



HISTORIC
FRANKLIN
TENNESSEE

ITEM #23
BOMA 3/09/2010

MEMORANDUM

March 3, 2010

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: BGA Tug-a-War Parade/Event – April 22, 2010

Purpose

The purpose of this memo is to outline recommendations for the event to celebrate the 75th Anniversary of the Battleground Academy Tug-A-War.

Background

This first-time event is being organized by Battleground Academy to celebrate the 75th Anniversary of their Tug-A-War event. It is scheduled for Thursday, April 22, 2010. Participants will gather at the Park at Harlinsdale Farm beginning at 12 Noon. The parade will begin at 1 PM. The route for the parade is from TPHF, Franklin Road to 1st Ave to S. Margin, across Pedestrian Bridge, to Pinkerton Park.

Recommendation

Staff recommends approval with the following conditions:

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.

Police Department:

- Applicant will hire five (5) extra-duty Franklin Police Officers to provide street closure and traffic control.

Parks Department:

- Program Division will meet with BGA event coordinator/s the week of the event at both The Park at Harlinsdale Farm and Pinkerton Park to review student drop off/pickup at both locations.
- Program Division will assist at Pinkerton Park by placing a barricade at the south, horseshoe shaped, parking lot in order for the school buses to stage pickup of the students in a safe, secure manner. Program Division will assist in monitoring the barricade and parking area until all the students have departed Pinkerton Park.

TIME RECEIVED
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REMOTE CSID

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137 5

STATUS
Received

790-0469

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):

- | | | |
|---|--|---|
| <input type="checkbox"/> Aspen Grove Park | <input type="checkbox"/> Liberty Park | <input type="checkbox"/> Eastern Flank Battlefield Park |
| <input type="checkbox"/> Fieldstone Farms | <input checked="" type="checkbox"/> Pinkerton Park | |
| <input type="checkbox"/> Jim Warren Park | <input checked="" type="checkbox"/> Harlinsdale Farm | Other: _____ |

2) Name/purpose of event: 75th ANNIVERSARY TUG OF WAR PARADE

3) Date or dates of event: APRIL 22, 2010

4) Time of Event: 1:00

5) Time of Street Closure (if applicable): ROWING STREET CLOSURE FRANKLIN RD | 1ST ME

Set-Up Date/Time: 12:00 NOON 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:

JASON GREGG BATTLE GROUND ACADEMY

a) Address: 336 FIRVEST RICE LANE, FRANKLIN, TN 37069

b) Phone: 567-8311 c) Cell: 948-4275 d) Fax: 595-7374

e) E-mail address: JASONG@BATTLEGROUNDACADEMY.ORG

7) Person in charge on day of event: JASON GREGG AND LARRY McELROY

Cell: 948-4275 E-mail address: JASONG@BATTLEGROUNDACADEMY.ORG



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

Name: LARRY McELROY Cell: _____ E-mail address: LARRY.McELROY@MADISON.TN.GOV

Name: JOHN GRIFFITH Cell: 517-29118 E-mail address: JGRIFFITH@BATTLEGROUND.MADISON.TN.GOV

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

SEE ATTACHED INFO - THE PARADE IS TO CELEBRATE THE 75TH ANNIVERSARY OF OUR TIC OF WAR. WE WILL PURCH A ROPE ALONG WITH APPROX 700 STUDENTS ~~WILL~~ WALK ON FRANKLIN RD. THE GROUP WILL THEN TURN LEFT ON 1ST AVE AND PROCEED TO PEDESTRIAN BRIDGE TO PAVILION PARK. A SINGING TUG WILL TAKE PLACE THERE WITH BUSES AT HARGENSDALE AND DEPOT PAVILION. WE WILL PROVIDE BUSES.

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:

1000

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.



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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.)?

- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

- 23) During what time period is sound amplification requested? _____
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). _____

- 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:

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: *John C. Schroer* DIRECTOR OF ALIANCE-BGA Date: 2/12/10
 (Signature and title - must be officer of organization)

Approved by the Board of Mayor and Aldermen on _____, 20__

 John C. Schroer, 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)

75th Anniversary of the Tug of War

Outline of Events

April 22nd

12:00 Rope arrives at Harlinsdale to be put in position

12:30-US/MS board buses Harlinsdale Farm

12:55-LS dismisses and moves to position in front of LS on Columbia Ave

1:00-depart from Harlinsdale Farm

1:40-Rope arrives at park with US/MS/faculty/administration

1:55-Senior Tug begins

2:10-Dismissal from Pinkerton Park

- Participants of parade will consist of
 - US 362 students MS-323= 685 students
 - School banner will be carried by Greer/Plato reps
 - Living headmasters/cars
 - Rope-carried by upper school
 - MS will march behind the rope
 - Greer/Plato flags carried by??? 8th grade?
- Tug spirit shirts will be worn. Greers will be in yellow/ Platos will be in blue
- US/MS will depart from Pinkerton Park
- Earnhardt-Pirkle will be a part of festivities and will shoot video
- Ambulance at park?
- Gary Beatty at park?
- Rope will need to be taken to Harlinsdale and stretched out at 12:00

75th Anniversary of the BGA Tug of War

Committee

Thursday, April 22, 2010

Dr. John Griffith

Head of School

Battle Ground Academy

336 Ernest Rice Lane

Franklin, TN 37069

615-794-3501

Mr. Jason Gregg '90

Director of Alumni and Development

Battle Ground Academy

336 Ernest Rice Lane

Franklin, TN 37069

615-794-3501

Mr. Larry McElroy

Head of Upper School

Battle Ground Academy

336 Ernest Rice Lane

Franklin, TN 37069

615-567-8513

Mr. Doug Langston

Dean of Students

Battle Ground Academy

336 Ernest Rice Lane

Franklin, TN 37069

615-567-8513

Mr. Ken Wempe

Head of Middle School

Battle Ground Academy

336 Ernest Rice Lane

Franklin, TN 37069

615-567-9013

Dr. Andy Graham

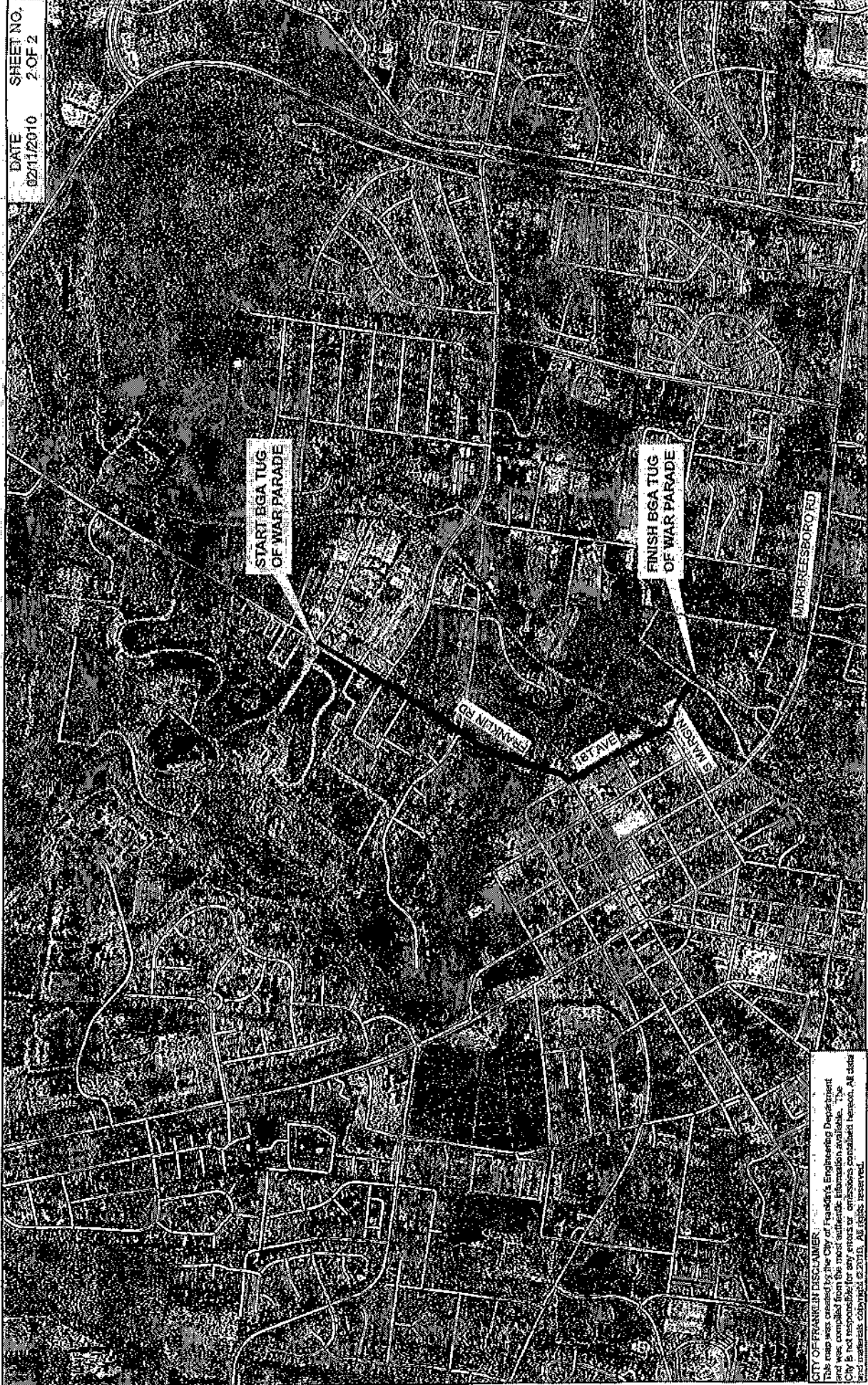
Head of Lower School

Battle Ground Academy

150 Franklin Rd

Franklin, TN 37064

615-567-2002



START BGA TUG OF WAR PARADE

FINISH BGA TUG OF WAR PARADE

MERRILLSBORO RD

DE MADRASI

RETAYE

MORVAE

CITY OF FRANKLIN, TENNESSEE
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BUS LOCATION FOR
STUDENT DROP OFF


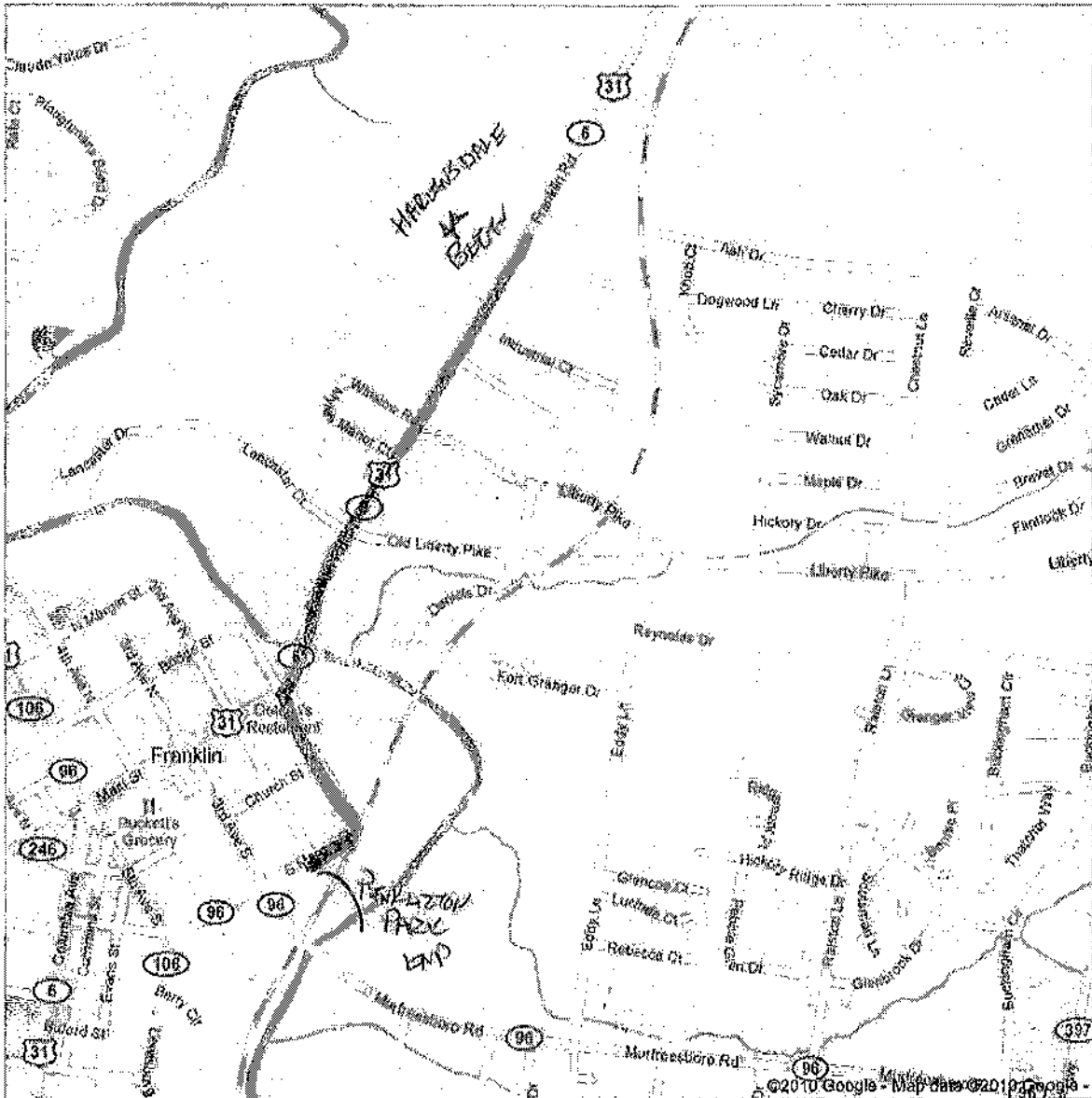
PARADE
STAGING
AREA

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Google maps

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- HARLESDALE- STARTING POINT
- TRAVEL SOUTH ON FRANKLIN RD WITH ROPE. INCLUDES THREE CARS WITH FORMER HEADMASTERS AND APPROX 700 STUDENTS AND FACULTY
- ~~STUDENTS SHOULD DEPART EARLY~~
~~NOT ADVISED AND ATTEMPT TO PREVENTION~~
~~PLANNED~~
- ROPE WILL HEAD SOUTH ON FRANKLIN ROAD, TURN LEFT ON 1ST AVE / TO S MARGARET ST, PEDESTRIAN BRIDGE TO PENKINGTON PARK.
- ~~ALL~~ ALL STUDENTS WILL DEPART PENKINGTON PARK / APPROX 2:10-2:15 PM