




HISTORIC
FRANKLIN
TENNESSEE

ITEM 54
4/26/2011

MEMORANDUM

April 14, 2011

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Franklin Noon Rotary Rodeo Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Franklin Noon Rotary Rodeo Parade and BBQ Festival.

Background

The annual Franklin Noon Rotary Rodeo is traditionally kicked off with the Rodeo Parade. The parade begins on Highway 96 West/Bridge Street at 12 Noon. It proceeds to Third Ave; Third Ave to Main Street; Main Street to 11th Ave. Though noted on the application, the Rotary Club will *not* hold a BBQ event this year.

Recommendation

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

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

Parks Department

- Applicant will post signs in areas of Jim Warren Park that will not be available to horse trailers or other vehicles.
- Directional signage can be used to direct participants to areas that are available for parking.

Risk Management:

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

Police Department:

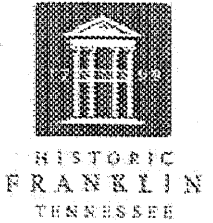
- Applicant will hire thirteen (13) extra-duty Franklin Police Officers to secure parade route.
- Officers will remain on post until end of event and assist participants in crossing 96W after the parade.

Streets Department:

- Department will post variable message boards on 96W and Hillsboro Road alerting drivers of road closures ahead
- Department will provide barricades

OFFICE USE ONLY
Permit No. _____

received
3/9/2011



**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.*

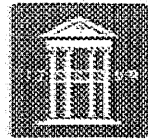
Note: Filing this application does not guarantee that your request will be granted.

Please check all that apply:

- street closure parade
 other special event beer served (separate permit required)
BBQ event

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: Main Street Area
BBQ will be held at the old Alexander Dodge site, Hillsboro Rd,
- 2) Name/purpose of event: Promote the Franklin Rodeo
- 3) Date or dates of event: May 14, 2011
- 4) Time of Event: Noon - 5 for Parade and BBQ
- 5) Time of Street Closure (if applicable): 11:30 - 11:45am until end of parade
 Set-Up Date/Time: _____ Tear-down Date/Time: _____
*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.
Police officers show up late, leave early, and don't help kids cross 96w after!
- 6) Name of Applicant and Organization Requesting Permit:
The Franklin Noon Rotary Club - Brad Gaidos chair
- a) Address: PO Box 1557, Franklin TN 37065
- b) Phone: _____ c) Cell: 478-2451 d) Fax: _____
- e) E-mail address: gaidosb@bellsouth.net
- 7) Person in charge on day of event: Brad Gaidos
 Cell: (615) 478-2451 E-mail address: gaidosb@bellsouth.net



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

Name: Victor Andrews Cell: 405-1392 E-mail address: _____

Name: Gavin Moon Cell: 260-3051 E-mail address: gavin@garrettcompany.com

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

Bands, floats, cars, and horseback riders will line up on Hwy. 96 West and parade down main st. / BBQ event with a band and events for kids will be at the old Alexander Dodge dealership on Hillsboro Rd

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:

@ 1000 participants / @ 4000 spectators

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. 501 c-4

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. NO

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.

The Rotary Club will make donations to the marching bands

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? We hope that the BBQ will

be profitable this year. Money will be put with Rodeo dollars to be dispersed to our charities.

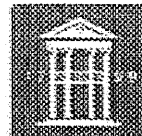
19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No



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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. Maybe
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
A float may use amplification for entertainment purposes. A band will play at the BBQ
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
There may be music on a float, a band for BBQ
- 23) During what time period is sound amplification requested? Noon to 12:45
1pm - 5pm for BBQ
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). The BBQ event will have a
4 or 5 man band.
- 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. NO food, beverage, or merchandise
will be sold^{at parade} by The Franklin Noon Rotary Club. Keep
Williamson beautiful usually helps with cleanup.
- 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.*

BBQ
and
Ice
tea
will be
sold at
the
BBQ
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:
We don't think so at this time.
-
- 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. The same self contained BBQ cooker will be used, that was used last year*
- 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: *Lavin Moon - President* Date: 2-14-11
(Signature and title – must be officer of organization)

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

Dr. Ken Moore, 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) *
 * *****

PARADE ROUTE 2011

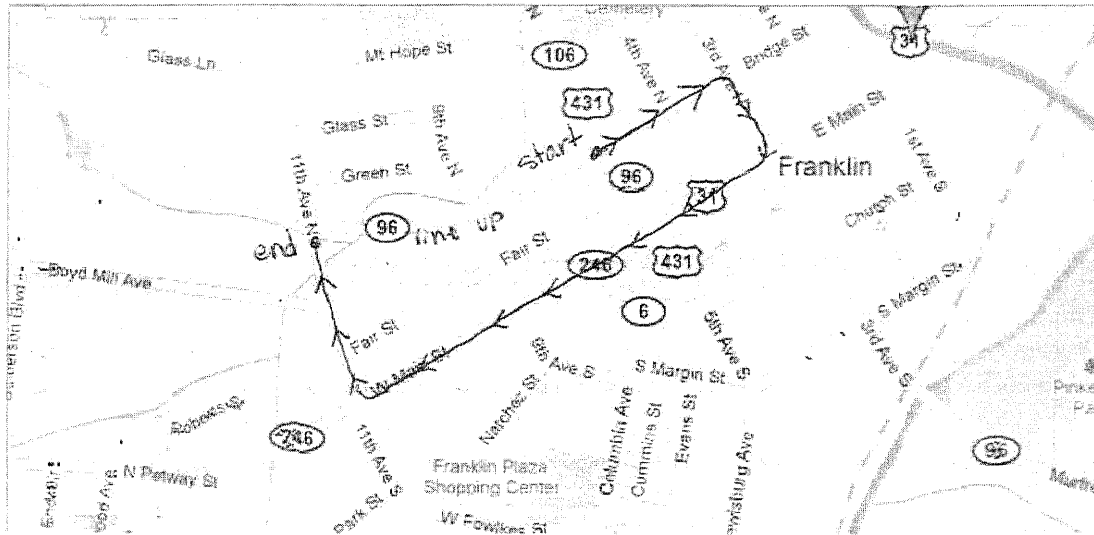
The parade route this year will be the same as last year with the exception of continuing up Boyd Mill Avenue. The parade will travel down 11th Avenue and end at Hwy 96 West.

-Line up on Hwy. 96 w.

-proceed down Bridge St. to a right on 3rd Ave.

-circle the square and continue down Main St. to right on 11th Ave.

-parade ends at 96w.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05-14-2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|--|--|
| PRODUCER LOCKTON COMPANIES, LLC-K CHICAGO 525 W. Monroe, Suite 600 CHICAGO IL 60661 (312) 669-6900 | CONTACT NAME: Lockton Companies, LLC |
| | PHONE (A/C, No, Ext): 1-800-921-3172 FAX (A/C, No): 1-312-681-6769 |
| | E-MAIL ADDRESS: Rotary@lockton.com |
| INSURER(S) AFFORDING COVERAGE | |
| | INSURER A: ACE American Insurance Company NAIC # 22667 |
| | INSURER B: ACE Property & Casualty Insurance Co 20699 |
| | INSURER C: |
| | INSURER D: |
| | INSURER E: |
| | INSURER F: |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSUR LTR | TYPE OF INSURANCE | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|-----------|--|----------|----------------|-------------------------|-------------------------|---|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | N | PMIG23861355 | 7/1/2010 | 7/1/2011 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COM/PROP AGG \$ 4,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | N | PMIG23861355 | 7/1/2010 | 7/1/2011 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | N | M00534092 | 7/1/2010 | 7/1/2011 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | NOT APPLICABLE | | | WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Certificate Holder is included as Additional Insured where required by written contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

CANCELLATION

| | |
|--------------------------|--|
| THE CITY OF FRANKLIN, TN | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE |

Anne Rainey - Secretary
206a Coal Spgs. Blvd.
ph# 615-485-2828
Franklin, TN 37067
arainey@gmail.com

J. LAWRENCE SULLIVAN ~~RE~~ Treasurer
602 TYNEBAKE DRIVE
37064

615-794-6031

jlawsullivan@gmail.com

Gavin Moore President
1294 Old Hillsboro Rd.
Franklin, TN 37069
615-794-8858
gavin@garrettcompany.com

Derby Jones V.P.
djones@williamsonherald.com

Dear downtown Franklin merchants,

The Franklin Noon Rotary Club would like to thank you for your continued support. This year we will be parading down Main Street to help promote our sixty second annual rodeo on May 14. We will try to keep the parade quick as possible as not to disturb any business. The parade will begin at noon sharp with road closures fifteen minutes prior. The parade should last approximately thirty to forty minutes at which time streets will reopen and a quick cleanup performed.

Again our club thanks you for your support in keeping a Franklin tradition alive. We look forward to seeing you all at the rodeo.

Sincerely, Brad Gaidos