



HISTORIC
FRANKLIN
TENNESSEE

ITEM #37
BOMA
08/24/2010

MEMORANDUM

August 16, 2010

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Battle of Franklin Civil War Days (October 15-17, 2010)

Purpose

The purpose of this memo is to outline recommendations for the Battle of Franklin Trust request to use the Park at Harlinsdale Farm for their Civil War Days event.

Background

The Battle of Franklin Trust has requested the Park at Harlinsdale Farm from October 15 – 17. They anticipate 500 re-enactors and 1000 attendees. The encampment/event will include over 300 tents ("A" frame and wall tents authentic to the period); 20 mounted horses; and 14 artillery pieces of various sizes. The event will be open to the public Saturday, October 16th, and Sunday, October 17th, from 9 AM until 5 PM. Spectators will be charged a fee for attending the event. Battle re-enactments will occur at 1:30 PM on Saturday and Sunday.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide a \$500 refundable damage deposit to City prior to event.
- Applicant will provide copy of Good Neighbor letter which will be distributed to affected neighborhood.

Parks Department

- Park Facility Usage Fees are as follows:
 - Friday, 10/15/10 thru Sunday, 10/17/10 \$750 (\$250.00 per day)
- Park Staff Fee
 - Saturday, 10/16/10 \$250 (one, 9 AM – 6 PM)
 - Sunday, 10/17/10 \$175 (one, 10 AM – 5 PM)
- **TOTAL: \$1175**
- A pre-event evaluation shall take place on site with Parks Department prior to tent setup.
- Applicant will supply volunteers for parking.
- Applicant will be responsible for obtaining a copy of the Cogins Certificate from each participant who attends with a horse and keeping said certificate in one main location on site

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.
- Provide at least one ADA port-a-john for duration of event.

Police Department:

- Applicant will work with Police Department to determine number of extra-duty officers to be hired by applicant to provide security and traffic control for the event.

Legal:

- Each participant must sign waiver form (to be provided by City)

OFFICE USE ONLY:
Permit No: _____

received
07/27/2010



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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

Other: The Park @ Harlinsdale
Farm

_____ Fieldstone Farms

_____ Pinkerton Park

_____ Jim Warren Park

_____ Winstead Hill Park

- 2) Name/purpose of event: 146th Anniversary - Battle of Franklin

- 3) Date or dates of event: Oct. 15, 16, 17, 2010

- 4) Time of Event: Sat. 10am-5pm Sun. 11am-4pm

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

Set-Up Date/Time: 10/15 @ 8am

Tear-down Date/Time: 10/17 @ 6pm

*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:

Battle of Franklin Trust

a) Address: c/o 1345 Carnton Lane, 37064

b) Phone: (615) 786-1864 c) Cell: 540-539-1462 d) Fax: (615) 794-6563

e) E-mail address: jenniferester@battleoffranklintrust.org

- 7) Person in charge on day of event: Jennifer Estler

Cell: 504-539-1462

E-mail address: (Same as above)



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

Name: Leigh Bowcom Cell: _____ E-mail address: leigh@battleoffranklin.org

Name: John Marler Cell: 290-0385 E-mail address: john@battleoffranklin.org
Joe Grosson (703) 401-3747 joseph.grosson@comcast.net

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

Encampment - Tactical demonstration, re-enacting the
Battle of Franklin - Calvary
(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:

0
1,500 (1,000 Spectators; 500 re-enactors) 20 Vendors

- 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. \$5/person \$50 sellers \$100/Vendor

- 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? Battle of Franklin Trust, Franklin's
Charge, Heritage Foundation, Save the Franklin Battle Field 100%

- 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.)?
PA System to Spectators (for a merger ride and to introduce the re-enactment)
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
PA System
- 23) During what time period is sound amplification requested? 1pm - 3pm
- 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. Food vendors - Suttlers
Satellite Museum Store
- 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:

- 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 37084
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: *Jennifer E. [Signature]* President & CEO Date: 7/26/2010
(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)

Attachment to supplement Question 9)

Jennifer Esler

From: Joseph.Grosson <joseph.grosson@comcast.net>
Sent: Wednesday, July 21, 2010 12:48 PM
To: 'Anna Shuford'
Cc: 'John Marler'; rghuff123@aol.com; bthargrove123@aol.com; 'Jennifer Esler'; rhoad@grandinhood.com
Subject: Planning Numbers for the 146th Battle of Franklin

Anna

Per our conversation of this morning, the following planning information is provided:

Best regards

Joe Grosson

-
1. Total number of reenactors: 450 (approximately 400 rifles).
 2. Number of tents, a combination of "A" frame and wall tents, all authentic to the civil war period: approximately 300
 3. Total number of cavalry: 20 mounted on horses with proper cogins certification attesting to health of the animals
 4. Number of artillery pieces: 14
 - a. These will vary in size from small mountain howitzers to full size pieces all of which will be inspected and having been deemed safe for use. All batteries (artillery/cannons) will be operated by individuals who have received training certificates and of sufficient numbers per artillery piece to assure safe conditions prevail on the field.
 - b. Artillery will be divided in two groupings (federal and confederate). All will be trained, certified, and insured.
 5. Safety:
 - a. Military discipline and courtesies applicable to the period are in place, under the Military Command of the Blue & Grey Alliance. Col. Joe Grosson, Commanding on behalf of the alliance. Conformance to these regulations is required to reenact on the field.
 - b. Reenactors follow Cleburne's Division safety manuals that dictate age of reenactors on the field, safety in firing weapons, size of powder charges. No one is allowed to carry a weapon on to the field that has not been inspected and found to be clean, in operable condition and safe. Safety inspections are performed every time prior to commencement of a battle reenactment. No bayonets are to be drawn on the field and no simulated hand to hand combat is permitted.
 - c. For a nominal fee (approximately \$26.00) this battle will be covered under Cleburne's Division insurance policy, for \$1M, with Lloyds of London.
 - d. A provost will be assigned for 24 hour supervision of reenactor camp sites for safety and authenticity. All fires will have a "personal" fire watch with a water bucket and will be build to be safe and under control.

Tentative Schedules include:

1. Camps open to public, Saturday and Sunday, from 0900 to 1700
2. Reenactor drill and parade: Saturday @ 1000 on the battle field
 - a. Parade is a morning formal formation that follows a military protocol as described in confederate and federal manuals of the period
3. Formal parade on Sunday morning at 0930 followed by reenactor church services
4. Battles to commence at 1330 Saturday and Sunday. The actual "fighting" will start a little later than these times to allow for formation and safety inspection of the troops.

Attachment in answer to Question 12) Management Team Civil War Days 2010

Jennifer Esler, President and CEO

JenniferEsler@battleoffranklintrust.org

Battle of Franklin Trust

c/o 1345 Carnton Lane

Franklin, TN 37064

(615) 786-1864

Ernie Bacon

ebacon224@bellsouth.net

224 4th Avenue South

Franklin, TN 37064

615-289-8404

Bobby Hargrove

BTHargrove123@aol.com

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615-794-9507

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rg Huff123@aol.com

Franklin, TN 37064

615-500-8211

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615-591-8500 ext. 15

jay@sherdanpr.com

Jay Sheridan
1006 Fair Street
Franklin, TN 37064
615-364-5143



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The Park at Harlinsdale Farm Rental Policy

TERMS & CONDITIONS

<u>OPERATING HOURS:</u> Monday-Sunday	8am-Dusk
<u>RENTAL HOURS:</u> Sunday - Thursday	8am - 10pm (including setup & cleanup)
Friday - Saturday	8am - 11pm (including setup & cleanup)
<u>FEES:</u>	
Application Fee:	\$100 Non Refundable(Received 7/26/2010 with applic)
Rental Fee/Williamson County Resident	\$500 per day Friday - Sunday \$300 per day Monday - Thursday
Rental Fee/Non-Resident	\$700 per day Friday - Sunday \$500 per day Monday - Thursday
Rental Fee/ Williamson County 501(c)(3) Organizations	\$250 per day Friday - Sunday(10/15,16 & 17=\$750) \$150 per day Monday - Thursday
Rental Fee/Non-Williamson County 501(c)(3) Organizations	\$350 per day Friday - Sunday \$250 per day Monday - Thursday
Refundable Damage Deposit	\$500.00(Due when even applie has been appvd by BOMA)
Parks Dept. staff hour's (4 hour minimum)	\$25/hour 4pm-10pm Monday - Friday \$25/hour 8am-11pm Saturday(1, 9am-6pm=\$250) \$25/hour 8am-10pm Sunday(1, 10am-5pm=\$175)
Reserved/Overflow Parking	\$100/hour, minimum 4 hours, Maximum 300 vehicles \$ 50/ hour after 4 hours until park closes

****Rental Space and Reserved/Overflow Parking Space areas designated by Parks Department:**

In Compliance with the Conservation Easement, quitclaimed August 2007, by the City of Franklin to the Land Trust For Tennessee, for the purpose of permanently conserving the Conservation Values of The Park at Harlinsdale Farm, the City of Franklin Parks Department has developed guidelines for events/activities for public use of the park. The Conservation Easement directs the "Grantor" (City of Franklin) to:

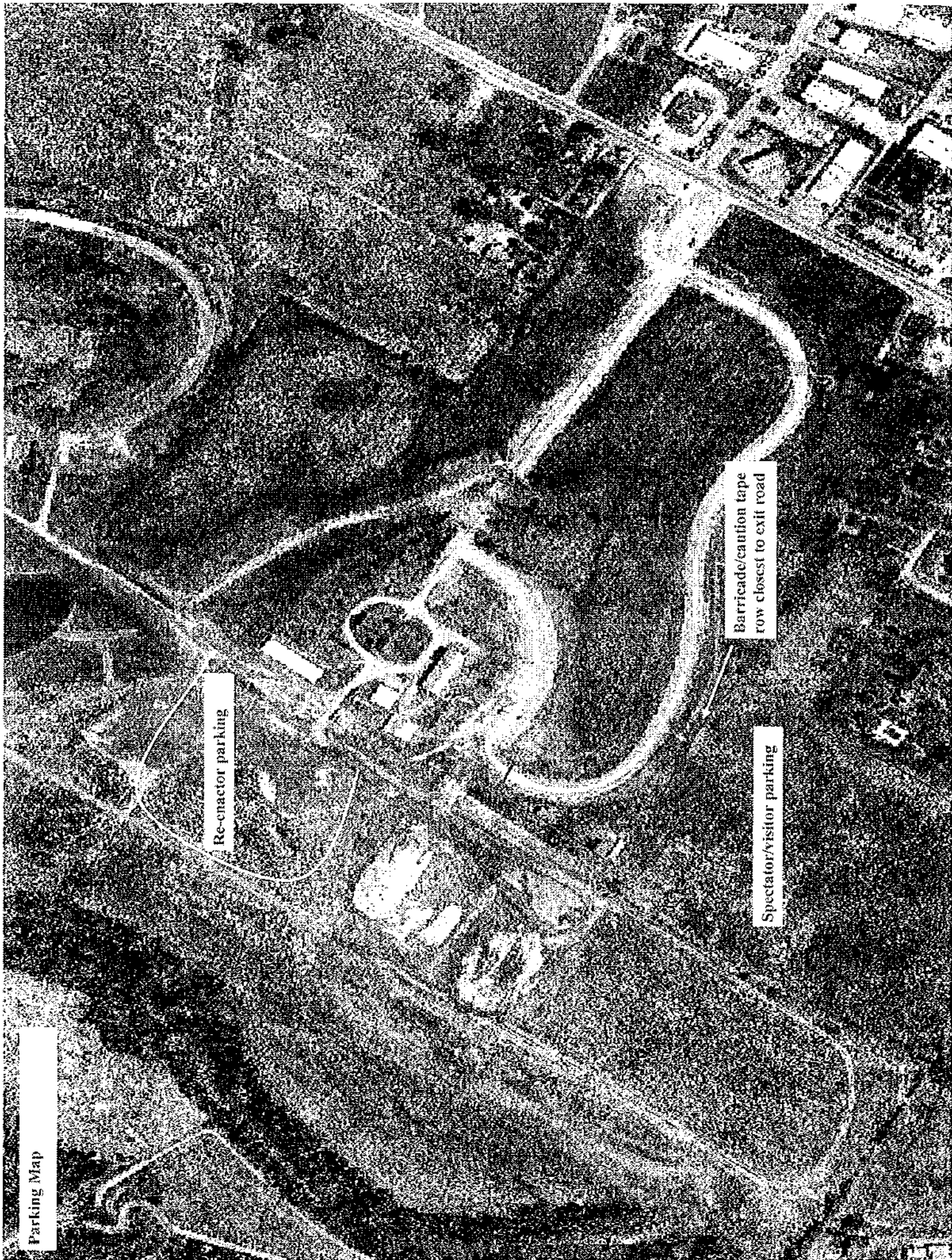
"Maintain the Property in large part as a passive public park assuring that under the perpetual stewardship of Grantee (The Land Trust for Tennessee), the equestrian activities and related agricultural uses, the open space character, educational value, wildlife habitat, recreational uses, historic significance and scenic values of the Property will be conserved and maintained permanently, and that the uses of the Property that are inconsistent with these conservation purposes will be prevented or corrected."

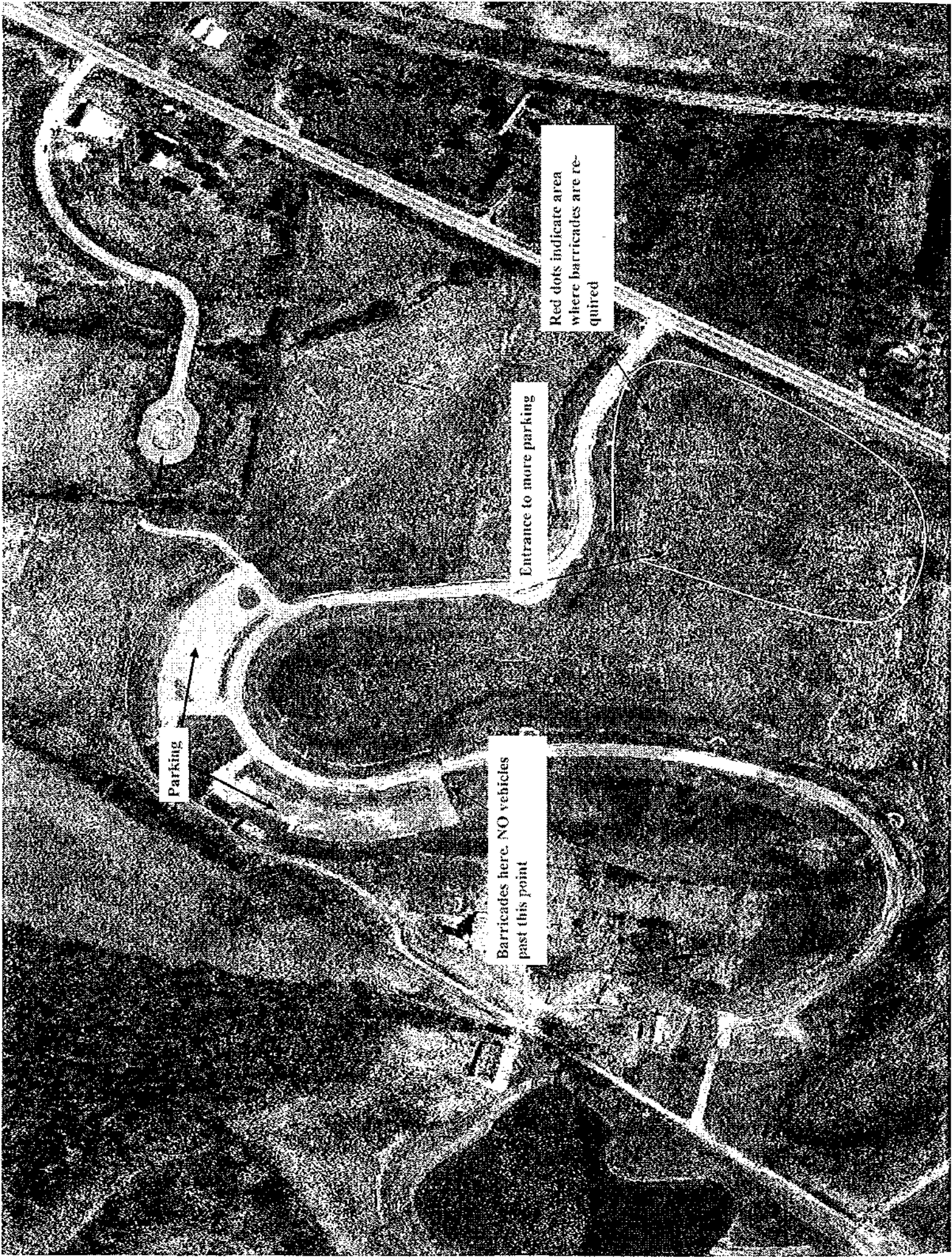
Parking Map

Re-enactor parking

Barricade/caution tape
row closest to exit road

Spectator/visitor parking



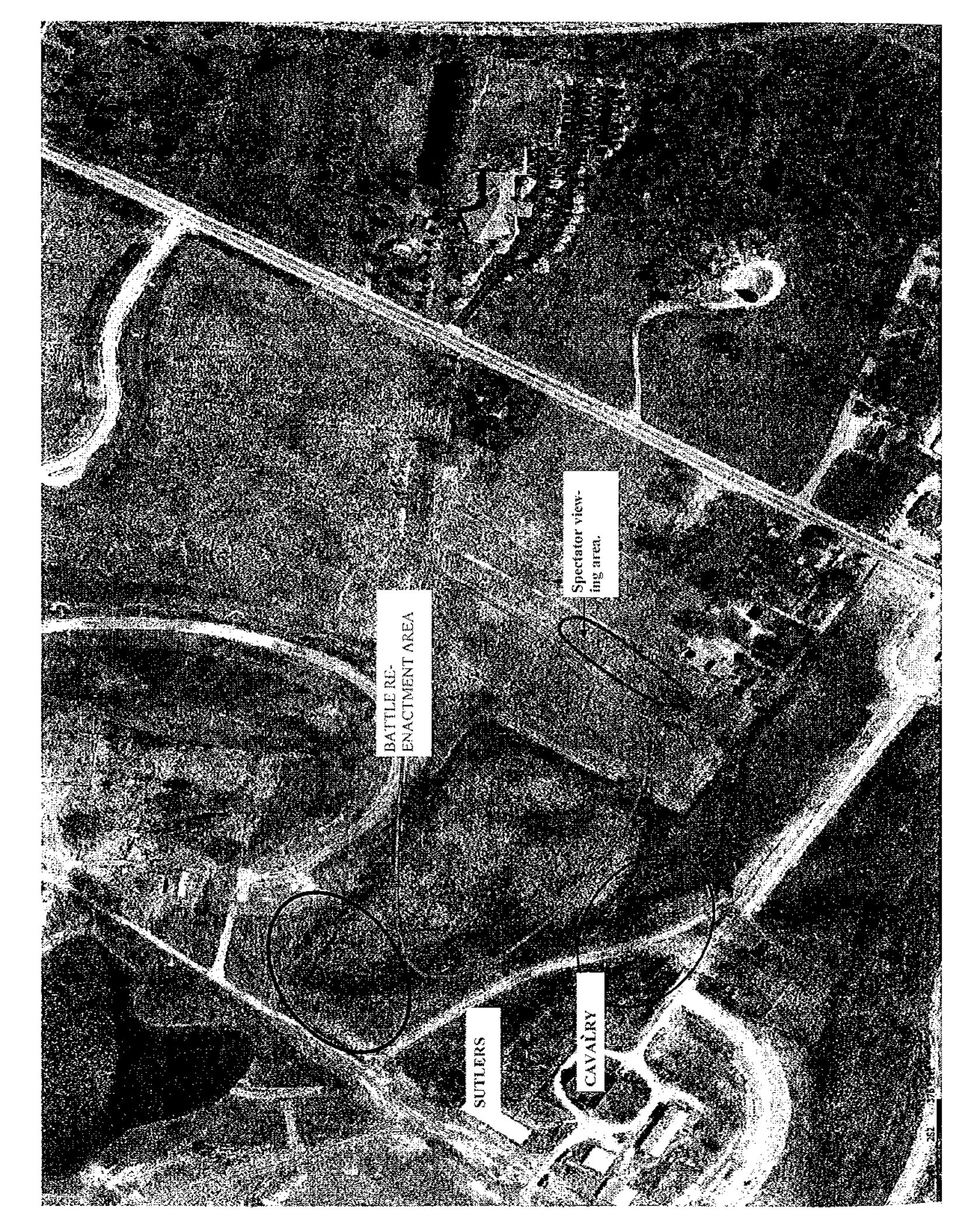


Red dots indicate area
where barricades are re-
quired

Entrance to more parking

Barricades here. NO vehicles
past this point

Parking



BATTLE RD-
ENACTMENT AREA

This is a high-contrast, black and white aerial photograph of a battlefield site. The terrain is rugged with various features marked by labels and hand-drawn circles. A road, labeled 'BATTLE RD-ENACTMENT AREA', runs diagonally across the upper portion of the image. In the lower center, there is a large, dark, irregularly shaped area circled in black, labeled 'SUTLERS'. To the right of this, another area is circled and labeled 'CAVALRY'. Further up and to the right, a rectangular area is circled and labeled 'Spectator viewing area.'. The overall image has a grainy, historical quality.

Spectator view-
ing area.

SUTLERS

CAVALRY