



## MEMORANDUM

May 21, 2013

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator *Ei*  
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. Last year, the event moved to Harlinsdale Farm after several years of being on the Square. This year, the Lions Club is requesting that the event move back to Downtown Franklin. Their request is for the closure of Main Street from Second Avenue to Fourth Avenue (Second Avenue and Fourth Avenue would remain open to traffic). Organizers expect 3,000 attendees. Viewing for the City-sponsored Fireworks Display is at Harlinsdale Farm.

### Recommendation

The Special Events Advisory Team recommends that Franklin on the Fourth remain at Harlinsdale Farm for the 2013 event. Connecting the event with the fireworks display makes it one event rather than two that are sometimes in opposition. Many times attendees leave Franklin on the Fourth before the event has concluded to ensure they get to Harlinsdale. Or, they forego the fireworks to stay at the festival until the end. One location decreases the confusion on the festival continuing up to the start time for the fireworks display and the lack of available viewing areas on the Square. Main Street remaining open would also, hopefully, lessen the impact on traffic.

If the event is held at Harlinsdale, staff recommends the following conditions:

#### ***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 provide name of Grease Hauler and map showing locations of bins.
- 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



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## ***Parks Department***

- 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:



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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: DOWNTOWN SQUARE

2) Name/purpose of event: 4TH OF JULY CELEBRATION, FRANKLIN ON THE SQUARE

3) Date or dates of event: JULY 4TH, 2013

4) Time of Event: 10 A.M. - 9:30 P.M.

5) Time of Street Closure (if applicable): 4:00 A.M. - 1:00 A.M.

Set-Up Date/Time: 7/4/2013 6 A.M. Tear-down Date/Time: 7/4/2013 9:30 P.M. - 12:30 A.M.

\*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 OF FRANKLIN

a) Address: P.O. BOX 521, FRANKLIN, TN 37065

b) Phone: 931-486-0136 c) Cell: 615-479-7751 d) Fax: 931-486-0136

e) E-mail address: TNBUGLE@AOL.COM OR FRANCIE.WHITEMORE@CHARTER.NET

7) Person in charge on day of event: SCOTT OUEAJ

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: MKEINTWYATT@COMCAST.NET

Name: PAUL DEYO Cell: 615-498-5562 E-mail address: PABLON953@GMAIL.COM

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

4TH OF JULY FESTIVAL, STUDENT BATTLE OF THE BANDS,  
THE DEVONSHIRES CONCERT, FOOD VENDORS, CRAFT VENDORS,  
CHILDRENS PARADE, ANTIQUE CARS

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:

3,000

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. FREE TO THE PUBLIC, FOOD VENDOR + CRAFT VENDORS

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or  No \$150 EACH

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? FRANKLIN LIONS CLUB, -

100% OF ALL SPONSORSHIPS AFTER EXPENSES, ALSO VENDOR FEES  
AFTER EXPENSES.

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, DANCE SALTORS, BANDS
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
BAND AMPLIFICATION, GENERAL P.A. FOR ANNOUNCEMENTS
- 23) During what time period is sound amplification requested? 10 A.M. - 10 P.M.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). STUDENT BATTLE OF THE BANDS - 8 BANDS - 15 MINUTE SPOTS - 2-10 MUSICIANS - ALL VOLUME CONTROL BY OUR STAFF TO MAINTAIN SOUND LEVELS BELOW 110 DB (ALSO SEE ATTACHED SCHEDULE)
- 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.
- 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. LIONS CLUB - Scott Ducaj - 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.



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:

3RD AVENUE NORTH & SOUTH ON THE SQUARE

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: [Signature] DIRECTOR, FOT4 Date: 4/3/2013  
FRANKLIN LIONS CLUB  
 (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) \*  
 \* \*  
 \*\*\*\*\*





## ***2013 Downtown*** **Timeline for Franklin On The Fourth**

- 7/3 pm**      Portable Restrooms arrive
- 4:00 a.m.**      Street Closure
- 6:00 a.m.**      Some Food Vendors arrive
- 7:00 a.m.**      More Food Vendors arrive
- 8:00 a.m.**      Craft Vendor's, Ice Truck
- 8:30a.m.**      Antique Cars begin to arrive
- 9:30 a.m.**      Everything is set, all unnecessary vehicles should be off the streets
- 10:00 a.m.**      Festival Opens, Bluegrass Music on the Main Stage
- 11:00 a.m.**      2nd Band TBA begins to play.
- Noon**              3rd band or organization begins to perform
- 1:00 p.m.**      4th band or organization begins to perform
- 2:00 p.m.**      Students Rock ~ Battle of the Bands begins. 1st Band takes the stage
- 2:15 p.m.**      2nd Contestant takes the stage
- 2:30 p.m.**      3rd Contestant takes the stage
- 2:45 p.m.**      4th Contestant takes the stage
- 3:00 p.m.**      5th Contestant takes the stage
- 3:15 p.m.**      6th Contestant takes the stage
- 3:30 p.m.**      7th Contestant takes the stage
- 3:45 p.m.**      8th Contestant takes the stage
- 4:00 p.m.**      Contest Ends
- 4:15 p.m.**      Tommy Jackson's "Rocky Top Revue"



- 4:45 p.m.** Begin Line-up for the Children's parade around the square
- 5:00 p.m.** Children's parage begins
- 5:15 p.m.** 5th band or organization begins to perform
- 6:00 p.m.** Winning Band is announced ~ Speech's, Recognitions, Presenting of the Colors, Pledge of Allegiance, Star Spangled Banner
- 6:30 p.m.** Students Rock - Battle of the Bands ~ Winning Band Performs
- 7:30 p.m.** The Devonshire's begin playing
- 9:00 p.m.** The Devonshire's stop playing, and the audience positions themselves to see the fireworks.
- 9:30 p.m.** Festival Ends
- 9:31 p.m.** Clean up and tear down begin
- 12:30 a.m.** Clean up and tear down finish
- 1:00 a.m.** Streets open





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**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.**

**Francie Brown – President**

**Franklin Lions Club  
PO Box 521  
Franklin, TN 37065  
615-300-6016**

**[Frances.Whittemore@charter.net](mailto:Frances.Whittemore@charter.net)**

**Scott Ducaj – Director, Franklin On The 4<sup>th</sup>**

**Franklin Lions Club  
1725 John Sharp Rd.  
Spring Hill, TN 37174  
615-479-7751**

**[tbugle@aol.com](mailto:tbugle@aol.com)**

**[www.TNeventInfo.com](http://www.TNeventInfo.com)**

**Mike Wyatt – Logistics Manager, Franklin On The 4<sup>th</sup>**

**PO Box 140835  
Nashville, TN 37214  
615-260-4563**

**[mkentwyatt@comcast.net](mailto:mkentwyatt@comcast.net)**

**Paul Deyo – Vendor Manager, Franklin On The 4<sup>th</sup>**

**PO Box 140835  
Nashville, TN 37214  
615-498-5562**

**[Pablod953@gmail.com](mailto:Pablod953@gmail.com)**

Good Neighbor Letter

*Franklin On The 4<sup>th</sup>  
Fourth of July Celebration  
On the Square in Historic Downtown Franklin, TN*

*In Cooperation & Sponsored by The City of Franklin*



*Benefiting*

*The Franklin Lions Club*



General Information

Date: Monday, July 4<sup>th</sup>, 2013

Time: 10am – 9:30pm

Music: 10 a.m. – 9:30pm

Location: On the Square in Historic Franklin

Street Closures: Main Street at 2<sup>nd</sup> Avenue., The Square, Main Street to 4<sup>th</sup> Avenue.

1 block of 3<sup>rd</sup> Avenue North & South

Closure Time: July 4<sup>th</sup>, 4 a.m.

Open Time: July 5<sup>th</sup>, 1 a.m.

Event Organizer: Scott Ducaj, PO Box 140835, Nashville, TN

On Site Phone: 615-479-7751

This family-friendly event is organized and produced by The Franklin Lions Club in conjunction with the City of Franklin and TN Events. Last year's event attracted more than 5,000 people and this year's event should be similar. There will be over fifty food & craft vendors, music stage, antique cars, and a kid's zone. The Kid's zone will be filled with things to dazzle the little ones including inflatables, climbing walls, slides, interactive crafts & a petting zoo. The Children's Parade will begin at 5 p.m. starting at Main Street and 4<sup>th</sup> Avenue. There will be Prizes for best costume and decorated bikes and wagons. Pets are welcome!

Its purposes are to celebrate the 4<sup>th</sup> of July by showcasing high quality superb musical entertainment, acquaint the public with the restored historic downtown area, and raise money for the Franklin Lions Club. *Founded in 1945, Franklin's Lions club is the oldest civic organization in the city. Events for Franklin on the Fourth will kick off at 10 a.m. in downtown Franklin. For more information, please visit: [www.TNeventinfo.com](http://www.TNeventinfo.com).* This event concludes at 9:30 p.m.

The Franklin Lions Club does appreciate the fact that there are many businesses downtown serving as not only a great backdrop for the festival, but also giving the patrons many options in shopping. We realize that you are here year round and will do all we can do to make this a favorable experience for your business as well as our guests. We are trying to minimize the amount of time for street closures, to a minimal amount for set up and clean up. We also understand that we are in a residential neighborhood and that volume can be an issue. All our sound engineers (which control all stage groups) are equipped with sound meters to ensure the volume stays within acceptable neighborhood guidelines and levels.

We are excited to be back downtown and look forward to a great day!

Scott Ducaj, Director  
Franklin On The 4<sup>th</sup>  
Franklin Lions Club

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OR 45201

DEPARTMENT OF THE TREASURY

Date: JUN 17 200~

FRANKLIN LIONS CHARITIES INC  
PO BOX 521  
FRANKLIN, TN 37065-0521

Employer Identification Number:  
31.-1.677299

DLN:  
1.7053094723084

Contact Person:  
DAN W BERRY ID#  
31.122

Contact Telephone Number:  
(877) 829-5500

Public Charity Status:  
1.70 (b) (f) (A) (vi)

Dear-Applicant:

Our letter dated JANUARY 2000, stated you would be exempt from Federal income tax under section 501. (c) (3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c) (3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m.-astern time.

Please keep this letter in your permanent records.

WM# 1858638

Sincerely yours,

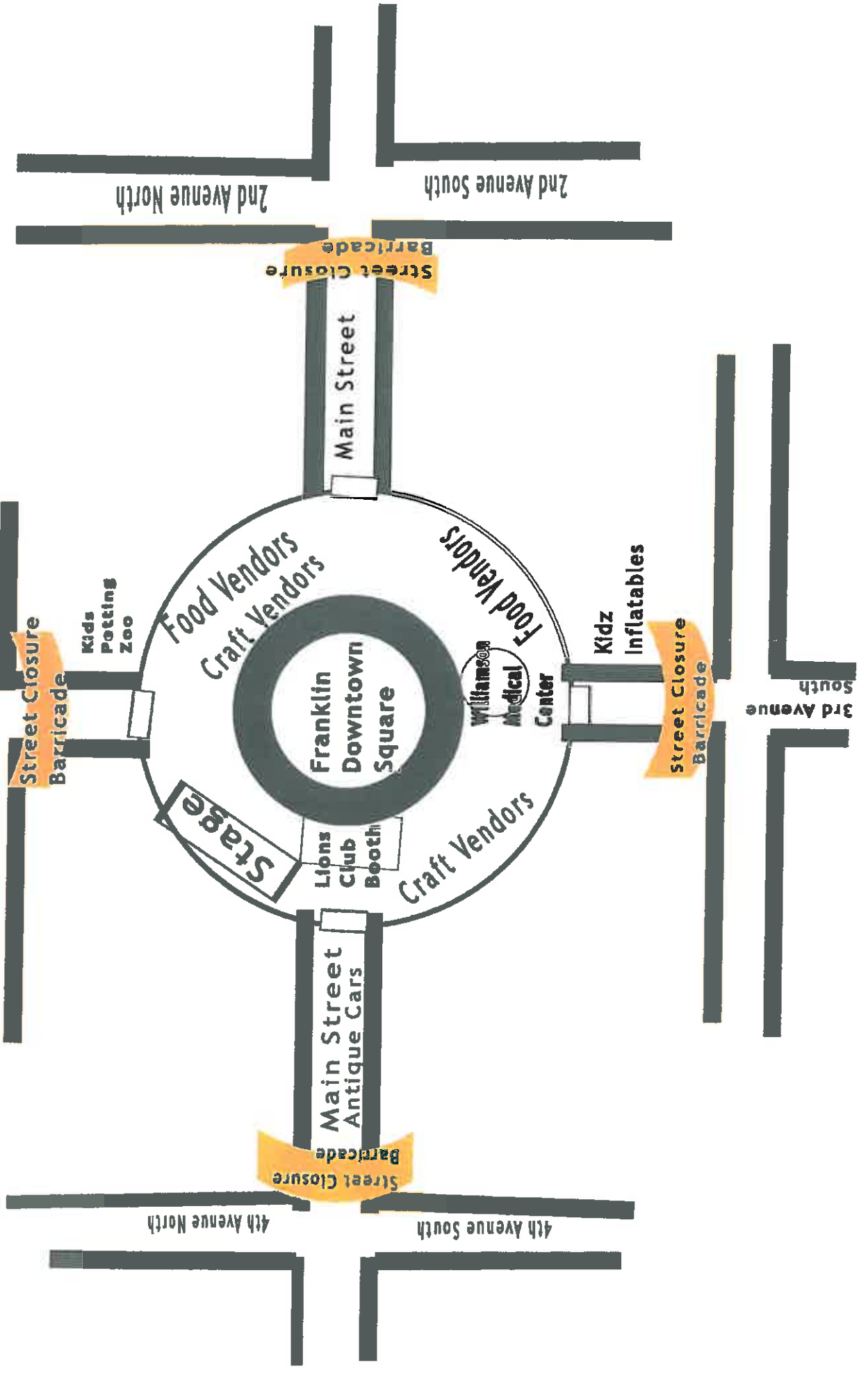


Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

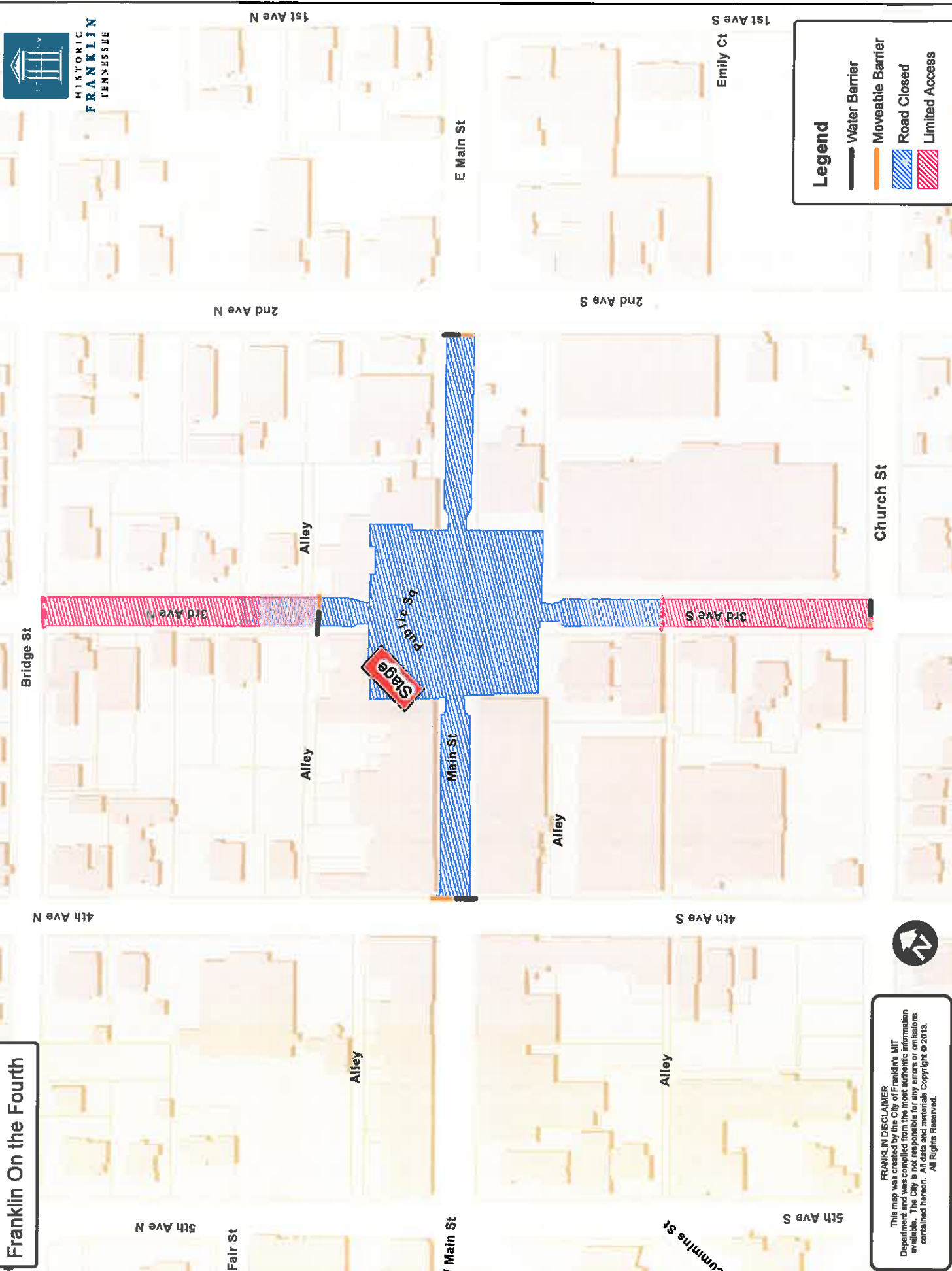
Letter 1.050 (DOICG)

2013

# Franklin On The Fourth Franklin Historic Downtown Square



# Franklin On the Fourth



**Legend**

- Water Barrier
- Moveable Barrier
- Road Closed
- Limited Access

**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.





## 2013 Franklin On The Fourth

### Food Vendors

Ace's Kettlecorn  
Sno-Ball Heaven  
Debbie's Lemon Factory  
Wild Bill's Old Fashion Soda Pop Company  
Hit and Miss Ice Cream  
Bobalicious  
Kona Ice  
Ellie's Old Fashioned Doughnuts  
Buffalos Texas Smoked Sausage  
Begley  
Papa Doo's & Mama "D"

### Craft Vendors

Williamson Medical  
African Shea Butter  
Edna's Unique Designs  
Kaye's Krafts & Kreation  
Trinkets & Baubles In Sterling Silver  
The Farm at Natchez Trace  
  
The Rainbow Dragon  
Exodus Chiropractic  
Inspired Expressions  
A & E Design  
Advo Care  
Lucky Lindy  
American Legion  
Graceworks  
  
The Academy of West Haven  
One Nation Under God  
Surfin Plumbers  
New Life Chiropractic  
Jackie's Corner  
Annie Jades  
Life Spring Chiropractic  
Crossroads Natural Horsemanship  
Dixie Homecrafters



Hinz Family Chiropractic  
Debbie Sew Busy  
Tip Top Home Solutions  
Glo Works  
Antique Cars  
G Force Games  
Kids Jumpys  
Petting Zoo and Pony Rides