




HISTORIC
FRANKLIN
TENNESSEE

ITEM #14
BOMA
05/10/2011

MEMORANDUM

April 14, 2011

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Franklin on the Fourth Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Franklin on the Fourth Event.

Background

The City of Franklin partners with the Franklin Lions Club to produce the Franklin on the Fourth event held on the Square in downtown Franklin. This event will be July 4th (Monday) from 10 a.m. until approximately 8:30 p.m. Street closure is requested from 4 a.m. until midnight. The event is held in conjunction with the Franklin Fireworks celebration. Organizers expect over 15,000 attendees. Please note: the Main Stage will be located across from City Hall, in the Green Bank quadrant of the Square.

Recommendation

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

- Lions Club will provide a Good Neighbor letter which will be distributed to affected neighborhoods.

Risk Management:

- Lions Club will provide certificate of insurance naming the City as additional insured.
- Zia Music will provide a certificate of insurance naming the City as additional insured.

Solid Waste:

- Lions Club will provide name of Grease Hauler and map showing locations of bins.
- Department will provide cleanup during event.

Streets Department:

- The following streets will close at 4 a.m. on Monday, July 4th:
 - Main Street from Five Points to Second Avenue
 - Third Avenue from Church to Alley
 - Fourth Avenue from Alley to Parking Garage
- Department will set-up closure and provide barricades.
- Lions Club will facilitate walk-through of area before event.
- Department will provide clean-up crew for after the event.

Building & Neighborhood Services Department:

- Electrical permit will be required
- No stakes should be placed in ground at City Hall (Third Avenue South)

OFFICE USE ONLY:
Permit No:



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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*)

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: DOWNTOWN SQUARE

2) Name/purpose of event: FRANKLIN ON THE FOURTH

3) Date or dates of event: 4TH of JULY

4) Time of Event: 10AM - 8:30pm. WE PLAN TO END 30 MIN. BEFORE FINISH

5) Time of Street Closure (if applicable): MIDNIGHT - 7/3

Set-Up Date/Time: 4AM - 7/3 Tear-down Date/Time: 7/4 - 8:30pm - 12pm

*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:

THE FRANKLIN LIONS CLUB - RON TAPSCOTT

a) Address: P.O. BOX 521, FRANKLIN, TN 37065

b) Phone: (615) 591-0568 c) Cell: _____ d) Fax: _____

e) E-mail address: RWTAP@ATT.NET

7) Person in charge on day of event: Scott Ducay

Cell: 615-479-7751 E-mail address: TNBUGLE@AOL.COM



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

Name: MIKE WYATT Cell: 615-260-4563 E-mail address: MKENTWYATT@COMCAST.NE

Name: PAUL DEYO Cell: 615-498-5562 E-mail address: PABLOD953@GMAIL.COM

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

4TH OF JULY CELEBRATION. KID ZONE - 3RD AVE SW
MAIN STAGE ON SQUARE. PARADE 4pm FROM 5 POINT
KID STAGE, 4TH NORTH. FOOD VENDOR + CRAFTERS ON SQUARE
(15) (40)

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:

5,000 - 10,000

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. YES, \$150 PER 10 X 10 SPACE

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? FRANKLIN LIONS CLUB
AFTER PRODUCTION COST 100%.

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.)?
ENTERTAINMENT + ANNOUNCEMENTS
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
BAND - ON THE SQUARE, BAND 4TH AVE NORTH
- 23) During what time period is sound amplification requested? NOON - 8:30 PM
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). SQUARE - 2-10 PIECE BANDS. ~~USE~~
COOL SPRINGS YOUTH ORCH, (65 PEOPLE)
4TH AVE NORTH - KID BANDS 2pc - 8pc.
- 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.
INFLATABLES - FUN SERVICES - 3RD AVE. SOUTH
- 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. ZIA MUSIC PRODUCTION -
SCOTT DUCAJ - 615-479-7751
- 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:
HYDRANT AT 3RD AVE SOUTH + THE SQUARE
-
- 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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12) 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.

Ron Tapscott – Chairman, Franklin On The 4th
Franklin Lions Club
PO Box 521
Franklin, TN 37065
615-591-0568
rwtap@att.net

Scott Ducaj – Director, Franklin On The 4th
1725 John Sharp Rd.
Spring Hill, TN 37174
615-479-7751
tnbugle@aol.com
www.TNEventInfo.com

Mike Wyatt – Logistics Manager, Franklin On The 4th
PO Box 140835
Nashville, TN 37214
615-260-4563
mkentwyatt@comcast.net

Paul Deyo – Vendor Manager, Franklin On The 4th
PO Box 140835
Nashville, TN 37214
615-498-5562
Pablod953@gmail.com



Franklin On The 4th – Requested Street Closures

Beginning: July 4th, 4:00 am

Ending: July 4th, Midnight

Main Street, starting at 2nd Avenue up to Five Points.

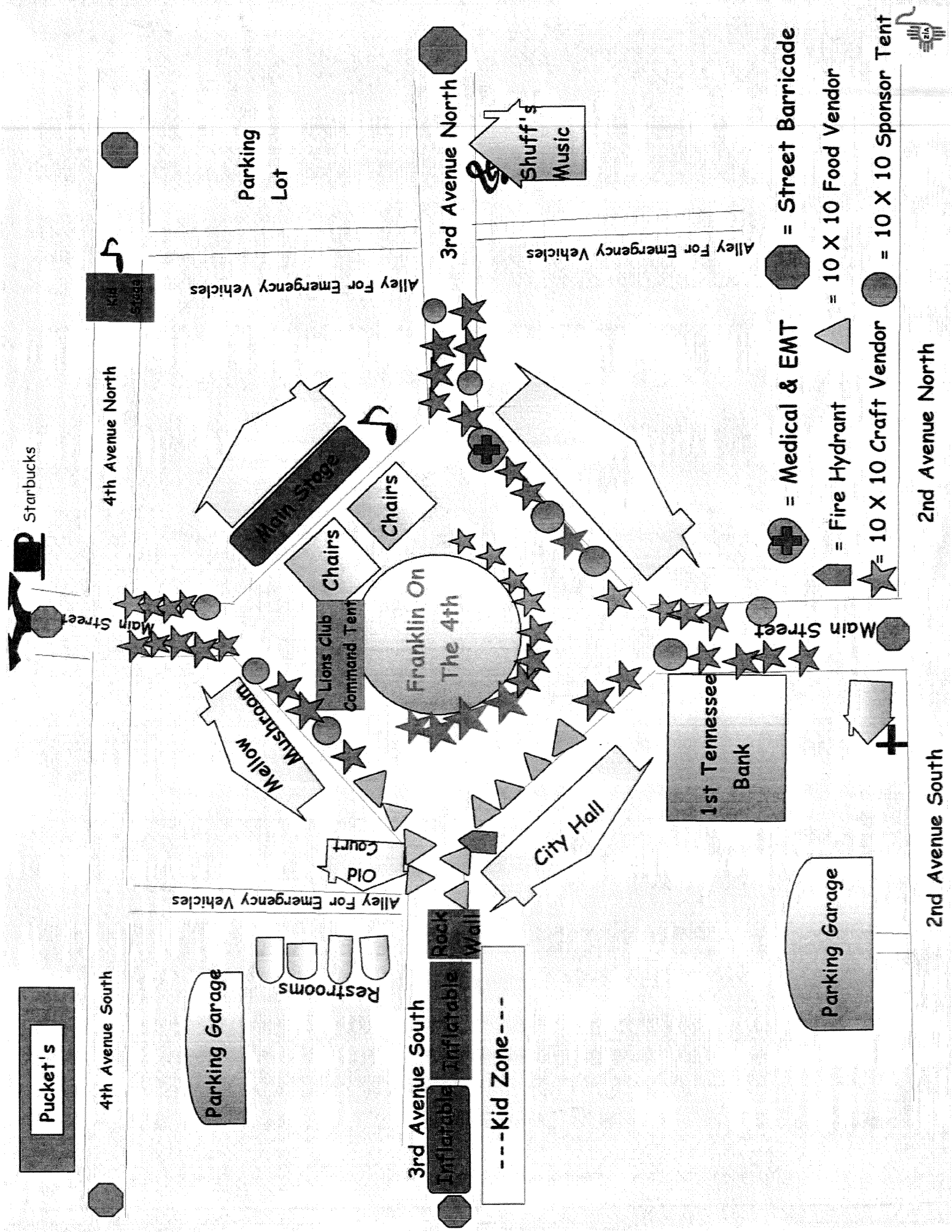
(2nd Avenue remains open)

3rd Avenue South (1 block)

3rd Avenue North (1 block)

4th Avenue South (1 block)

4th Avenue North (1 block)



Puckett's

4th Avenue South

Parking Garage

Restrooms

3rd Avenue South

Inflatable
Rock Wall

---Kid Zone---

Alley For Emergency Vehicles

Old Court

City Hall

1st Tennessee Bank

2nd Avenue South

Parking Garage

4th Avenue North

Parking Lot

Alley For Emergency Vehicles

Main Stage

Chairs

Chairs

Franklin On
The 4th

Lions Club
Command Tent

3rd Avenue North

Shuff's
Music

Alley For Emergency Vehicles

Street Barricade

Medical & EMT




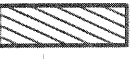

Fire Hydrant

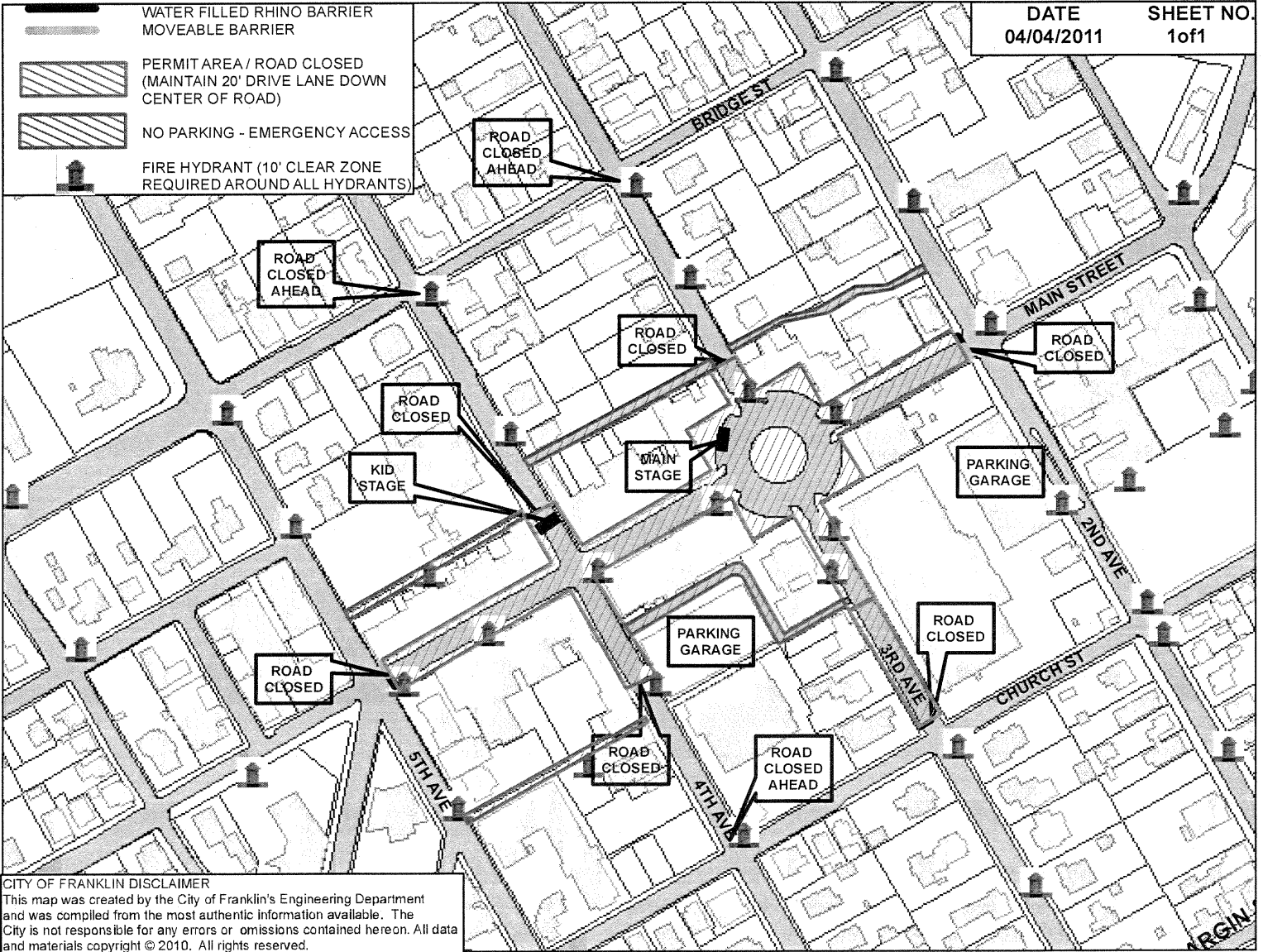
10 X 10 Food Vendor

10 X 10 Craft Vendor

10 X 10 Sponsor Tent



 WATER FILLED RHINO BARRIER
 MOVEABLE BARRIER
 PERMIT AREA / ROAD CLOSED (MAINTAIN 20' DRIVE LANE DOWN CENTER OF ROAD)
 NO PARKING - EMERGENCY ACCESS
 FIRE HYDRANT (10' CLEAR ZONE REQUIRED AROUND ALL HYDRANTS)



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

Good Neighbor Letter

Franklin On The 4th Fourth of July Celebration

On the Square in Historic Downtown Franklin, TN

*In Cooperation & Sponsored by The City of Franklin
Benefiting*



The Franklin Lions Club



General Information

Date: Monday, July 4th, 2011

Time: 10am - 8:30pm

Music: Noon - 8:30pm

Location: On the Square in Historic Franklin

Street Closures: Main Street at 2nd Avenue., The Square, Main Street to 5 Points Also, 4th Avenue North & South.

Closure Time: July 4th, 4am

Open Time: July 4th, Midnight

Event Organizer: Scott Ducaj, PO Box 140835, Nashville, TN

On Site Phone: 615-479-7751

This family-friendly event is organized and produced by The Franklin Lions Club in conjunction with the City of Franklin and Zia Music Production, LLC. Last year's event attracted more than 10,000 people and this year's event should be similar. There will be over fifty food & craft vendors, 2 music stages, a kid zone. The Kid's zone will be filled with things to dazzle the little ones including face painting, the Sponge Bob Bounce House, slides, climbing walls and other inflatables. The Children's Parade will begin at Five Points at 4pm. There will be Prizes for best costume and decorated bikes and wagons. Pets are welcome!

Its purposes are to celebrate the 4th of July by showcasing high quality superb musical entertainment, acquaint the public with the restored historic downtown area, and raise money for the Franklin Lions Club. *Founded in 1945, Franklin's Lions club is the oldest civic organization in the city. Events for Franklin on the Fourth will kick off at 10 a.m. in downtown Franklin. For more information, please visit: www.TNeventinfo.com.* This event concludes thirty minutes before the fireworks begin at 9:00 p.m. The Franklin Lions Club does appreciate the fact that there are many businesses downtown serving as not only a great backdrop for the festival, but also giving the patrons many options in shopping. We realize that you are here year round and will do all we can do to make this a favorable experience for your business as well as our guests. We are trying to minimize the amount of time of street closures to a minimal amount for set up and clean up.

Hopefully we'll bring in thousands of guest into downtown to enjoy great music and familiarize themselves with the business located throughout the area.

Scott Ducaj, Director

Franklin On The 4th





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/10/2011

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 Graham-Rogers, Inc P.O. Box 1628 Bartlesville OK 74005-1628		CONTACT NAME PHONE (A/C. No. Ext): (800) 456-8123 FAX (A/C. No): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #:	
INSURED Zia Music Productions, LLC PO Box 140835 Nashville TN 37214		INSURER(S) AFFORDING COVERAGE INSURER A : Northfield Insurance Company 27987 INSURER B : 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			WS095453	12/10/2010	12/10/2011	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below						E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Description: Sound, Lighting & Production Stage for Events & Festivals
 \$500.00 PD Deductible

CERTIFICATE HOLDER City of Franklin 109 3rd Ave 37064 TN Franklin		CANCELLATION 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 
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