




HISTORIC
FRANKLIN
TENNESSEE

ITEM #4
WRKS 08/23/2011

MEMORANDUM

August 15, 2011

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.

Background

Franklin High School has requested street closures for their annual Homecoming Parade scheduled for September 23rd. 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 1700.

Recommendation

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

- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- **Risk Management:**
 - Certificate of insurance naming the City as additional insured has been received.
- **Police Department:**
 - Organizers will hire ten (10) off-duty Franklin Police Officers to provide street closures and security during the event.

OFFICE USE ONLY:

Permit No:



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) Location requested (if Temporary Street Closure only, see #5)
 Aspen Grove Park Liberty Park Eastern Flank Battlefield
 Field Stone Farms Pinkerton Park Other: **Main Street**
 Jim Warren Park Harlinsdale Farm
- 2) Name/ purpose of event:
Franklin High Homecoming Parade
- 3) Date or dates of event:
Friday, September 23, 2011
- 4) Time of event:
Beginning: 10:30am (9:15 set-up) Ending: 11:00am
- 5) Time of street closure (if applicable):
Set-up Date/Time: 9/23/11 at 9:15 am Tear-down Date/Time: 9/23/11 at 11am
- 6) Name of Applicant and Organization Requesting Permit:
Willie Dickerson, principal; Franklin High School
 - a) address:
**Franklin High School
810 Hillsboro Road, Franklin, Tennessee 37064**
 - b) Phone: **615-472.4450** c) cell: **N/A** d) fax: **615-472-4478**
 - e) Email address:
willied@wcs.edu
- 7) Person in charge on day of event:
Betsy Taylor cell: **210-6987** email: **betsyt@wcs.edu**
- 8) Name and Cell Number of at least two others available on day of event:
Willie Dickerson cell: **394-4587**
- 9) DETAILED 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. The floats and student cars 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.

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 DIS division.*

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

11) An estimated number of persons who will participate and an estimated number of attendees expected to attend during the course of the event:

***Approximately 400 – 500 students will participate in the parade
Approximately 1200 students will view the parade
Members of the community may view the parade***

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 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 mentors. The organizers may be reached by contacting the school – 615.472.4450

13) Is your organization based in Williamson County: **YES**

14) Is your organization authorized to do business in Tennessee? **YES**

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? If yes, please attach a copy of IRS tax exemption letter providing proof of status. **YES**

16) Will you charge and 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? **NO**

18) Is this event a fundraiser? If yes, what organization will be benefactor of event? What percentage of funds will they receive? **NO**

19) Will parking in the area of the parade need to be restricted or prohibited during such closure?
NO

- 20) Will any sound amplification equipment be used during the parade?
NO
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)? **N/A**
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Only marching band
- 23) During what time period is sound amplification requested? **N/A**
- 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 this event? If yes, Applicant must give specific details as to the location and types of games/activities, i.e. inflatables, horseshoes, relay races, etc. along with the name of the company providing the sates and/or activities. Applicant must also include a copy of that company's insurance certificate indicated 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 and end of event. ***Rented inflatables/interactive that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance.
NO
- 26) What, if any, vendors will be present at event (i.e. medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets. **NO**
- 27) Will food, beverages, or merchandise be sold or given away? If yes, clean-up is required. Please provide name of clean-up provider, contact, and phone number of person on-site during event. See Questions #28. **NO**
- 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.
- 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? **NO**



31) Will alcohol, beer, and/or wine be given away or sold? **NO**

32) Will your event include tents or other temporary structures, propane use, or open flames? **NO**

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: Eric S. Stuckey Date: 6/7/11
(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

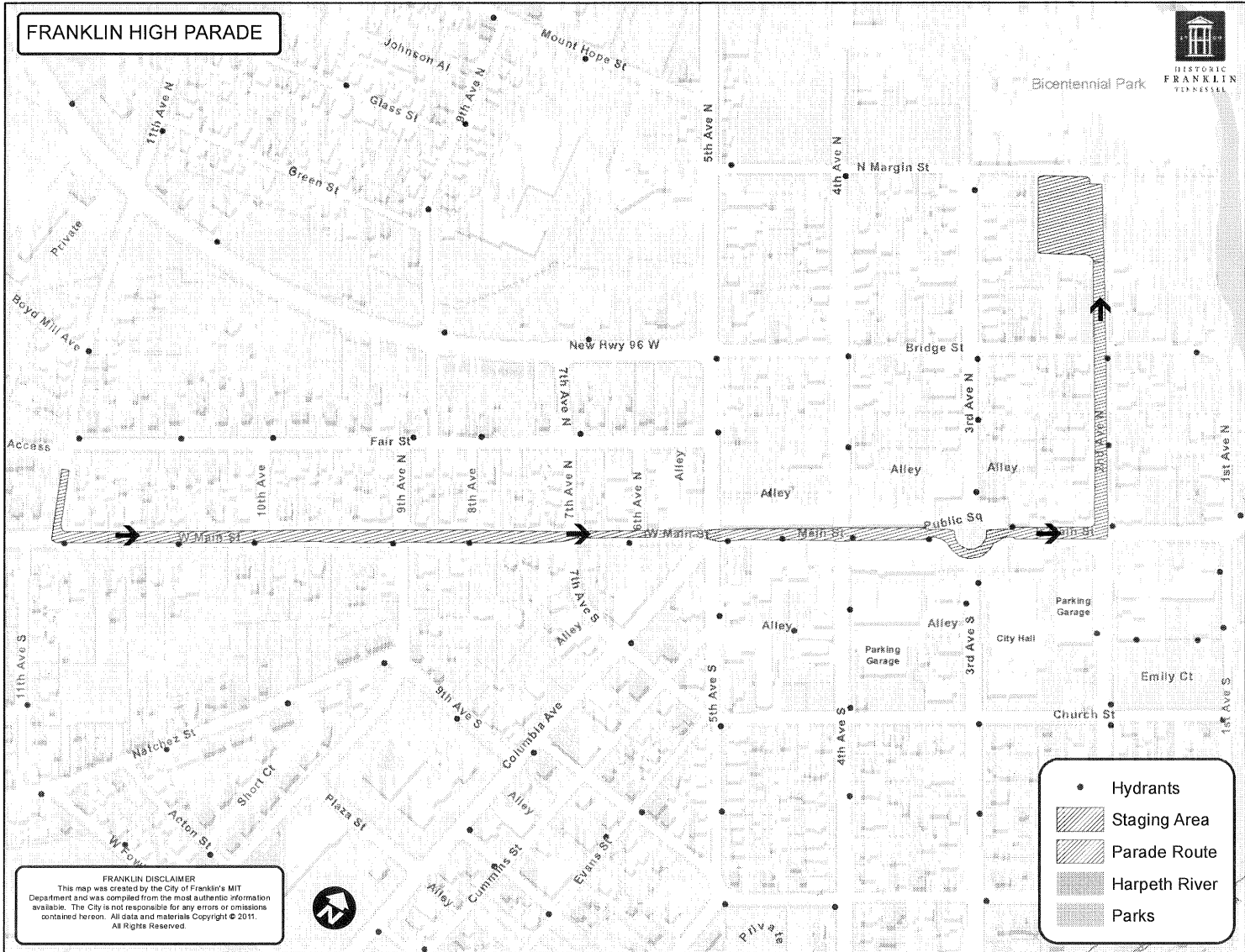
If you have questions concerning your request, please call 615-550-6606.

 * **Return application to:** *
 * City Administrator's Office *
 * City Hall *
 * 109 Third Ave South *
 * Franklin, TN 37065 *
 * 615-791-3217 *
 * 615-790-0469 (FAX) *
 * *****

FRANKLIN HIGH PARADE



Bicentennial Park



FRANKLIN DISCLAIMER
 This map was created by the City of Franklin's MIT 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 © 2011. All Rights Reserved.

- Hydrants
- Staging Area
- Parade Route
- Harpeth River
- Parks