



March 14, 2014

TO:

Board of Mayor and Aldermen

FROM:

Eric Stuckey, City Administrator

Special Events Advisory Team

SUBJECT:

Franklin Noon Rotary Rodeo Event Application (May 10, 2014)

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 at 12 Noon. It proceeds to Bridge Street 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 has provided certificate of insurance naming the City as additional insured.

Police Department:

- Applicant will hire the recommended number of 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

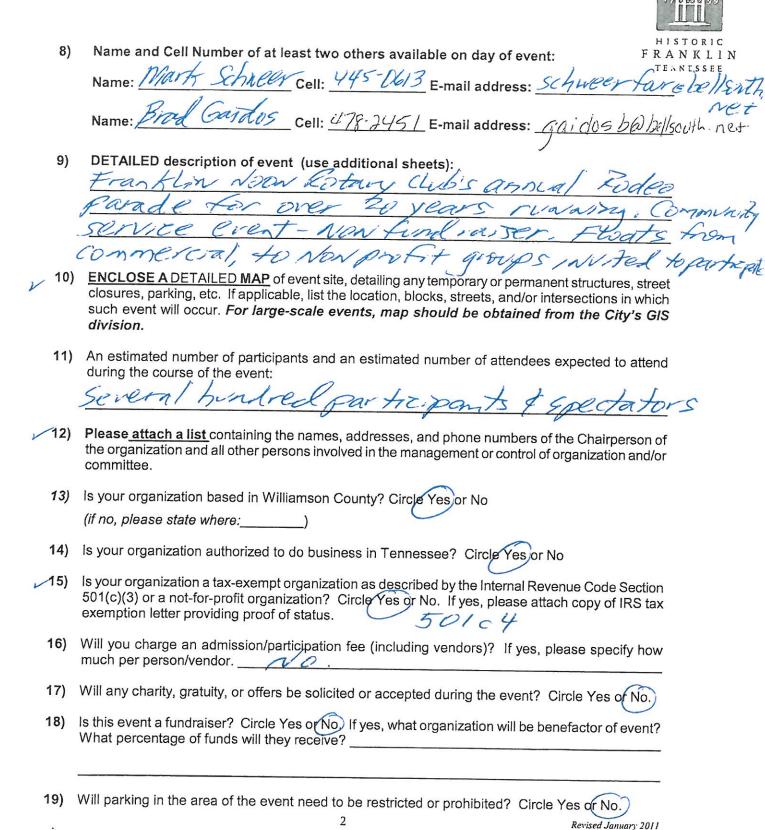
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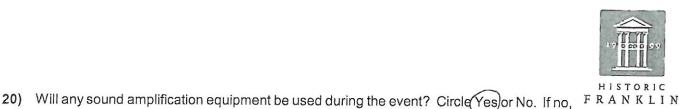


CITY OF FRANKLIN EVENT PERMIT APPLICATION

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 ☐ street closure □ parade all that apply: □ 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. Location requested (if Temporary Street Closure only, list major roads to be closed): 1) Aspen Grove Park Liberty Park Eastern Flank BattleField Park Fieldstone Farms Pinkerton Park Jim Warren Park Harlinsdale Farm 2) Name/purpose of event: 3) Date or dates of event: 4) Time of Event: Time of Street Closure (if applicable): 5) Set-Up Date/Time: 5/10 Tear-down Date/Time: *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. Name of Applicant and Organization Requesting Permit: 6) a) Address: c) Cell: 10 Person in charge on day of event: 7) E-mail address: Andrew





please skip to Question #22. For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
We are investigating the possibility of having an 'lencee"
public aldress growing each of the parade floats 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply. public address mic During what time period is sound amplification requested? High row -24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for 25) the event? Circle Yes of 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. What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) Please 26) provide detailed list. Use additional sheets. None some way horized people silver of soll collection (trincly). These are NOT Detailing, 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

Franklin and organization requesting 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



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.



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 and title – must be officer of organization) Date: 1-2- | -14 |
|--|--|
| | ******* |
| Approved by the Board of Mayor and Aldermen on, 20 | * * Return application to: |
| | City Administrator's Office |
| Dr. Ken Moore, Mayor | City Hall 109 Third Ave South Franklin, TN 37065 |
| Eric S. Stuckey, City Administrator | 615-791-3217 615-790-0469 (FAX) |
| If you have questions concerning your request, please call 615-550-6606. | * |



January 16, 2014

City of Franklin 109 Third Avenue South Franklin, TN 37064

RE: Rodeo Parade

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 10th to promote our 65th Annual Rodeo. The parade will begin sharply at noon 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,

FRANKLIN NOON ROTARY

& Bearden

Patty Bearden

PB/trr

Street closures -

Highway 96 Mest (From Boyd Mill Pike Bridge Street (From Fifth And No. to third Are No. to third Are No. to third Are North (From Bridge St to public Square)

'Main Street (From Bridge St to public Square)

'Mest Main Street (From Pible So to 1179

Ave No)

'WEST Main Street (From Pible So to 1179

Ave No)

'NEST Main Street (From Pible So to 1179

Ave No)

BEY & Mill Avenue North (1179 Ave No to Boyd mill Ave)

No to Boyd mill Pike)

Internal Revenue Service

Date: February 2, 2005

ROTARY INTERNATIONAL FRANKLIN ROTARY CLUB PO BOX 1557 FRANKLIN TN 3706

TN 37065-1557

Department of the Treasury P. O. Box 2508 Cincinnati, OH 45201

Person to Contact:
Cassandra Jackson 31-07417
Customer Service Representative
Toll Free Telephone Number:
330 a.m. to 5:30 p.m. ET
877-829-5500

Fax Number: 513-263-3756 Federal Identification Number: 62-6076146 Group Exemption Number: 0573

Dear Sir or Madam:

This is in response to your request of February 2, 2005, regarding your organization's tex-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 Franklin Noon Rotary Club Officers

Pres. Derby Jones
816 Hunterboro 4.

816 Hunterbord CT. Franklin, TN. 37069 Cell 804-0642

VP. James Parker

231 Heathstone CT.

Franklin, TV. 37069

cell # 415-7777

SEC. Adam Scott Hubbard (Pres. Elect) 707 DOTTIS CT Frankin, Tw. 37069 Cell # 294-2977

Parale Co-chairs Victor Andrews
2145 Hartland Rel
Frank Liv, Ta. 37069
Cell # 405-1392



CERTIFICATE OF LIABILITY INSURANCE. DATE (MM/DD/YYYY) 05/12/2012 THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT Lockton Companies, NAME: Lockton Companies, PHONE (AIC. No. Ext): 1-800-921-3172
E-MAIL ADDRESS: Rotary@lockton.com PRODUCER LOCKTON COMPANIES, LLC-K CHICAGO Lockton Companies, LLC 525 W. Monroc, Suite 600 (A/C, No): 1-312-681-6769 CHICAGO IL 60661 (312) 669-6900 INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: ACE American Insurance Company 22667 INSURED All Active US Rotary Clubs & Districts INSURER B : ACE Property & Casualty Insurance Co. 20699 Attn; Risk Management Department INSURER C : 1560 Sherman Ave. INSURER D : Evanston, IL 60201-3698 INSURER E : INSURER F : COVERAGES CERTIFICATE NUMBER: REVISION NUMBER: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. SUBR WVD POLICY EFF POLICY EXP TYPE OF INSURANCE POLICY NUMBER LIMITS GENERAL LIABILITY N PMI G23861355 003 ٨ 7/1/2011 7/1/2012 EACH OCCURRENCE 2,000,000 DAMAGE TO RENTED PREMISES (Es occurrence) COMMERCIAL GENERAL LIABILITY 500,000 CLAIMS-MADE X OCCUR MED EXP (Any one person) XXXXXXX X Liquor Liability PERSONAL & ADV INJURY 2,000,000 Included GENERAL AGGREGATE 10,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: PRODUCTS - COMPIOP AGG 4,000,000 X POLICY PRO-AUTOMOBILE LIABILITY PMI G23861355 003 COMBINED SINGLE LIMIT (Ea accident) 7/1/2011 7/1/2012 1,000,000 ANY AUTO BODILY INJURY (Per person) XXXXXXX XXXXXXX ALL OWNED AUTOS SCHEDULED BODILY INJURY (Per accident) AUTOS NON-OWNED AUTOS X PROPERTY DAMAGE HIRED AUTOS XXXXXXX XXXXXXX UMBRELLA LIAB X M00534092 003 X OCCUR 7/1/2011 7/1/2012 EACH OCCURRENCE \$ 5,000,000 **EXCESS LIAB** CLAIMS-MADE AGGREGATE \$ 10,000,000 DED RETENTION \$ XXXXXX WORKERS COMPENSATION NOT APPLICABLE AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) E.L. EACH ACCIDENT XXXXXXX E.L. DISEASE - EA EMPLOYEE XXXXXXX If yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT XXXXXXX DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Scheduks, if more space is required) The Certificate Holder is included as Additional Insured where required by written contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured. CERTIFICATE HOLDER CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE The City of Franklin, Franklin, TN

ACORD 25 (2010/05)

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ROTARY CLUBS AND DISTRICTS AND THE IRS

A Bulletin for Rotary Clubs and Districts in The USA, American Samoa, Guam, Puerto Rico, Northern Mariana Islands, and US Virgin Islands

From The Club and District Support - The Americas Department Potrty International, 1560 Sherman Avenue, Evanston, Illinois 60201 USA Telephone: (847)-866-3000: Fax: (847)-866-3072

What follows is not tax advice, but general information, which may be useful. Questions regarding any tax matters need to be referred to local counsel, your tax adviser or to the IRS. (http://www.irs.ustreas.gov or 1 800-829 1040)

On 13 May 1958, the Internal Revenue Service declared that Rotary International (RI) and its clubs and districts are entitled to exemption from federal income tax under Section 501(c)(4) of the Internal Revenue Code. While Rotary clubs and districts are exempt from paying federal income tax, the law does require Rotary clubs and districts to file an annual information return (Form 990, 990-EZ) or submit an annual electronic notice (990-N). The version a club files is dependent upon its gross receipts for the year.

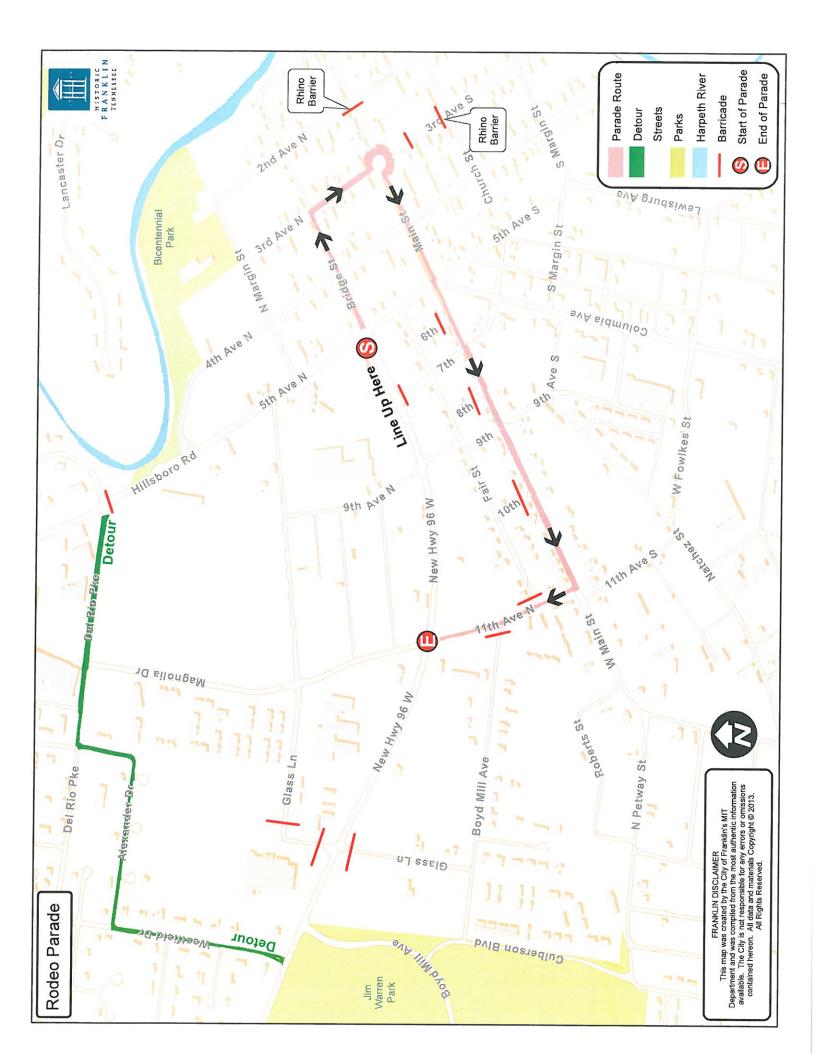
This report is required annually. The law mandates that this information be submitted on or before the 15th day of the 5th month following the close of the annual accounting period (no later than 15 November). Failure to meet the annual filing requirement for three consecutive years will result in revocation of the tax-exempt status of the club or district in question. To learn more about this requirement, visit the US Treasury website at: www.irs.gov eo. or call the toll-free number: (877) 829-5500.

Numbers: RI's Group Exemption Number (referred to as "GEN" on Form 990), is 0573, which applies to RI as well as all USA, Puerto Rico and Virgin Islands clubs and districts. At the same time, every club and district in the USA, Puerto Rico and Virgin Islands is required to have its own *Employer Identification Number* (EIN). This 9-digit number is essentially a tax ID number, and has nothing to do with whether the club or district has any employees. As RI must report annually the EINs of all districts and clubs in the USA, Puerto Rico and Virgin Islands, the RI secretariat maintains a list of those EIN tax numbers for reference. New Rotary Clubs, however, must apply directly to the IRS for an I'IN number to be assigned to the new Rotary club. Please contact your Club and District Support (CDS) representative at Rotary International headquarters if you have any questions about the EIN number for your club or district.

Tax Deductible Status: Contributions to clubs and districts are generally not tax deductible as charitable contributions. Clubs and districts that have gross annual receipts that normally exceed \$100,000 generally must include a disclosure statement regarding the non-deductibility of contributions during fundraising solicitations (IRC Sec. 6113). Note that this includes invoices for payment of dues. See IRS Notice 88-120 for more details and acceptable disclosure language. Contributions to any club or district charitable fund that has obtained tax exemption under Section 501(c)(3) of the Internal Revenue Code may be tax deductible as charitable contributions. Membership dues may be deductible for some Rotarians as business expenses.

Other Taxes: Clubs or districts may be required to file IRS Form 990-T if they have "unrelated business income." An unrelated trade or business is defined as any trade or business that is regularly carried on, and that is not substantially related to the organization's exempt purpose or function. (IRC Sec. 513). Federal Social Security and withholding taxes, and local state income taxes may be required from a club or district that has one or more paid employees. Please contact the IRS or your tax consultant or attorney for guidance on this issue.

The laws of individual states vary in regard to state income tax, sales tax, other taxes and special licenses. The 501(c)(4) status applies only to federal income tax and does not necessarily have any bearing on state or local taxes. IRS interpretation of its Code also can vary slightly in different US Treasury districts.



downtown franklin to map - Google Maps

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Franklin Noon Robary Club Rodeo Parade

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