




HISTORIC
FRANKLIN
TENNESSEE

ITEM #4
WRKS 09/14/2010

MEMORANDUM

September 3, 2010

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Franklin High School Homecoming Parade

Purpose

The purpose of this memo is to outline recommendations for the Franklin High School Homecoming Parade to be held on October 9, 2010.

Background

Franklin High School has requested street closures for their annual Homecoming Parade scheduled for October 9th. The event begins at 10:30 AM. Staging for the parade begins at West Main Street and 7th Avenue. The route concludes at 2nd Avenue and Bridge Street. Estimated attendance is 1,700.

Recommendation

The following recommendations/conditions are made if the event is approved:

- Organizers will hire eight (8) off-duty Franklin Police Officers to provide street closures and security during the event.
- Provide certificate of insurance naming the City as additional insured.

OFFICE USE ONLY:

Permit No:

received
7-26-2010

CITY OF FRANKLIN PARADE 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 the application does not guarantee that the parade request will be granted

I am requesting a: street closure parade permit
 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 High Homecoming Parade

2) Date or dates of event:

Friday, October 8, 2010

3) Tim of event or street closure (be sure to include set-up and clean-up time):

Beginning: 10:30am (9:15 set-up) Ending: 11:00am

4) a) Name of Applicant:

Willie Dickerson, principal

b) Name of organization requesting permit:

**Franklin High School
810 Hillsboro Road, Franklin, Tennessee 37064**

c) Person in charge of event:

Willie Dickerson, principal

d) Address:

**810 Hillsboro Road
Franklin, Tennessee, 37064**

e) Phone:

615-472.4450

e) cell:

N/A

f) fax:

615-472-4478

g) Email address:

willied@wcs.edu

5) Description of event:

The FHS Homecoming parade is an annual event that many members of the community have come to look forward to each year. The FHS student council works with businesses of the downtown community to foster a spirit of community and make the parade and the homecoming a success and event of which the city may be proud. The FHS Homecoming parade provides an opportunity for the community to come together in support of the school. It provides an opportunity

for students to display pride in their community and demonstrate spirit for their school. The parade is a positive tradition that many community members and alumnus look forward to each year.

- 6) Location requested (if Temporary Street Closure only, see #5)
- | | | |
|--|---|---|
| <input type="checkbox"/> Aspen Grove Park | <input type="checkbox"/> Liberty Park | <input checked="" type="checkbox"/> Other: Main Street |
| <input type="checkbox"/> Field Stone Farms | <input type="checkbox"/> Pinkerton Park | |
| <input type="checkbox"/> Jim Warren Park | <input type="checkbox"/> 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, clocks, streets, and/or intersections in which such event will occur.

Main Street at 5th Avenue to Main Street at 2nd Avenue – See Map.

- 8) An estimated number of persons who will participate and an estimated number of persons who will attend the street closure/parade:

Approximately 400 – 500 students will participate in the parade

Approximately 1200 students will view the parade

Members of the community may view the parade

- 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 your organization.

All parade activities are being organized by the administration of Franklin High School in conjunction with the student council and the student council advisors. The organizers may be reached by contacting the school – 615.472.4450

- 10) Is your business authorized to do business in Tennessee? **YES**
- 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? If yes, please attach a copy of IRS tax exemption letter providing proof of status. **YES**
- 12) Will parking in the area of the parade need to be restricted or prohibited during such closure?
NO
- 13) Will any sound amplification equipment be used during the parade?
No, Band Only
- 14) Will any stages, amusement attractions, or amusement rides be erected for the event?
NO
- 15) Will any charity, gratuity, or offers be solicited or accepted during the parade?
NO
- 16) Will sales of food, beverages, or merchandise occur? **NO**
- 17) Will alcohol, beer, and/or wine be given away or sold? **NO**
- 18) Will your event include tents or other temporary structures, propane use, or open flames? **NO**

- 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: Walter S. Jackson, Principal Date: 7/26/10
 (Signature and title – must be officer of organization)

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

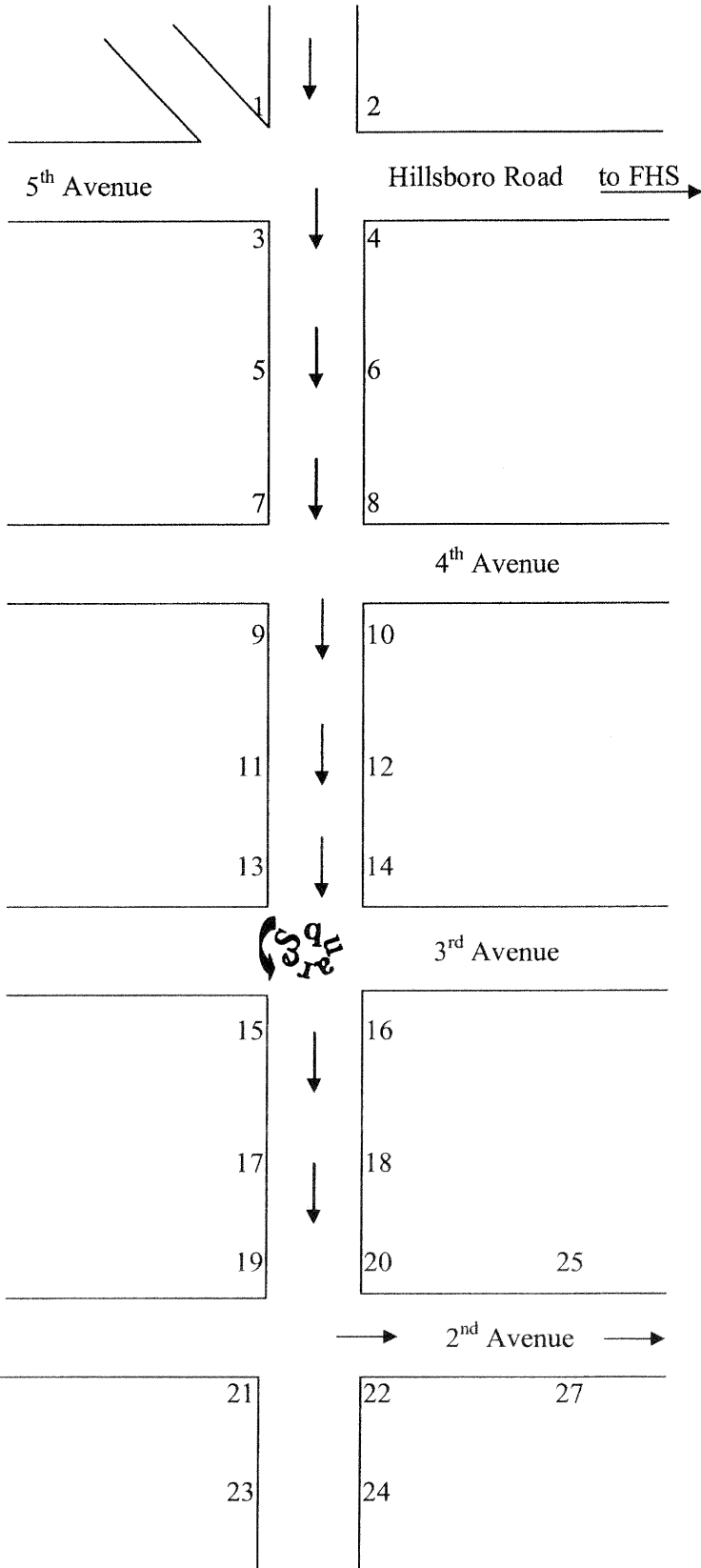
 John C. Schroer, Mayor

 Eric S. Stuckey, City Administrator

If you have questions concerning your request, please call 615-791-3268.

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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) *
 * *

FRANKLIN HIGH SCHOOL HOMECOMING PARADE MAP



The Franklin High School Homecoming Parade will begin final staging on West Main Street. Cars and Floats should enter West Main from 11th Avenue. It will progress down Main Street, turning left on 2nd Avenue, and concluding at the gravel lot at the end of 2nd Avenue.

Class floats need to be parked on the right side of West Main Street before the street becomes a one-way street. The floats need to be downtown by 9:15 on Friday 8 October 2010. The parade will begin at 10:30 on Friday. Please be on time!

If you have any questions on the day of the parade, please call Betsy Taylor at 210-6987.

Parade End
Student Pick Up and Drop off