



HISTORIC
FRANKLIN
TENNESSEE

ITEM #8
WRKS 08/24/2010

MEMORANDUM

August 16, 2010

TO: Board of Mayor & Aldermen

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

SUBJECT: Franklin Cowboys Homecoming Parade

Purpose

The purpose of this memo is to outline recommendations for the Franklin Cowboys Homecoming Parade.

Background

The Franklin Cowboys Youth Football Organization has requested street closures for their annual Homecoming Parade on September 24th. The parade is scheduled to begin at 6 PM and the applicant expects 500 participants and attendees.

The requested route, day, and time causes considerable interruption to heavily traveled rush hour traffic patterns as well as Downtown Franklin.

Staff recommends an alternate route: Exit Jim Warren Park on to Boyd Mill; Right on Culberson; Left at Boyd Mill to 11th Avenue; Right on 11th Avenue; Right on West Main; Right on North Petway; Right on Culberson; Enter Jim Warren Park.

Applicant prefers their original requested route.

Recommendation

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide copy of Good Neighbor letter which will be distributed to affected neighborhoods.

Parks Department

- See attached map which indicates approved areas for staging, loading, and unloading

Risk Management:

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

Police Department:

- If BOMA approves the requested (traditional) route, applicant will hire at least twelve (12) extra-duty officers to secure the parade route and provide security and assist with traffic control.
- If BOMA approves the staff-recommended route, applicant will hire approximately six (6) extra-duty officers to secure the parade route and provide security and assist with traffic control.

OFFICE USE ONLY:
Permit No: _____

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. If additional space is needed, use a separate sheet of paper and attach to the application.

- 1) Name/purpose of event: Franklin Cowboys Football + Cheer leading Parade
- 2) Date or dates of event: Friday Sept 24 2010 @ 6pm
- 3) Time of event or street closure (be sure to include set-up and clean-up time):

- 4) a) Name of Applicant: Caroline B. Young
- b) Name of organization requesting permit: Franklin Cowboys
- c) Person in charge on day of event: Caroline Young
- d) Address: 2144 Summer Hill Circle Franklin TN
- e) Phone: 615-972-9290 e) Cell: 901-224-8696 f) Fax: 37064
- g) E-mail address: carolinebyoung@comcast.net

- 5) Description of event (use additional sheets if necessary):
Parade leaving Jim Warren Park @ Boyd mill @ Hwy 96 @ 3rd ave @ West Main @ N Petway @ Colberson @ into Jim Warren
- 6) Location requested (if Temporary Street Closure only, see #7):
- Aspen Grove Park Liberty Park Other: _____
 Fieldstone Farms Pinkerton Park
 Jim Warren Park Winstead Hill Park

- 7) **ENCLOSE A 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.
- 8) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:
500
- 9) 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.
- 10) Is your business authorized to do business in Tennessee? Circle Yes or **No**
- 11) 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.
- 12) Will parking in the area of the event need to be restricted or prohibited? Circle yes or **no**.
- 13) Will any sound amplification equipment be used during the event? Circle yes or **no**.
- 14) Will any stages, amusement attractions, or amusement rides be erected for the event? Circle yes or no. If yes, please note location and type of structure, or attraction/ride on map. Please include a copy of insurance certificate indicating coverage. **NO**
- 15) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle yes or **no**.
- 16) 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, phone number, and date and time clean-up is to occur. If clean-up is not done properly the organization requesting the permit may be fined (See attachment A). **A \$1000 security deposit is required upon approval.** Please read *Additional Requirements* section of this application for more information.
Food @ concession stand @ Jim Warren
- 17) 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.
- 18) Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or **no**. If yes, other permits may be required from the City of Franklin Fire Department or Codes Department. Please read *Additional Requirements* section of this application for more information.

- 19) Attach Good Neighbor Letter and Mailing List used. Please read *Additional Requirements* section of this application for more information.

PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.

- 20) 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.
- 21) I/We do swear or affirm that all of the information given in this application is true and complete.
- 22) 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.
- 23) I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- 24) 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 temporary street closure. Failure to file in a timely manner may result in denial of a permit.

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 \$30.00 per hour at a minimum of two (2) hours.

Please note that the City of Franklin Police Department is not responsible for placing/removing barricades related to street closures. If you need assistance regarding barricades and/or barricade set-up, minimum standards, and/or security, contact the City of Franklin Operations Division at 791-3248.

BY: Carolei Byrd Date: June 7 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 615-791-3268.

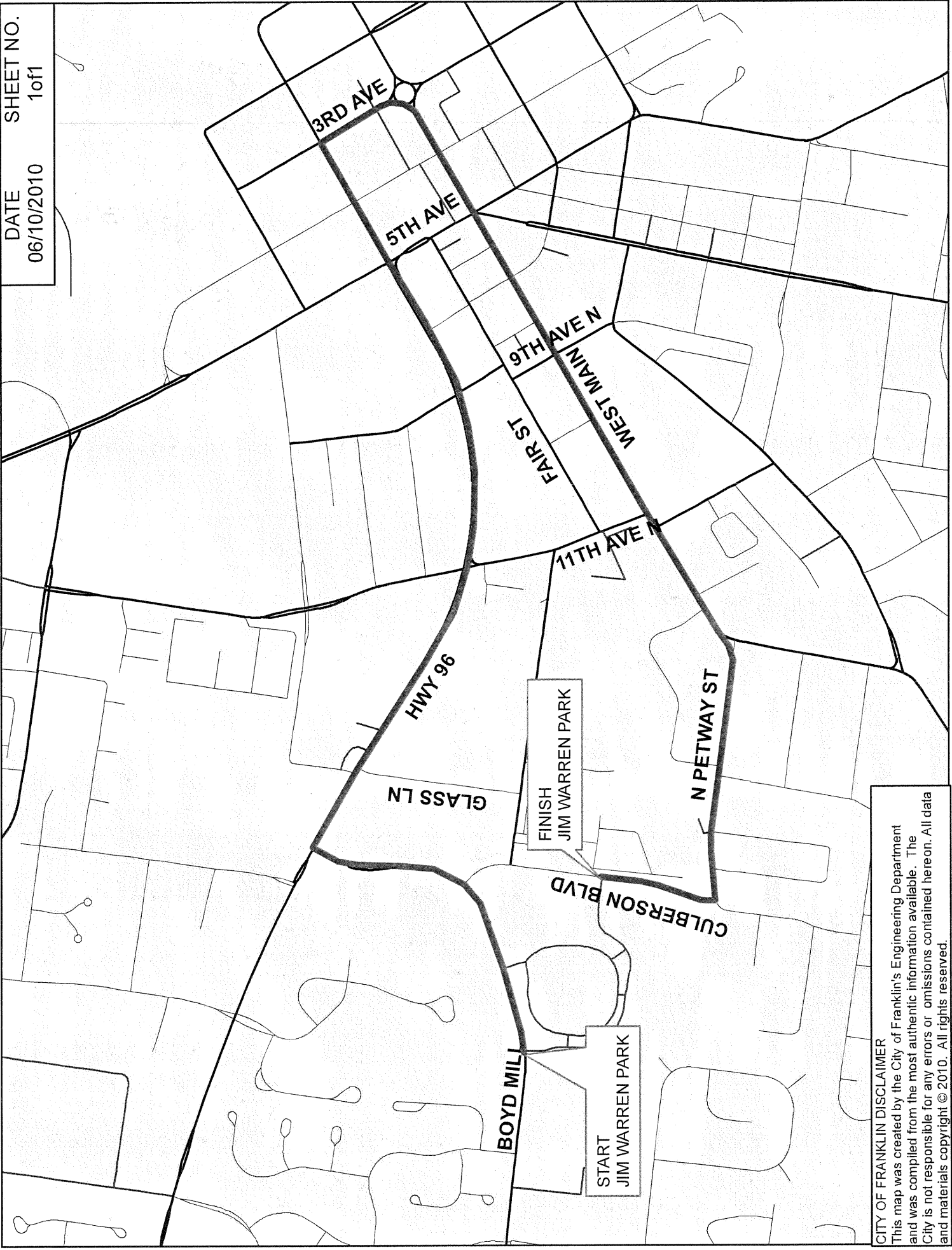
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 * **Return application to:** *
 * *
 * City Administrator *
 * City Hall *
 * 109 Third Ave South *
 * Franklin, TN 37065 *
 * 615-791-3217 *
 * 615-790-0469 (FAX) *
 * *
 * *****

Ken Ball - President
1104 West Main Street
Franklin TN 37064
615-972-9290

Mark Kase - VP Finance
913 West Main Street
Franklin TN 37064
615-476-3063

Dale Nichols - VP Operations
728 Legends Crest Dr.
Franklin TN 37069
615-477-0247

Caroline Young - VP Cheer
2144 Summer Hill
Franklin TN 37064



START
JIM WARREN PARK

FINISH
JIM WARREN PARK

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 hereon. All data and materials copyright © 2010. All rights reserved.



RED Lines indicates no parking, staging, loading or unloading of vehicles/trailers/floats.

BLUE Lines indicates the area's for staging, loading or unloading of vehicles/trailers/floats. Staging may be "double-sided" inside the parks parking areas as long as there is enough room for a large emergency vehicle to pass. (ambulance or fire truck)