



# MEMORANDUM

---

June 4, 2010

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Franklin Jazz Festival Event Application

**Purpose**

The purpose of this memo is to outline recommendations for approval of the Franklin Jazz Festival.

**Background**

The 2010 Franklin Jazz Festival marks the event's 21<sup>st</sup> year. Proceeds from this year's event will benefit Brightstone and The Gear Foundation, both of which are local, non-profit organizations. The festival is scheduled for September 4<sup>th</sup> and 5<sup>th</sup>.

**Recommendation**

Staff recommends approval of the event application with the following recommendations:

- Applicant will provide a \$1000 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.
- ***Streets Department:***
  - Department will set-up closure and provide barricades beginning at 5 AM on Saturday, September 4<sup>th</sup>.
- ***Police Department:***
  - Applicant will hire recommended number of extra-duty Franklin Police Officers.
- ***Building & Neighborhood Services Department:***
  - Electrical permit will be required.
- ***Solid Waste Department:***
  - Applicant must provide plan for disposal of grease.
  - Department will provide crew of 4 – 5 employees from 3 PM until 10 PM each day to provide cleanup during event.



HISTORIC  
FRANKLIN  
TENNESSEE

## MEMORANDUM

---

- ***Police Department:***
  - Applicant will hire eight (8) extra-duty Franklin Police Officers during each day's event to provide security and crowd control.
  - Private security will check identification in the beer tent and ensure that alcohol is not consumed outside the designated area.
  - Participants in the beer tent activities are required to enter a monitored access point.
  - Private security will be responsible for stage security.
  
- ***Revenue Management:***
  - Obtain beer permit from the City of Franklin and special event liquor license from ABC (if needed).
  
- ***Fire Department:***
  - Contact Franklin Fire Department for Tent and event inspection.

Rec'd  
2-18-2012

OFFICE USE ONLY:  
Permit No:  
\_\_\_\_\_



HISTORIC  
FRANKLIN  
TENNESSEE

### 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 Battle Field Park
_____ Fieldstone Farms	_____ Pinkerton Park	_____ MAIN ST. AT 2ND AVE. - 3RD N+S -
_____ Jim Warren Park	_____ Harlinsdale Farm	Other: <u>DOWNTOWN FRANKLIN</u> MAIN ST. + SQUARE TO 4TH.
  - 2) Name/purpose of event: 21ST ANNUAL FRANKLIN JAZZ FESTIVAL
  - 3) Date or dates of event: SEPT. 4TH (SATURDAY) SEPT 5TH (SUNDAY)
  - 4) Time of Event: 4pm - 10pm BOTH DAYS
  - 5) Time of Street Closure (if applicable): SEPT 4TH 10AM  
 Set-Up Date/Time: SEPT. 4, 10 AM Tear-down Date/Time: SEPT. 5, 10pm
- \*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: ZIA MUSIC PRODUCTION - REPRESENTING BRIGHTSTONE & THE GEAR FOUNDATION
    - a) Address: 1725 JOHN SHARP RD, SPRING HILL, TN 37174
    - b) Phone: (615) 479-7751 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 DUCAT  
 Cell: (615) 479-7751 E-mail address: TNBUGLE@AOL.COM



HISTORIC  
FRANKLIN  
TENNESSEE

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: MKENT@AOL.COM

Name: PAUL DEYO Cell: (615) 498-5562 E-mail address: PABLOD@TDS.NET

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

JAZZ MUSIC FESTIVAL.  
5 BANDS EACH DAY. GATES OPEN AT  
4 PM, CLOSE AT 10 PM. VOLUME STRICTLY ENFORCED.

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. *F or 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:

5,000

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. \$8.00 IN ADVANCE, \$10.00 AT GATE. VENDORS \$250

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? BRIGHTSTONE +

THE GEAR FOUNDATION - 30%  
FRANKLIN SPECIAL SCHOOL DISTRICT -  
- BOOTH FOR DEMONSTRATION PLUS  
INSTRUMENT DROP OFF DONATION  
CENTER.



- 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.)?  
ANNOUNCEMENTS + JAZZ GROUPS
- 
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
BAND + ANNOUNCER
- 23) During what time period is sound amplification requested? 4pm - 10pm BOTH DAYS
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.).  
5 BANDS EACH DAY - SIZES VARY FROM 4 PIECE - 15 PIECE GROUPS
- 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.  
2 STAGES - NO INFLATABLES
- 26) What, if any, vendors will be present at event? (i.e. medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets. 5 FOOD VENDORS, 3 CRAFT VENDORS (ON THE SQUARE, NOT YET FINALIZED)
- 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.  
ZIA MUSIC PRODUCTION - SCOTT DUCAT - 615-479-7751
- 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*



HISTORIC  
FRANKLIN  
TENNESSEE

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.

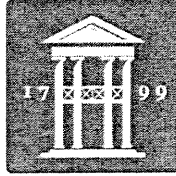
- 29) \*NOTE: Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor 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:  
HYDRANT AT CORNER OF 3RD AVENUE SOUTH  
+ THE SQUARE. THIS IS FOR FILLING STAGE WATER  
BALAST
- 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



HISTORIC  
FRANKLIN  
TENNESSEE

<b>FOR CITY USE ONLY</b>				
<b>Department</b>		<b>Date</b>	<b>Initials</b>	<b>Attach Any Comments</b>
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



HISTORIC  
FRANKLIN  
TENNESSEE

**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: Scott H. [Signature] - FRANKLIN JAZZ FESTIVAL Date: 2/16/10  
 (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) \*  
 \*  
 \*  
 \*\*\*\*\*



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 16 2008**

THE GEAR FOUNDATION INC  
C/O GREG MCRAE  
2736 OLD ELM HILL PIKE  
NASHVILLE, TN 37214

Employer Identification Number:  
20-5480584  
DLN:  
17053261020026  
Contact Person:  
MICHAEL CONDON ID# 31170  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
September 5, 2006  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.



*21st Annual Franklin Jazz Festival*  
*On the Square In Historic Downtown Franklin, TN*  
*Benefiting*  
*BrightStone and The GEAR Foundation*

General Vendor Information

We will have 6 food vendors on the square. At this time we are taking applications. We generally have the same vendors each year, but since they have not yet signed vendor agreements, we cannot list them at this time. All vendors go through health inspections and provide insurance documents that we will file at that time.

Williamson Medical will be in attendance and will have a tent on the square

## Good Neighbor Letter



# *21st Annual Franklin Jazz Festival*

## *On the Square In Historic Downtown Franklin, TN*

*Benefiting  
BrightStone and The GEAR Foundation*

### General Information

Date: Labor Day Weekend, September 4<sup>th</sup> and 5<sup>th</sup>, 2010

Time: Gates open at 4pm

Music: 5pm – 10pm

Location: On the Square in Historic Franklin

Street Closures: Main Street at 2<sup>nd</sup> Avenue., The Square, Main Street to 4<sup>th</sup> Avenue. NOTE: 4<sup>th</sup> Avenue and 2<sup>nd</sup> Avenue will remain open.


Closure Time: September 4<sup>th</sup>, 10am

Open Time: September 5<sup>th</sup>, Midnight

Event Organizer: Scott Ducaj, PO Box 140835, Nashville, TN

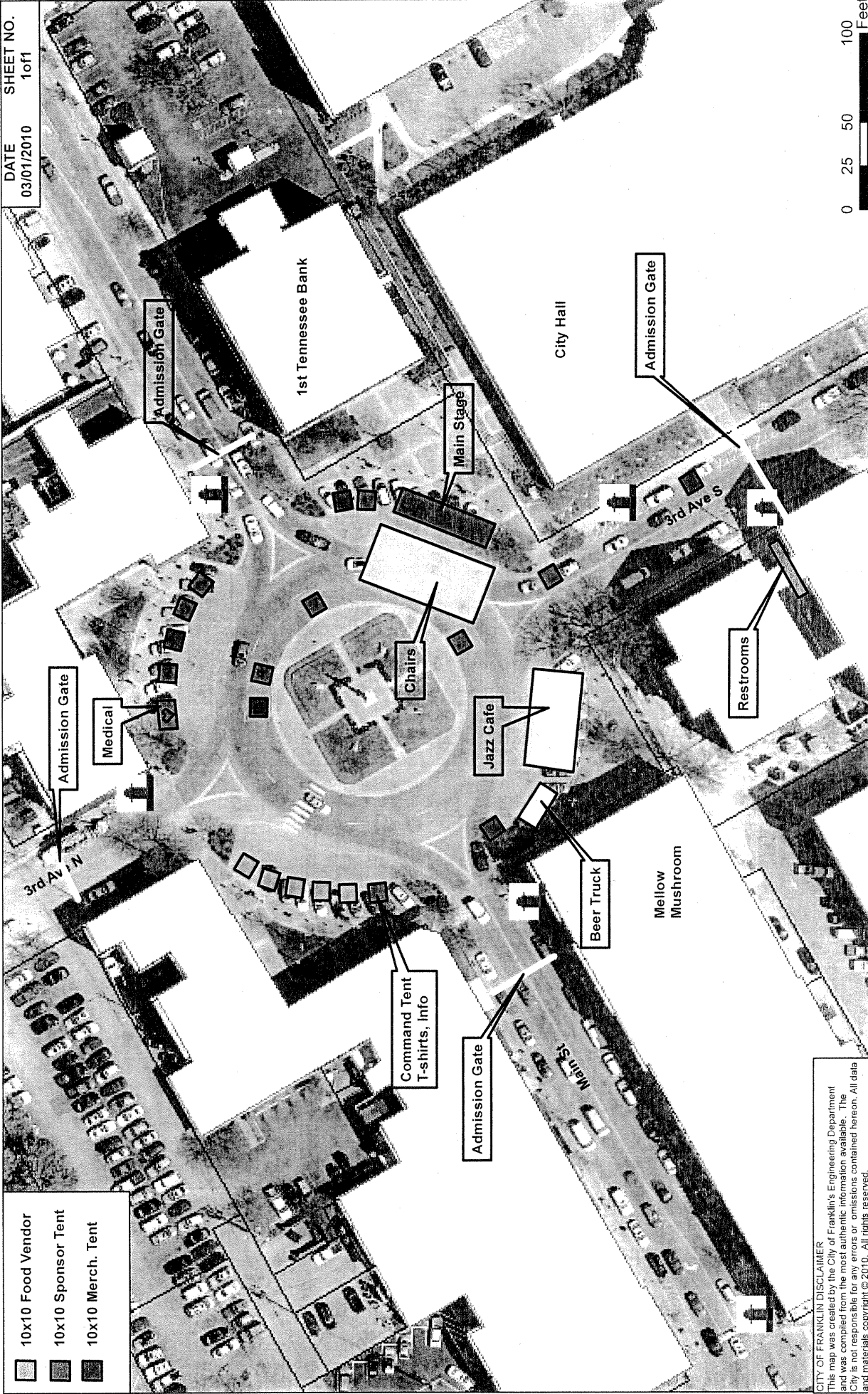
On Site Phone: 615-479-7751

City Administrators office:

The Franklin Jazz Festival is the 21st annual fall festival produced by  Zia Music Production, LLC. The festival consistently has been listed by the Southeast Tourism Society as not only being one of the longest running but also one of the top events in the Southeast. Its purposes are to showcase high quality superb musical entertainment, acquaint the public with the restored historic downtown area, and raise money for this years non-profit beneficiaries, Brightstone and The GEAR Foundation. The 2009 festival drew an estimated 6,000 people for the two-day event.. Live music on the stage in the “Jazz Café” is between acts on the Main Stage so that there is continuous live music during the entire event. The gates will open at 4pm with music beginning in the “Jazz Café” at 5:15 and on the Main Stage at 6pm. The Franklin Jazz Festival does appreciate the fact that there are many businesses downtown serving as not only a great backdrop for the festival, but also giving the patrons many options in shopping. We realize that you are here year round and will do all we can do to make this a favorable experience for your business as well as our guests. We are trying to minimize the amount of time of street closures to a minimal amount for set up and clean up.

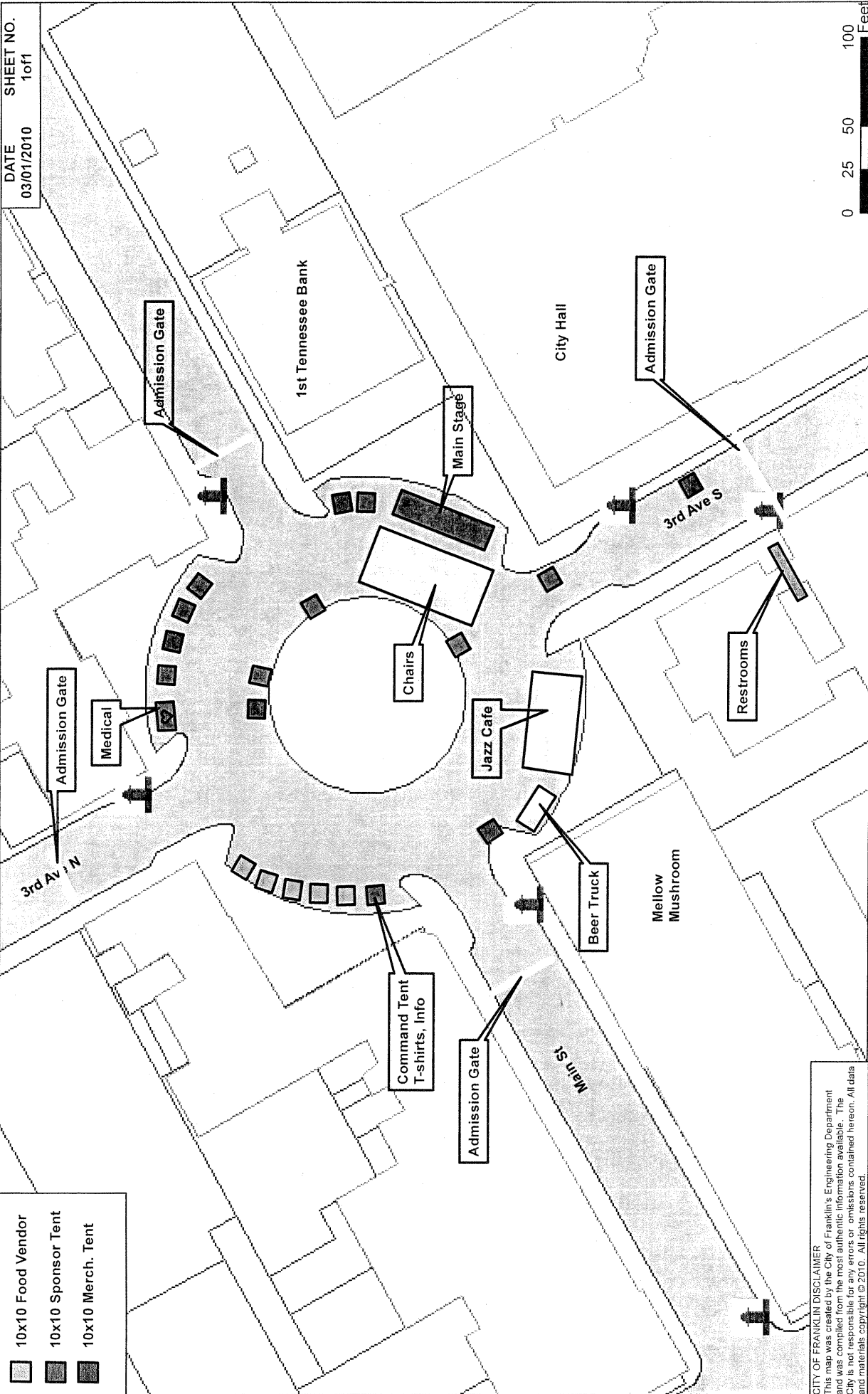
Hopefully we'll bring in thousands of guest into downtown to enjoy great music and familiarize themselves with the business located throughout the area.

Scott Ducaj  
Franklin Jazz Festival



- 10x10 Food Vendor
- 10x10 Sponsor Tent
- 10x10 Merch. Tent

**CITY OF FRANKLIN DISCLAIMER**  
 This map was created by the City of Franklin's Engineering Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained herein. All data and materials copyright © 2010. All rights reserved.



- 10x10 Food Vendor
- 10x10 Sponsor Tent
- 10x10 Merch. Tent

CITY OF FRANKLIN DISCLAIMER  
This map was created by the City of Franklin's Engineering Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained herein. All data and materials copyright © 2010. All rights reserved.

