




HISTORIC
FRANKLIN
TENNESSEE

ITEM #29
BOMA
11/26/13

MEMORANDUM

November 5, 2013

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Christmas Parade Event Application

Purpose

The purpose of this memo is to outline recommendations for the Christmas Parade.

Background

The Kiwanis Club has submitted an application for their Annual Christmas Parade. Estimated attendance is 10,000. The parade begins at 2 p.m. on Saturday, December 7th.

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.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.

Police Department:

- Applicant will hire nineteen (19) extra-duty Franklin Police Officers to provide security and crowd control.

Solid Waste Department:

- Department will provide roll-out containers along the parade route.
- Applicant will provide volunteers to do clean-up after the event.

Parks Department:

- Applicant will work with Department to determine locations and rules/regulations for staging areas at Jim Warren Park.

Streets Department:

- Department will put out Message Boards several days prior to event to notify motorists of closures.
- Department will operate sweeper along the route after the parade.

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: Various streets in
Downtown Franklin

2) **Name/purpose of event:** Kiwanis Christmas Parade

3) **Date or dates of event:** December 7, 2013

4) **Time of Event:** 2:00 - 3:30 p.m.

5) **Time of Street Closure (if applicable):** 2:00 - 3:30 A.M.

Set-Up Date/Time: 11:30 a.m.

Tear-down Date/Time: N/A

*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 Kiwanis Christmas Parade

a) **Address:** 2331 Henricks Lane Franklin 37064

b) **Phone:** 794-6937 c) **Cell:** 854-4164 d) **Fax:** —

e) **E-mail address:** gluffman.franklin tn@gmail.com

7) **Person in charge on day of event:** Gary Luffman

Cell: 854-4164 **E-mail address:** gluffman.franklin tn@gmail



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FRANKLIN
TENNESSEE

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

Name: Donnie Ellis Cell: 865-250-1441 E-mail address: elli's appraisal@mindspring.net

Name: Andrea Latham Cell: 319-3794 E-mail address: andrea.latham@regions.com

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

Staging @ Jim Warren Park for 2,500 people pagging in a parade through downtown Franklin

- 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:

10,000

- 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. 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



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.)?
Christmas Music
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Bands; Christmas Music from floats
- 23) During what time period is sound amplification requested? 2:00 - 3:30 p.m.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 4 Bands - 500 members
Christmas Music
- 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. Kiwanis Club members
- 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:

- 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. 40 years for an annual event*

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] Date: 10/21/13
(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) *
*



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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

KIWANIS CLUB OF COOL SPRINGS/WILLIAMSON COUNTY

The Kiwanis Club of Cool Springs and Williamson County has been serving the Williamson County area since 1980. This national civic organization was formed in Detroit Michigan in 1910. The club's major emphasis is "helping children."

Our present charitable contributions include The Special Olympics, Rosedale Day Care Center, Joe Campbell High School Scholarships, Graceworks, Salvation Army, and other miscellaneous charitable organizations. We raise funds through many projects such as the Scott Hartman Tract Meet and a pancake breakfast.

One of our biggest events is the Cools Springs Kiwanis Christmas Parade which is held the first Saturday in December. The parade attracts up to 15,000 people along a route in and around downtown Franklin. Children of all ages look forward to this event. Over 2,000 people are participants in the parade itself.

The parade is usually underwritten by a major sponsor each year. The sponsor is given a major part by leading the parade in a vehicle, float, or whatever they think is appropriate for their sponsorship. The club provides a large banner at the beginning of the parade which identifies the Christmas Parade and the sponsor. The parade is promoted through several area newspapers, magazines, and radio stations. The local Franklin TV station films the parade and is broadcast live and then shown several times till Christmas. Pictures and comments on the parade can be found on our web site at "Kiwanis Club Cool Springs." A large sign is also erected on the Public Square identifying the parade sponsor.

Sponsorship varies each year from \$2,500 --\$3,000 based on the club's cost in the operation of the parade. Police directing traffic, trophies for participants in various categories, detour signs, candy for Santa to throw out, trash pick-up, and Santa's fee are some of the direct cost we incur.

Our club looks for a sponsor that would receive the most publicity gain from a viewing audience of thousands of adults and children. Your company has been selected as one such organization. Thank you for any future consideration.

KIWANIS contact person: Gary Luffman garyl@franklintn.gov

CITY HALL 550-6632 or 437-4251 (c)

Internal Revenue Service
District Director

501(c)(3)

Department of the Treasury

Date: JUN 18 1985

Employer Identification Number:
58-1530820

Internal Revenue Code
Section 501(c)(3) ☒

Accounting Period Ending:

September 30

Form 990 Required: ☒ Yes ☐ No

Person to Contact:

Cheryl Mahle/sae
Contact Telephone Number:

(404) 221-4516

File Folder Number:
580062875

► Kiwanis Club of Franklin Community
Service Foundation
P.O. Box 112
Franklin, TN 37064

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment or other Federal taxes, please address them to this office.

If your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If the Yes box is checked, you are only required to file Form 990 if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law provides for a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay. This penalty may also be charged if a return is not complete. So, please make sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Internal Revenue Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in Code section 513.

(over)

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,


District Director

See Attachment

Attachment

Because you are not an organization described in section 170(c) of the Code, donors may not deduct contributions made to you. You should advise your contributors to that effect.

Your exempt status under section 501(c)(4) of the Code is effective for the period beginning January 20, 1983 and ending February 4, 1985. You are recognized exempt under section 501(c)(3) of the Code beginning February 4, 1985

CHRISTMAS PARADE STAGING AREAS

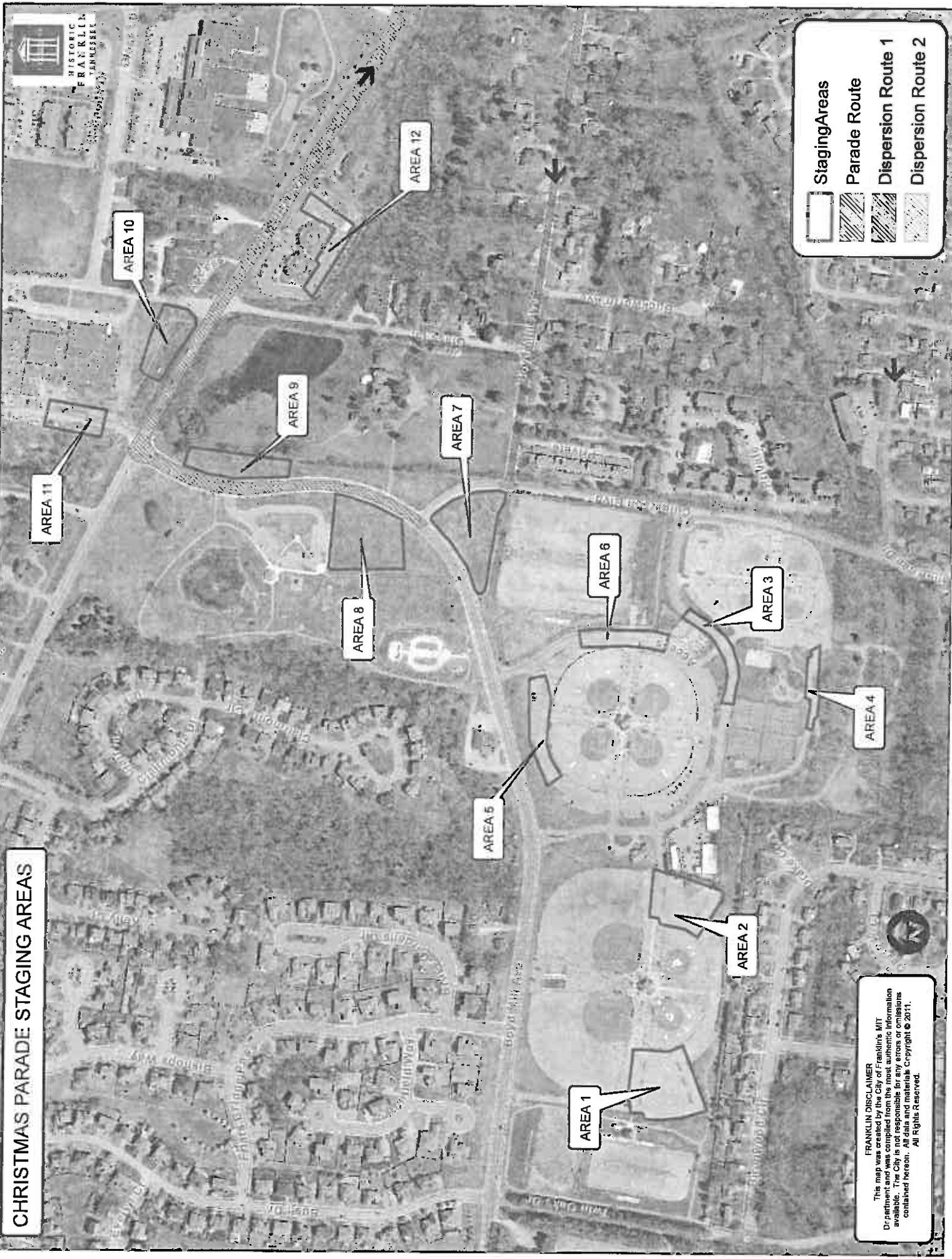


Staging Areas

Parade Route

Dispersion Route 1

Dispersion Route 2



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 Department and was compiled from the most authentic information
 available. The City is not responsible for any errors or omissions
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CHRISTMAS PARADE

START

FINISH

NO PARKING SIGNS
FROM 1 TO 3PM

Parade Route

Dispersion Route 1

Dispersion Route 2

Harpeth River

Parks

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