
cell - 415-7777

Secretary - Derby Jones
806 Hunterboro Ct
Franklin, TN, 37069
djones@williamsonherald.com
cell - 804-0642

Treasurer - Adam Scott Hubbard
707 Dornis Court
Franklin, TN, 37069
thehubbard5@comcast.
cell - 294-2977

Co-Chair Mark Schweer
5416 Old 96
Franklin, TN, 37064
schweerfour@bellsouth.net

Sgt. @ Arms - Victor Andrews
2145 Hartland Road
Franklin, TN, 37069
cell - 405-1392

FROM :

FAX NO. :

Aug. 01 2007 12:56PM P1

Internal Revenue Service

Date: February 2, 2005

ROTARY INTERNATIONAL
FRANKLIN ROTARY CLUB
PO BOX 1557
FRANKLIN TN 37065-1557

Department of the Treasury
P. O. Box 2506
Cincinnati, OH 45201

Person to Contact:
Cassandra Jackson 31-07417
Customer Service Representative
Toll Free Telephone Number:
2:30 a.m. to 5:30 p.m. ET
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
62-6075146
Group Exemption Number:
0573

Dear Sir or Madam:

This is in response to your request of February 2, 2005, regarding your organization's tax-exempt status.

Your organization is included in a group ruling issued to Rotary International, located in Evanston, Illinois. That group ruling indicates your organization is exempt under section 501(c)(4) of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

February 11, 2013

Dear Downtown Franklin Merchants:

The Franklin Noon Rotary Club would like to thank you for your continued support. This year, we will be parading down Main Street on May 11, to promote our 63rd Annual Rodeo. We will try to keep the parade as quick as possible so as not to disturb any businesses. The parade will begin at noon sharp with road closures fifteen minutes prior. The parade should last approximately 30 to 40 minutes at which time streets will re-open and a quick clean-up will be performed.

Again, our club thanks you for your support in keeping a Franklin tradition alive. We look forward to seeing you all at the rodeo.

Sincerely,

Patty Bearden