



MEMORANDUM

February 1, 2011

TO: Board of Mayor & Aldermen

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

SUBJECT: Battle of Franklin Civil War Days (October 15-16, 2011)

Purpose

The purpose of this memorandum 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 – 16. They anticipate 700 re-enactors and 5,000 attendees. The encampment/event will include tents; mounted horses; and artillery pieces of various sizes. The event will be open to the public Saturday, October 15th, and Sunday, October 16th. Spectators will be charged a fee for attending the event. Battle re-enactments will occur at 1:30 PM on Saturday and Sunday (canon and gun firing will occur during these times).

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:
 - Thursday, 10/13/11 thru Sunday, 10/17/11 \$300 (10/13 & 10/17=\$150 ea. day)
\$750 (10/14, 10/15 & 10/16 = \$250 ea. day)
 - Park Staff Fee
 - Saturday, 10/15/11 \$250 (one, 9 AM – 6 PM @ \$25/hr)
 - Sunday, 10/16/11 \$175 (one, 10 AM – 5 PM@ \$25/hr)
 - **TOTAL:** **\$1,475**
- 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
- Applicant to furnish list of individuals, if any, camping on site Thursday & Friday nights
- Police Department to determine if additional patrol needed on Thursday & Friday nights

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.



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Police Department:

- Applicant will hire four extra-duty Franklin Police officers to provide security and traffic control for the event.

Legal:

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

Solid Waste:

- Coordinate with Department possible service and any fees associated with that service (dumpsters on site, mini-packer on site, etc.)

OFFICE USE ONLY:
Permit No:



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**CITY OF FRANKLIN
EVENT PERMIT APPLICATION**

11/18/10 \$100⁰⁰

Application is Due 90 Days Prior to Scheduled Event. App. Fee
Please read application carefully and fully complete each section. Receipt #077052
A non-refundable application fee of \$100 is due at time of filing. *Uma Shjad*

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 BattleField Park
- _____ Fieldstone Farms
- _____ Pinkerton Park
- _____ Jim Warren Park
- Harlinsdale Farm
- Other: _____

2) Name/purpose of event: 147th Battle of Franklin Re-enactment

3) Date or dates of event: October 13-17, 2011 (Actual event dates October 15-16, 2011)

4) Time of Event: 10:00 AM to 5:00 PM on Oct. 15; 11:00 AM to 4:00 PM on Oct. 16

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

Set-Up Date/Time: 7:30 AM 10/13 Tear-down Date/Time: 5:00 PM 10/17

*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: 1205 Columbia Avenue, Franklin, TN 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 Ester

Cell: 540-539-1462 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: Joe Grosson Cell: 703-401-3747 E-mail address: joseph.grosson@comcast.net

Name: Eric Jacobson Cell: 615-772-5468 E-mail address: eric@battleoffranklintrust.org

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

Civil war re-enactment featuring civil war period civilian and military camps for staff, infantry, cavalry, artillery, and other CW impressions; simulated earthworks, demonstrations and battle re-enactments

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:

700 re-enactors; 5,000 spectators, 20 vendors over two days

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 for re-enactors; \$50 sutlers; \$100 modern vendors; \$5 spectators

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? The BOFT takes a management fee and places surplus in a fund for future re-enactments.

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.)?
Public address system for spectators listening to lectures, etc.
-
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Portable PA System
- 23) During what time period is sound amplification requested? Pre scheduled times
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). N/A
-
- 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. modern food vendors, period sellers,
satellite museum stores
- 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:
Near military and civilian encampments as indicated on the attached map
- 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

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]* Date: 11-17-2010
 (Signature and title – must be officer of organization)

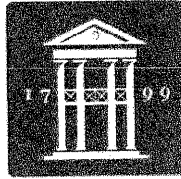
Approved by the Board of Mayor and Aldermen on _____, 20____.

 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) *
 *



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FOR CITY USE ONLY				
Department		Date	Initials	Attach Any Comments
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

INTERNAL REVENUE SERVICE
P. O. BOX 7506
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

THE BATTLE OF FRANKLIN TRUST
1345 CARNTON LN
FRANKLIN, IN 37044-3209

Employer Identification Number:
27-0228159
EIN:
17051253222009
Contact Person:
KAREN A RAYE ID# 31641
Contact Telephone Number:
(877) 478-3500
Accounting Period Ending:
June 30
Public Charity Status:
139(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
August 12, 2009
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.

Letter 741 (EO/CR)



The Carter House and Van Hook Monument

September 00, 2011

To Our Franklin Neighbors,

On November 30, 1864 a terrible battle was fought in our community. Many people visit Franklin to learn about this battle. It is hard today to picture what it was like. To help people learn about what happened here and to complete the picture for them, a number of organizations in the area are collaborating to sponsor Civil War Days at Harlinsdale Farm on October 13-17, 2011.

We plan to hold the Civil War Days re-enactment at Harlinsdale Farm. The two days, Wednesday, October 13 and Thursday, October 14 will be set-up days. The following Saturday and Sunday October 15 and 16 the re-enactment will be open to the public. People will be able to tour the re-enactor's encampments and talk to them about soldier life and the Civil War. There will also be an area with sutlers (vendors in period dress) who make authentic reproductions of items like those used by Civil War soldiers. Several modern food vendors will be present for attendees to purchase food.

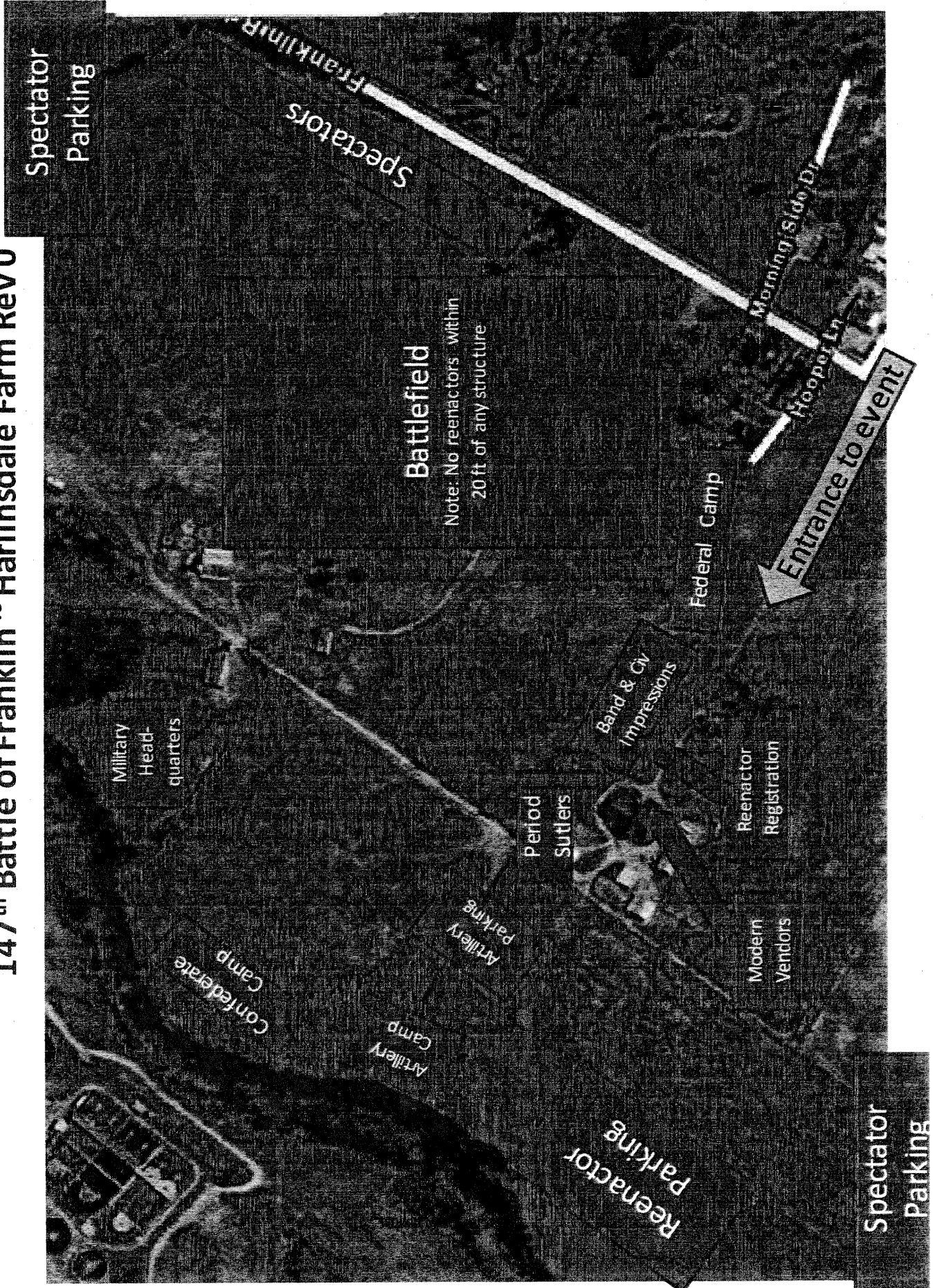
To be good neighbors, we want you to specially be aware that at approximately 1:30 each day for approximately one hour in duration there will be an actual re-enactment with canon and gun firing. There may also be an occasional, isolated, gun fired in demonstration off and on over the course of the two days.

My priority is to make sure we do what is best for the city, as well as provide a unique and popular community event. If you have any questions or concerns regarding this event, please contact me directly at 615-786-1864 x108 or at jenniferesler@battleoffranklintrust.org. I will be happy to address any issues you may have regarding the event. If you would like to get involved in the event and help with sponsorship or planning, please contact me at the number or email above.

Sincerely,

Jennifer Esler, President and CEO
Battle of Franklin Trust

147th Battle of Franklin ~ Harlinsdale Farm Rev 0



Spectator Parking

Franklin Rd
Spectators

Battlefield

Note: No reenactors within 20 ft of any structure

Morning Side Dr

Hooper Ln

Entrance to event

Federal Camp

Military Headquarters

Confederate Camp

Artilery Camp

Artilery Parking

Period Sutilers

Band & Civ Impressions

Reenactor Registration

Modern Vendors

Reenactor Parking

Spectator Parking

147th Anniversary of the Battle of Franklin, Harlinsdale Farm, Franklin, TN
13-16 October 2010 (DRAFT)

Order of Battle: draft

Overall Commander: Col. Joe Grosson, Chief of Staff, Cleburne's Division of Reenactors; Blue & Grey Alliance

Event Schedule

13 October

- Early set up for command staff, sutlers and event staff
- Preparation of battle field; Delivery of water, straw, hay and simulated earthworks material
- Placement of spectator lines and lines of demarcation

14 October

1200: Reenactor registration commences and continues until noon on 15 October

1900: Officer and NCO meeting to discuss battle plans and expectations

2200: Provost conducts camp inspections for decorum and safety

2300: Taps

15 October:

0700: Reveille

0800: Officers meeting at Headquarters; walk the Battlefield and review scenarios

0900: Provost Review of camps for safety and authenticity

0930: Camps open to the public

0930: Formal Morning Parade on the battlefield conducted by respective confederate and federal commanders

1030: Period Fashion Shows and Cooking Demonstrations throughout the day

1100: Artillery static lines put in place and safety review by Artillery Commander

1230-1300: Artillery Demonstration

1330: Federal and Confederate Corps assemble in respective camps and commence safety inspection.

1400: Battle commences per script

1500: Battle ends

1600: Period Ladies' Tea

1700: Camps closed to public

1730-1900: Dinner for Reenactors at the Franklin Factory Farmers' Market. Eating utensils are provided

1900-over: Reenactor's Ball

2000: Informal Officer's meeting at Headquarters to review day's events and adjust if necessary for Sunday

2300: Taps

16 October

0700: Reveille

0930: Formal morning parade by respective commanders

1000: Church Service in Camp

1100: Camps open to the public

1100: Period fashion shows and cooking demonstrations commence

1100: Review of Artillery static lines by Artillery Commander

1215: Artillery demonstration

1300: Form for Battle

1330-1430: Battle per script

1435: Clear weapons. Assemble for pass in review in front of spectators

1500: Reenactors break camp and depart

17 October: Final site clean-up