



HISTORIC
FRANKLIN
TENNESSEE

ITEM #3
WRKS
08/12/14

MEMORANDUM

July 31, 2014

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator *Eric*
Special Events Advisory Team

SUBJECT: History of Battle of Franklin Commemoration

Purpose

The purpose of this memo is to outline recommendations for the Sam Davis Camp/Sons of Confederate Veterans' request to use Eastern Flank Battlefield for a commemoration of the Battle of Franklin.

Background

The Sons of Confederate Veterans/Sam Davis Camp has requested the use of Eastern Flank Battlefield Park for September 13, 2014 for a commemoration of the Battle of Franklin. The event will include speeches by historians from around the country and tours of the property. The event will also include a few re-enactors who will fire volleys. They anticipate 400 attendees. Hours are from 11 a.m. until 1 p.m.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide copy of Good Neighbor letter which will be distributed to affected neighborhood.

Parks Department

- A pre-event evaluation shall take place on site with Parks Department prior to event.
- Applicant will provide a \$500 refundable damage deposit to City prior to event.
- Park Facility Usage Fees are as follows:
 - Saturday, September 13th \$250.00 per day
 - The fees can be split with 50 percent paid initially and the remaining fees due 30 days prior to event.
- Park Staff Fees
 - One Parks staff member will be on hand to supervise the facility for the event at a rate of \$25 per hour with a minimum of 4 hours. This will be payable on day of event.
- Parking for the event participants will be on the Carnton fields and will be supervised and monitored by the event organizers with a paid parking service of their choosing for organized parking and traffic control in and out of both facilities. Appropriate safety gear and identification required and radio communication.
- Parks Dept. will supply 6 roll-around trash receptacles. Excessive trash beyond these will need to be removed from the site or arrangements can be made with Sanitation and Environmental Services (794-1516) (for more receptacles or a dumpster.
- Cannon Fire must be approved through the Police Chief's office with times and notifications of surrounding neighborhoods. General safety precautions must be maintained at all times for the public at large and all police instructions followed.
- Event organizers must have a plan to safely allow participants and public to set up and exit without blocking the loop road. The city will provide a number of orange/yellow barricades to assist with traffic control. On the day of the event, the loop road must remain clear for emergency vehicles.



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- The Event organizer is responsible to rent portable toilets to handle the load of their participants. The location can be either on the old pool deck or in the clubhouse parking lot as determined by two parties. A banner, no longer than 8 feet, can be placed on the fence at the entrance one weeks prior to the event. The layout of tents, vendor/food booths is up to event organizer. Temporary directional signage will be the responsibility of the event organizer. Non-permanent field paint and temporary signs/arrows only. Ice and EMS/first aid onsite would be optimal.
- Any hired providers must have insurance covering their activity, equipment and service, naming the city as additional insured. Insurance needs to include the entire time from set up to breakdown.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured. The certificate of insurance needs to include the dates of set up through equipment pickups and cleanup.

Police Department:

- Applicant will hire one extra-duty Franklin Police Officer to provide security and traffic control for the event.

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: _____

2) Name/purpose of event: History & Battle of Franklin Commemoration

3) Date or dates of event: September 13, 2014

4) Time of Event: 11:00 AM

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

Set-Up Date/Time: _____ 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.

6) Name of Applicant and Organization Requesting Permit:

Sam Davis Camp - Sons of Confederate Veterans / James Turner

a) Address: 311 Battle Ave., Franklin TN 37064

b) Phone: 615-335-6944 c) Cell: 615-335-6944 d) Fax: _____

e) E-mail address: turnertravel@comcast.net

7) Person in charge on day of event: James Turner

Cell: 615-335-6944 E-mail address: turnertravel@comcast.net



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

Name: Allen Sullivan Cell: 615-971-7184 E-mail address: reb4life@belln-thrust

Name: Nelson Boren Cell: 615-477-5979 E-mail address: nboren@generco.com

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

See attachment.

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:

400 to 500

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.



- 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.)?
Speakers and entertainment
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Band will use the same system that our speakers have.
- 23) During what time period is sound amplification requested? 11:00 AM - 2:00 PM
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Any band or entertainment will be of Circa 1860s type. Historical dress and songs.
- 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.



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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 Act 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:

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]* - Treasurer Date: 4-29-14
 (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) *
 *
 *

Description

Our event is of a historical nature, referencing specifically the sesquicentennial of the Battle of Franklin. I'm with Sam Davis Camp of Sons of Confederate Veterans, and we will be hosting this event. Our event is, specifically, to bring attention to the upcoming anniversary of the battle. That day we will have historians and others from across the country giving speeches regarding the war, as well as the life and times of those who lived here at that time. We may also walk folks along the old golf cart trails and the property, and give a bit of detail as to what Loring's Division went through as they approached the Federal left flank. Each year our organization hosts an event like this, and they're held in places of relevance to dates of the war. So, Franklin in 1864, Biloxi in 1863, Richmond in 1862, and Montgomery in 1861.

We are anticipating the event officially beginning around noon, and with the formalities part probably not lasting more than two hours. We do not expect to use - or need - tents, at all. We do want to use the old Carnton clubhouse, as a place for older members to rest, and we will probably offer light refreshments. The United Daughters of the Confederacy will also be invited and we expect several of them from out of state to want to visit Carnton and the McGavock Cemetery next door. I'm on the board of Carter House, and will be contacting Eric Jacobson - CEO of the BOFT - regarding that property and Carter House.

Sam Davis Camp is the owner of Winstead Hill Park on Columbia Pike - the actual 13 acre hill - but the property is not suitable for more than a hundred people. When the fundraising to buy the Carnton Country Club began, our organization was one of the first to step up and donate \$1,000, when so many people were naysayers. Now we're finally glad to have an opportunity to use the property, ourselves. We will also be involved in the mid-November event the state is putting on, but we wanted to do something earlier, to bring advance attention to the battle. And, frankly, we wanted to do something in advance of the bad weather that November so often brings us. We have members on the Carter House board, Battle of Franklin Trust, Franklin Battlefield Commission, and so on. We are a 501(c)(3) non-profit organization in Williamson County.

So, at this time I expect our event to run from about noon to 3:00 PM, unless things change with speaker scheduling and so forth. I anticipate about 400 people from all across the country to attend, so that our guest speakers will be outside. We will use amplification, and we understand there are guidelines on that. As earlier mentioned, I do not anticipate needing tents, as there will not be a meal nor anything requiring tents or food. As to parking, because of the numbers involved, we may need to discuss overflow parking with you, or look into other alternatives. I'm unclear as to how that might work with the new Eastern Flank Road being there, but I'm sure that you can offer me the best advice.

I need to verify the date so that we can go ahead and confirm our room block with Cool Springs Embassy Suites, so I will get this all to you poste haste. Would 11:00, 12:00, or 1:00 work for you next Tuesday the 29th to meet on-site?

Form 990-N E-filing Receipt - IRS Status: Accepted

Subject: Form 990-N E-filing Receipt - IRS Status: Accepted
From: epostcard@urban.org
Date: 11/9/13 10:27 AM
To: reb4life@bellsouth.net

Organization: SONS OF CONFEDERATE VETERANS INC
EIN: 58-1329912
Submission Type: Form 990-N
Year: 2012
Submission ID: 7800582013313bg36340
e-File Postmark: 11/9/2013 11:21:28 AM
Accepted Date: 11/9/2013

The IRS has accepted the e-Postcard described above. Please save this receipt for your records.

Thank you for filing.

e-Postcard technical support
Phone: 866-255-0654 (toll free)
email: ePostcard@urban.org

SONS OF CONFEDERATE VETERANS INC
% Allen Sullivant
P O Box 3448
Brentwood, TN 37024

Information copy. Do not send to IRS.

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or
990-EZ

OMB No.
1545-2085

2012

Open to Public
Inspection

A For the 2012 calendar year, or tax year beginning 8/1/2012, and ending 7/31/2013.

B Check if applicable

Terminated, Out of
Business

Gross receipts are normally
\$50,000 or less

C Name of organization: SONS OF CONFEDERATE VETERANS
INC
d/b/a:

% Allen Sullivant
P O Box 3448
Brentwood, TN, US, 37024

D Employer
Identification
Number
58-1329812

E Website:

F Name of Principal Officer: David Egan

P O Box 3448
Brentwood, TN, US, 37024

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

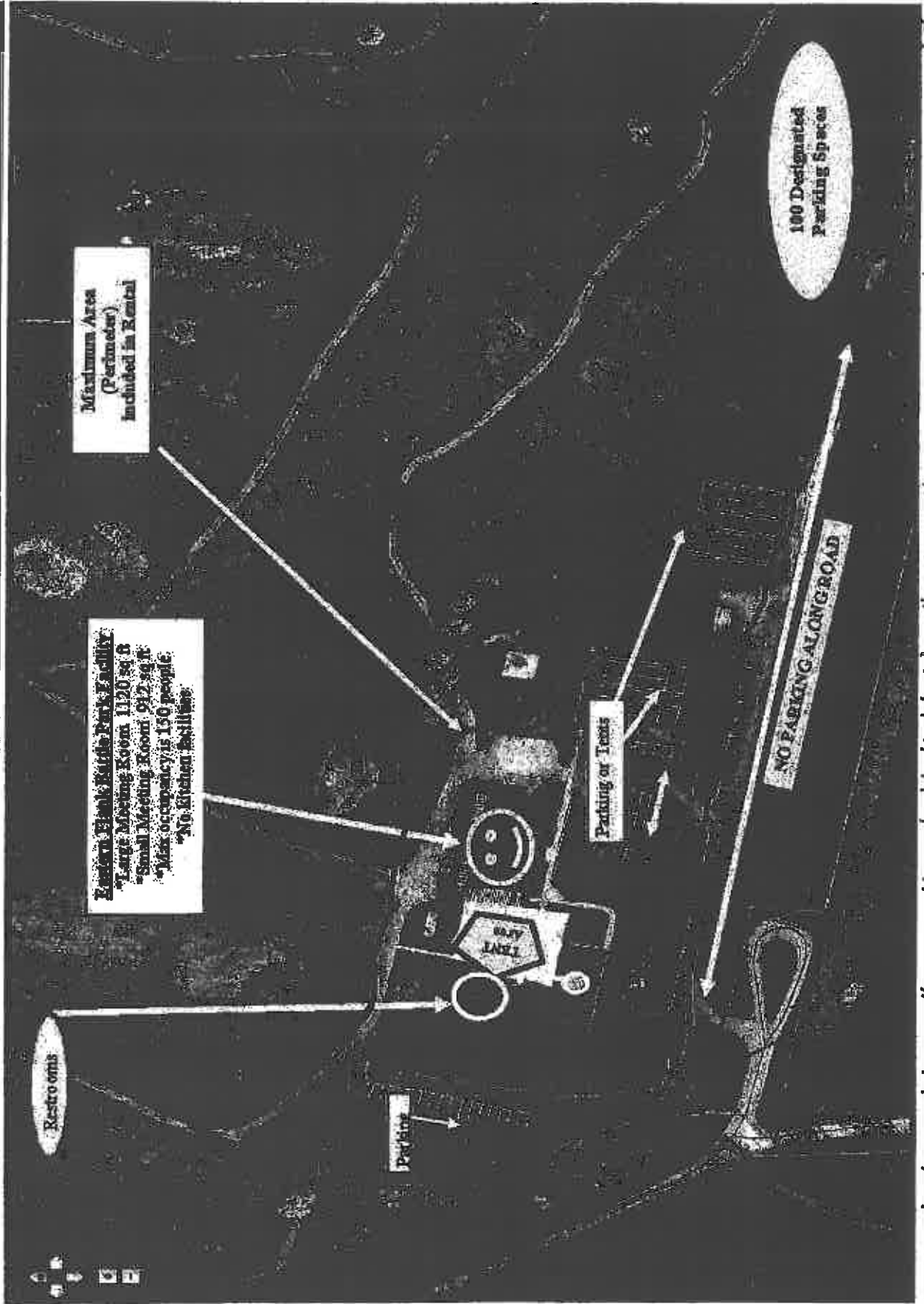
The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

This Form 990-N (e-Postcard) was accepted by the IRS on 11/8/2013.

City of Franklin Parks

Eastern Flank Battlefield Park Special Events Rental Map * 615-794-2103 * www.franklin.tn.gov



It is our intent to utilize all areas within the block plot. We will need overflow parking and will hire a company for that. We will also encourage our guests to Tour the battlefield and will note the new interpretive signage.