



HISTORIC
FRANKLIN
TENNESSEE

ITEM #5
WRKS
02/25/14

MEMORANDUM

February 18, 2014

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. The Lions Club is requesting that the event return to the Square. This event will be July 4th (Friday). Street closure is requested from 4 a.m. until 1 a.m. The event is held in conjunction with the Franklin Fireworks celebration. Organizers expect 3,000 attendees.

Recommendation

For the event being held in Downtown Franklin, staff makes the following recommendations:

- The applicant will participate in a walk-through of the area prior to the event.

Risk Management:

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

Sanitation and Environmental Services:

- Department will provide cleanup during event.

Streets Department:

- Department will set-up closure and provide barricades beginning at 4 a.m. on Friday, July 4th.
- Department will provide clean-up crew after the event.

Building & Neighborhood Services Department:

- Electrical permit will be required
- No stakes should be placed in ground at City Hall (Third Avenue South)

Police Department

- The Department will provide on duty Police Officers to provide security during the festival. Traffic control for the fireworks display show at the Park at Harlinsdale Farm will be provided by two of these officers plus one additional officer. The other officers will remain at the Public Square to provide security and traffic control as the festival ends
- Applicant has requested amplification on stage located on the Square (by Capital Bank). Pursuant to Franklin Municipal Code Section 11-403(3), this is the only location at which amplified sound will be permitted during this event.

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PAGE. 1/ 9

OFFICE USE ONLY:

Permit No:



**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: DOWN TOWN SQUARE
3RD AVE, NORTH + SOUTH

2) Name/purpose of event: 4TH OF JULY CELEBRATION

3) Date or dates of event: JULY 4TH, 2014

4) Time of Event: 10 A.M. - 8 P.M.

5) Time of Street Closure (if applicable): MIDNIGHT, JULY 3RD

Set-Up Date/Time: 4 A.M. Tear-down Date/Time: START 8 P.M. FINISH 11:30 P.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:

FRANKLIN LIONS CLUB

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

b) Phone: _____ 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: MELINTWYATT@COMCAST.NET
 Name: PAUL DEYO Cell: 615-498-5562 E-mail address: PABLOD@TDS.NET

- 9) DETAILED description of event (use additional sheets):
JULY 4TH CELEBRATION - 10 AM - 8 PM
50 CRAFT VENDOR + FOOD VENDORS INCLUDING
WILLIAMSON MEDICAL + KROGER. 1 STAGE ON THE
PETTING ZOO ON 3RD SOUTH SQUARE.
KIDS ZONE ON 3RD NORTH

- 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. VENDOR FEES ONLY \$200 PER SPACE

- 17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.
POSSIBLY LIONS CLUB DONATION

- 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 - 100% 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.)?
ENTERTAINMENT FROM THE STAGE
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
BAND, CHILDRENS SHOW, ANNOUNCEMENTS
- 23) During what time period is sound amplification requested? 10 A.M. - 8 P.M.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). MEDIUM SIZE BANDS (LESS THAN 10)
CHILDRENS SHOW - ALL VOLUME MONITORED BY
DB METERS + KEPT BELOW 110 DB.
- 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. _____
- 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:
TIE SQUARE AT 3RD AVENUE NORTH
THE SQUARE AT 3RD AVENUE SOUTH
- 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 - FRANKLIN ON THE 4TH Date: 1/23/14
 (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 615-550-6806.

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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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.

Bobby Cook – President
Franklin Lions Club
PO Box 521
Franklin, TN 37065
615-400-2573
rcook@buergerlaw.com

Scott Ducaj – Director, Franklin On The 4th
Franklin Lions Club
1725 John Sharp Rd.
Spring Hill, TN 37174
615-479-7751
tnbugle@aol.com
www.TNeventInfo.com

Mike Wyatt – Logistics Manager, Franklin On The 4th
PO Box 140835
Nashville, TN 37214
615-260-4563
mkentwyatt@comcast.net

Paul Deyo – Vendor Manager, Franklin On The 4th
PO Box 140835
Nashville, TN 37214
615-498-5562
Pablod953@gmail.com

4th Avenue North

4th Avenue South

2nd Avenue North

2nd Avenue South

Parking Garage

Parking Garage

Antique Cars

Antique Cars

Chairs

2014 Franklin on the Fourth

Stage

Changing Tent

Lot

Kids Zone

Inflatables - Jumpys
3rd Avenue North
Petting Zoo - Pony Rides

Bustin Robbins

Ice Machine
Porta Potti's
Kroger Truck

Mellow
Mushroom

City Hall

1st TN

24B, 24A, 24, 25, 26.
23B, 23A, 23, 22, 21.

Parking

ROAD CLOSED

ROAD CLOSED

ROAD CLOSED

ROAD CLOSED

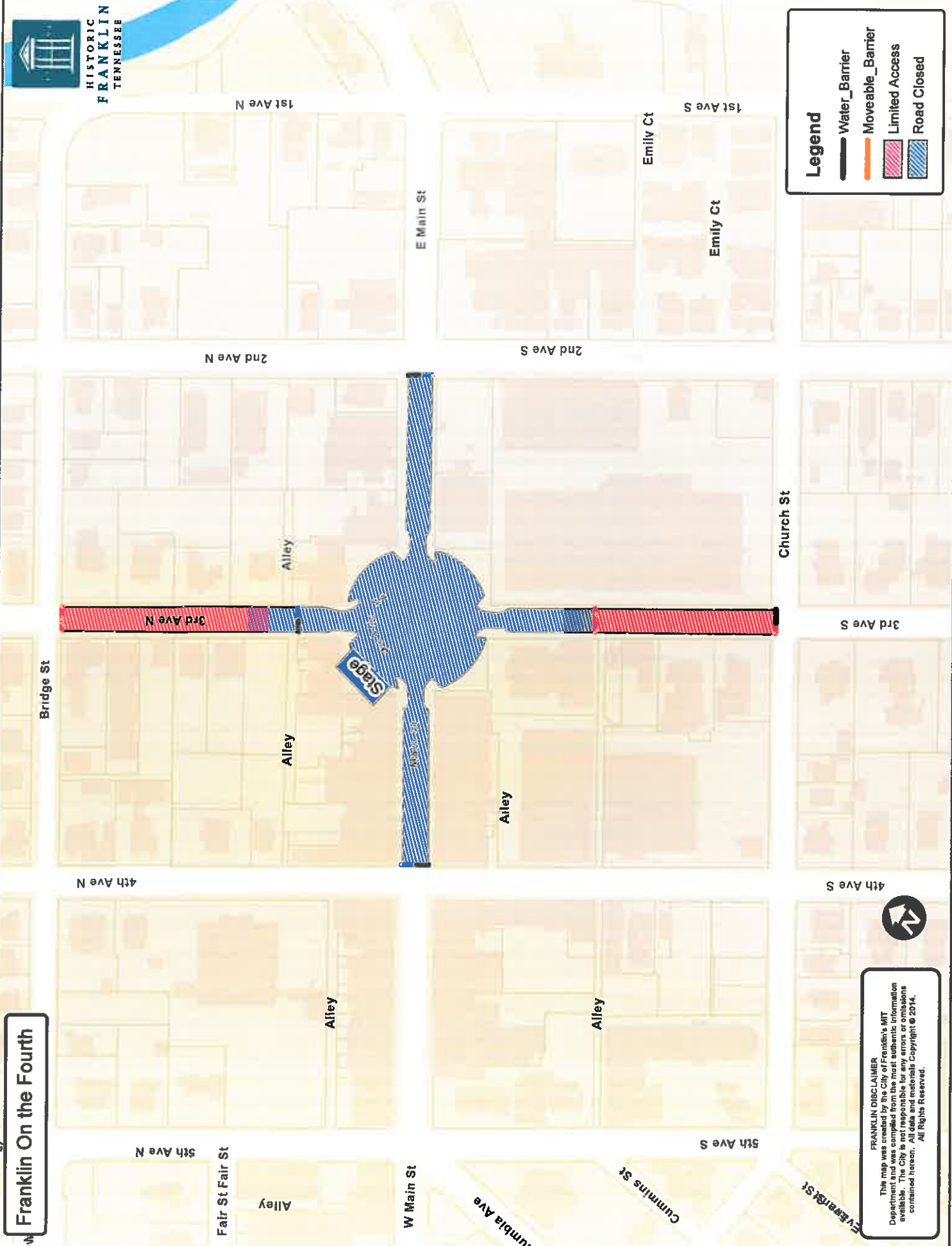


TN Events



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Franklin On the Fourth



Legend

- Water_Barrier
- Moveable_Barrier
- Limited Access
- Road Closed



FRANKLIN DISCLAIMER
 This map was created by the City of Franklin's MIT Department and was compiled from the most accurate information available. The City is not responsible for any errors or omissions contained herein. All data and materials Copyright © 2014. All Rights Reserved.



2014 Franklin On The Fourth

This List is still being formed.
This is who we had last year,
and we expect most to repeat.

Food Vendors

- Ace's Kettlecorn
- Sno-Ball Heaven
- Debble'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 & Kreations
- 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