




HISTORIC
FRANKLIN
TENNESSEE

ITEM #7
WRKS 06/14/2011

MEMORANDUM

June 6, 2011

TO: Board of Mayor & Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Franklin Jazz Festival Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Franklin Jazz Festival Event application.

Background

The 2011 Franklin Jazz Festival is scheduled for September 3rd and 4th. Event time is 4 p.m. – 10 p.m. each day. Proceeds from this year's event will benefit The Gear Foundation. Estimated attendance is 5,000 – 10,000.

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.
- **Risk Management:**
 - Applicant will provide a certificate of insurance naming the City as additional insured.
 - Applicant will provide proof of alcohol liability insurance.
 - Applicant will provide emergency evacuation plan to City.
- **Streets Department:**
 - Department will set-up closure and provide barricades beginning at 4 a.m. on Saturday, September 3rd.
 - Applicant should require all vendors to close down their tents in a timely manner at the end of the event.
- **Building & Neighborhood Services Department:**
 - Electrical permit will be required.
- **Solid Waste Department:**
 - Applicant must provide plan for disposal of grease.
 - Applicant should meet with department to discuss clean-up plan for event.
- **Police Department:**



HISTORIC
FRANKLIN
TENNESSEE

MEMORANDUM

- Applicant will hire eight (8) extra-duty Franklin Police Officers during each day's event to provide security and crowd control.
- Private security will check identification in the beer tent and ensure that alcohol is not consumed outside the designated area.
- Participants in the beer tent activities are required to enter a monitored access point.
- Private security will be responsible for stage security.

- **Revenue Management:**
 - Obtain beer permit from the City of Franklin and special event liquor license from ABC (if needed).

- **Fire Department:**
 - Contact Franklin Fire Department for Tent and event inspection.

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*)

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: THE FRANKLIN JAZZ FESTIVAL

3) Date or dates of event: SEPTEMBER 3RD + 4TH

4) Time of Event: NOON - 10PM EACH DAY

5) Time of Street Closure (if applicable): SEPT. 3RD 4AM - SEPT. 4TH MIDNIGHT

Set-Up Date/Time: 4AM Tear-down Date/Time: 10PM - MIDNIGHT

*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 GEAR FOUNDATION - DAVE KRIKAC

a) Address: 1018 COLUMBIA AVENUE, FRANKLIN, TX 37064

b) Phone: 615-591-9612 c) Cell: _____ d) Fax: _____

e) E-mail address: DAVE@THEGEARFOUNDATION.ORG

7) Person in charge on day of event: SCOTT DUCAT

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



HISTORIC
FRANKLIN
TENNESSEE

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.NET

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

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

JAZZ CONCERT - 8 BANDS EACH DAY. 2 STAGE ON SQUARE
10 FOOD VENDORS - 40 ART VENDORS. 10 X 10 SPACES
3RD AVE. INFLATABLES, KID ZONE

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 \$10 PER PERSON, \$150 PER VENDOR

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 GEAR FOUNDATION
30%

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



HISTORIC
FRANKLIN
TENNESSEE

- 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.)?
BANDS & ANNOUNCEMENTS
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
BAND - 2 STAGES, BOTH ON THE SQUARE
- 23) During what time period is sound amplification requested? 2pm - 10pm
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). JAZZ BANDS. 5pc - 15pc.
- 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.



HISTORIC
FRANKLIN
TENNESSEE

- 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.



HISTORIC
FRANKLIN
TENNESSEE

**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: *[Signature]* DAVE KRIZAK, FOUNDER & CEO Date: 3/9/11
 (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) *
 *
 *



HISTORIC
FRANKLIN
TENNESSEE

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.

Dave Krikac – Chairman, The GEAR Foundation
1018 Columbia Avenue
Franklin, TN 37064
615-591-9612
dave@thegearfoundation.org

Scott Ducaj – Director, Franklin Jazz Festival
1725 John Sharp Rd.
Spring Hill, TN 37174
615-479-7751
tnbugle@aol.com
www.TNeventInfo.com

Mike Wyatt – ABC Certified Beverage Manager
Franklin Jazz Festival
PO Box 140835
Nashville, TN 37214
615-260-4563
mkentwyatt@comcast.net

Paul Deyo – Vendor Manager, Franklin Jazz Festival
PO Box 140835
Nashville, TN 37214
615-498-5562
Pablod953@gmail.com



Franklin Jazz Festival – Requested Street Closures

Beginning: September 3rd, 4:00 am




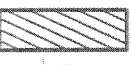

Ending: September 4th, Midnight

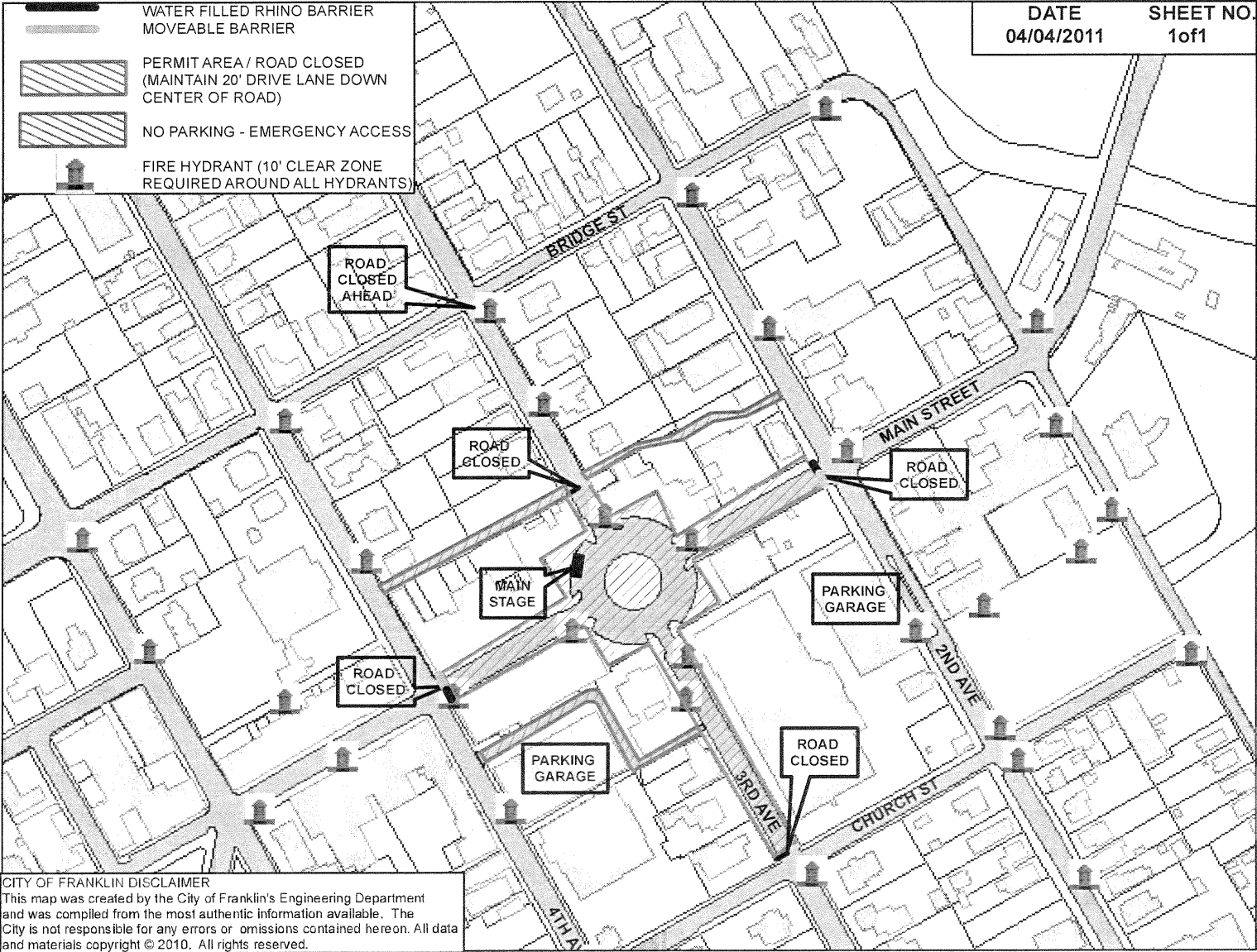
Main Street, starting at 2nd Avenue up to 4th Avenue.

(4th Avenue remains open)

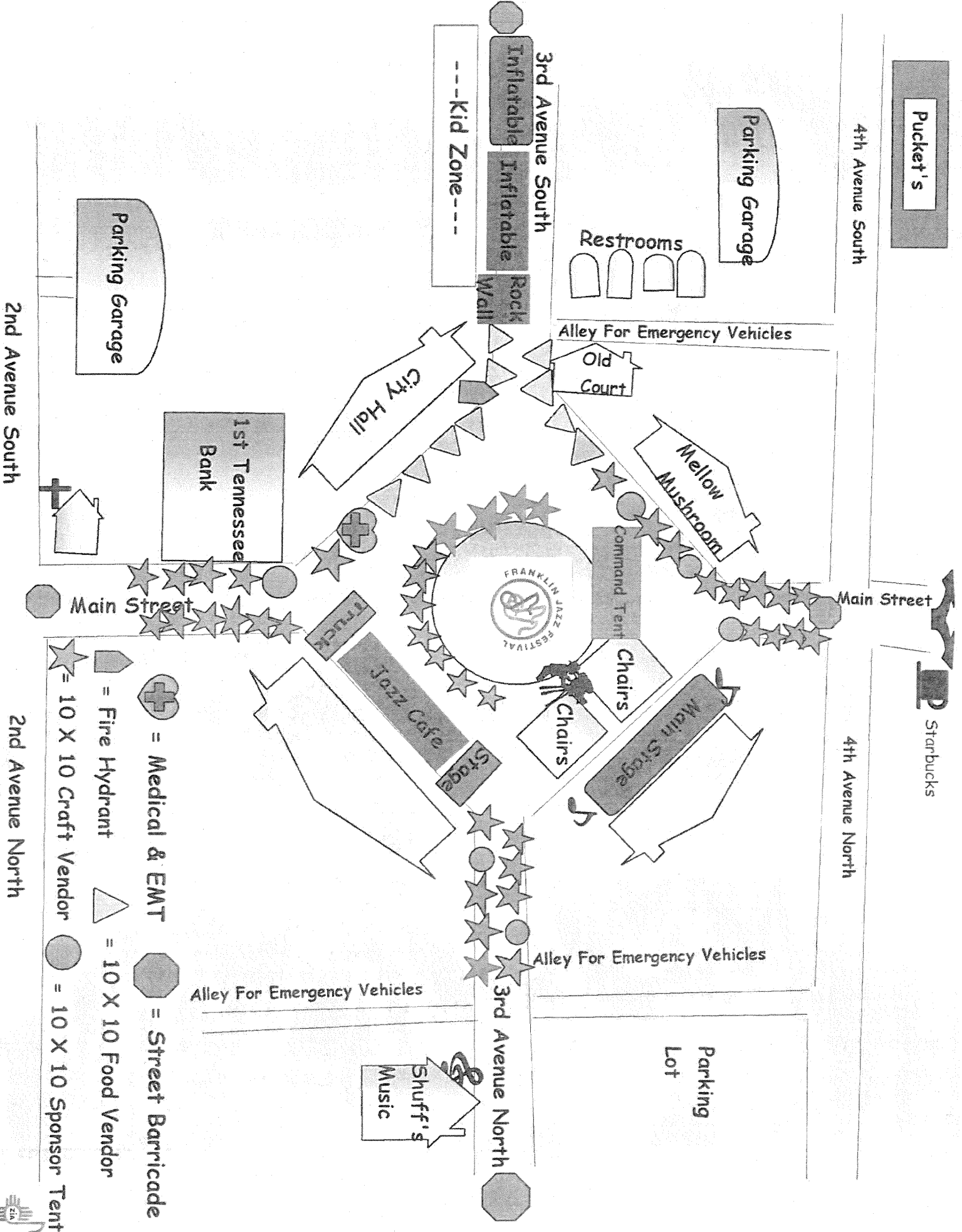
3rd Avenue South (1 block)

3rd Avenue North (1 block)

-  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.



Puckett's

4th Avenue South

Parking Garage

Restrooms

3rd Avenue South

Inflatable

Inflatable

---Kid Zone---

Rock Wall

Alley For Emergency Vehicles

Old Court

City Hall

Mellow Mushroom

1st Tennessee Bank

Parking Garage

2nd Avenue South

Main Street

Main Street

Starbucks

4th Avenue North

Command Tent

Chairs

Chairs

Main Stage

Jazz Cafe

Stage

Alley For Emergency Vehicles

3rd Avenue North

Parking Lot

Shuff's Music

Alley For Emergency Vehicles

+ = Medical & EMT

▲ = Fire Hydrant

★ = 10 X 10 Craft Vendor

● = 10 X 10 Food Vendor

● = 10 X 10 Sponsor Tent

● = Street Barricade

2nd Avenue North



Good Neighbor Letter



22nd Annual Franklin Jazz Festival



On the Square in Historic Downtown Franklin, TN
Benefiting
The GEAR Foundation

General Information

Date: Labor Day Weekend, September 3rd and 4th, 2011

Time: Gates open at 2pm

Music: 4pm – 10pm

Location: On the Square in Historic Franklin


Street Closures: Main Street at 2nd Avenue., The Square, Main Street to 4th Avenue. NOTE: 4th Avenue and 2nd Avenue will remain open.

Closure Time: September 4th, 10am

Open Time: September 5th, Midnight

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

On Site Phone: 615-479-7751

The Franklin Jazz Festival is the 22nd annual fall festival produced by  Zia Music Production, LLC. The festival consistently has been listed by the Southeast Tourism Society as not only being one of the longest running but also one of the top events in the Southeast. Its purposes are to showcase high quality superb musical entertainment, acquaint the public with the restored historic downtown area, and raise money for this years non-profit beneficiary, the GEAR Foundation. The 2010 festival drew an estimated 6,000 people for the two-day event.. Live music on the stage in the “Jazz Café” is between acts on the Main Stage so that there is continuous live music during the entire event. The gates will open at 2pm with music beginning in the “Jazz Café” at 4:15 and on the Main Stage at 5pm. The Franklin Jazz Festival 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
Franklin Jazz Festival



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 NAIC# 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 \$ \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$100,000 MED EXP (Any one person) \$ \$5,000 PERSONAL & ADV INJURY \$ \$1,000,000 GENERAL AGGREGATE \$ \$2,000,000 PRODUCTS - COMPROP AGG \$ \$2,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ca accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below | | Y/N | N/A | | | WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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 <i>Carol J. Portantog</i> | |
|---|--|--|--|

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 16 2008**

THE GEAR FOUNDATION INC
C/O GREG MCRAY
2736 OLD ELM HILL PIKE
NASHVILLE, TN 37214

Employer Identification Number:
20-5480584
DLN:
17053261020026
Contact Person:
MICHAEL CONDON ID# 31170
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
September 5, 2006
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.