



City of Franklin Special 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 you request will be granted.

Please list all that apply:

- Parade/March

1. **Name/purpose of event:** 2019 Franklin Rodeo Parade

2. **Location Requested:** (if Temporary Street Closure, list major roads to be closed):

Same parade route as previous years:

W96 from Boyd Mills, into town, right on 3rd, around the square onto Main, finishing at 11th and Main.

3. **Date or dates of event:** 05/11/2019

4. **Start/End Times of Event:** 11:15 - 1 pm

What date/time will set-up begin? 5/11/2019 11:00 AM

What date/time will tear-down be complete? 5/11/2019 1:00 PM

**Note: Event is responsible for cost of staff required during this time (including Franklin Police Officers). Read Additional Requirements section for more information).*

5. **Time of Street Closure** (if applicable): We will need police assistance as always for street closures and traffic control

6. **An estimated number expected to attend during the course of the event:**

Spectators/Attendees: 5,000

Event Staff/Volunteers:5

Total:5,005

7. **Name of applicant and Organization Requesting Permit:**

Tom Smith -

a) Address: 821 Evans
Franklin, TN 37064

b) Phone: 6155854722

c) Cell:

d) Fax:

e) E-mail address: franklinrodeoparadechair@gmail.com

8. **DETAILED description of event** (use additional sheets):

This is the same parade that's been held the last 50 years or more, put on by Franklin Noon Rotary. Route is same as at least last 10-15 events.

It is the kick off to Rodeo Week and includes marching bands, floats, horses, and more.

We are grateful to the City of Franklin for continuing to support this event.

9. **ENCLOSE A DETAILED MAP** of event site and/or route, 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**

Please detail any restricted parking areas on the event map.

Event Map: [FNR 2018 Parade App 104018.pdf](#)

10. **Person in charge on day of event:** Tom Smith

Cell: 615-585-4722

E-mail address: franklinrodeoparadechair@gmail.com

11. **Name and Cell Number of at least two others available on day of event:**

Name: Tony Urbanek

Cell: 615-364-9425

E-mail address: tonyurbanek@gmail.com

Name: Tom Smith

Cell: 615-585-4722

E-mail address: tomfsmith@mac.com

- 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.

Administrative Contact List: [Franklin Noon Rotary Leaders 2019.docx](#)

13. **Where is your organization based?** Williamson County

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?** No

IRS tax exemption letter:

16. **Will you charge an admission fee?** No

Average admission fee:

17. **Will you charge a vendor participation fee?** No

Average vendor participation fee?

18. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:**

19. **Will any charity, gratuity, or offers be solicited or accepted during the event?** No

20. **Is this event a fundraiser?** No

What organization will be the benefactor of event?

What percentage of funds will they receive?

21. **Will parking in the area of the event need to be restricted or prohibited?** No

22. **Will any sound amplification equipment be used during the event?** No

23. **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.

If you already have your insurance certificate, please upload it now. Otherwise your insurance certificate will need to be submitted before your event is approved.

Insurance Certificate:

24. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.**
25. **Will food, beverages, or merchandise be sold or given away?** No
Clean-up of the area is required. Please attach your clean-up and recycling plan, including name of clean-up provider with contact information for person who will be on on-site during event. See Question #26.
Clean Up Plan and Provider:
26. 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 the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Franklin for any costs incurred in restoring the property after the event. Surrender of the deposit in no way relieves the applicant of the responsibility for any costs incurred by the City of Franklin in excess of the deposit. 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. **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.*
27. **Will you require a temporary water tap?** No
If yes, please list exact locations:
28. **Will alcohol, beer, and/or wine be given away or sold?** No
If yes, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
29. **Will your event include tents or other temporary structures, propane use, or open flames?** No
Tents 400 sq. ft. or larger (or, if cooking operations are under the tent, 200 sq. ft. 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.*
30. **Attach Good Neighbor Letter and Mailing List used.** *Please read Additional Requirements section of this application for more information.*
Good Neighbor Letter: [Rodeo Parade GNL 2019.docx](#)
Good Nieghbor Letter Mailing List:

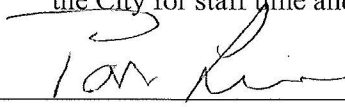


HISTORIC
FRANKLIN
TENNESSEE

Rules and Regulations

Please Read All 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 mayor, 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.
- 4) I/We agree to submit a certificate of insurance prior to the event in an amount determined by the City naming the City of Franklin and its employees as additional insured. The City may require the sponsor and/or vendor provide higher levels of insurance, coverage, and policies as deemed reasonable and necessary based on specific event risk factors and review by the City's insurer.
- 5) I/We agree, if holding the special event on City property, to return the site to its pre-event condition at the conclusion of the event.
- 6) I/We agree to provide a copy of the 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.
- 7) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 8) I/We understand that granting of Special Event Permit does not imply granting of other permits that are separately required.
- 9) 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.
- 10) I/We understand that event permit holders may be responsible for 100 percent of the costs incurred by the City for staff time and resources.

BY:  PARADE CHAIR Date: 2/22/19
 (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

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

Event Name: 2019 Franklin Rodeo Parade

Signature: _____



FORM 1

Buildings, Structures, & Power Sources

If your special event includes any of the following, you may need to obtain a permit from the Building and Neighborhood Services Department. Please check any that apply.

Building permits and/or inspections also may be required whenever deemed necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems.

All Permit applications are subject to permit fees.

If you have any questions about whether you need to apply for a permit from the Building & Neighborhood Services Department, please call 615-794-7012.



Signature: _____

Sound Amplification

In accordance with Title 11 Chapter 4 of the Franklin Municipal Code (*Offenses Against the Peace and Quiet*), amplification of sound located in or within 100 feet of a residential property line which is plainly audible is prohibited between the hours of 10:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 11:00 p.m. and 7:00 a.m. Friday and Saturday except for special events where a special permit has been obtained from the City of Franklin authorizing such event. In the event that a special event permit has been obtained from the City of Franklin, no other amplification of sound will be permitted within the area of the special event except that which has been applied for and authorized by the city pursuant to the permit application.

Applicant/Organization: Tom Smith -

Event Name: 2019 Franklin Rodeo Parade

Event Date(s): 05/11/2019

1. **Time amplification equipment will be used:** From: To:
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:

Sound Amplification Map:

3. **For what purpose will sound amplification be used?** Please list all that apply.

4. **Type of Amplifier:**

5.

Number of Amplifiers:	Number of Speakers:	Number of Performers:
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6. **Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

Name:	Cell:	E-Mail:
Name:	Cell:	E-Mail:

Authorized Signature: Tom Smith

Date: 02/22/2019

The City of Franklin's Municipal Code (Title 11, Chapter 4) allows for exceptions to the City's noise standards for City authorized or sponsored events. However, the City retains the right to ask for a change of an event's location or time in an attempt to decrease the number of people impacted by event noise. The City may refuse a special event application based on noise complaints by neighboring businesses and residents. The City therefore encourages event-holders to work with neighbors to alleviate negative impacts wherever possible. At minimum, you should plan to point speakers away from residences.



Additional Requirements

Please read the following section carefully. It contains information that is important to the approval of your event.

A. **Tent Permit**

Contact: City of Franklin Fire Department 109 Third Avenue South Franklin, TN 37064 Phone: 615-791-3270, Fax: 615-591-5615
A tent permit is required for all tents 400 square feet or larger that are erected for a special event. Large events (with 500 persons or more in attendance) will be required to have a meeting with the Fire Department to discuss Fire Safety issues.

B. **Fire Marshal Regulations and Inspection**

Contact: Fire Marshal City of Franklin Fire Department 109 Third Avenue South Franklin, TN 37064 Phone: 615-791-3270, Fax: 615-591-5615

The Fire Marshal's Office reviews site plans to determine clear access for emergency vehicles and clear access to fire hydrants and stand pipes. Event organizers will be required to provide a copy of a site diagram indicating the location of all tents, vendor booths or trailers, vehicles parked on site, stages, portable rest rooms, fencing, entrance gates, alcoholic and non-alcoholic beverage booths, etc. The diagram must also indicate where streets will be blocked and how (fencing, barricades, etc.). The site diagram should be returned with the completed Event Application and will be forwarded to the Fire Marshal's Office for approval. Any changes to the site diagram after initial approval must be re-submitted for review. **Organizers of large events MUST meet with the Fire Marshal's office 30 days prior to event and 5 days prior to event.** If the Fire Marshal On-Site Inspector determines that all rules have not been adhered to, or that unapproved changes have been made to the site layout, he/she can delay or stop the event until the site layout is revised and approved.

C. **Emergency Medical Services**

Contact: Franklin Fire Department
Phone: 615-791-3270
Williamson Medical Center
Phone: 615-791-2094

The Williamson County Emergency Management Services should be alerted of any possible street closures in case of emergency. They can also provide first aid tents on-site. Please contact Emergency Medical Services for more details.

D. **Electrical Permit**

Contact: Building and Neighborhood Services Department City of Franklin
109 Third Avenue South Franklin, TN 37064 Phone: 615-790-7012

An Electrical Permit may be required for your event. Electrical Permits are obtained through the City's Building and Neighborhood Services Department. There will be an additional charge for this permit.

E. **Police Services**

Contact: Franklin Police Department
Phone: (615) 794-2513

Events that require extra duty police officers to provide security or traffic control for road closures should coordinate the hiring of these officers with the Extra Duty Officer Coordinator. A signed copy of the Extra Duty Police Services Contract should be emailed or faxed more than seven days from the event date. The contract may be obtained by contacting the Extra Duty Officer Coordinator at (615) 550-6819 or can be downloaded at www.franklintn.gov/police

F. **Alcoholic Beverages**

1. **Beer Board Permit**

Contact: Revenue Management City of Franklin
109 Third Avenue South Franklin, TN 37064 Phone: 615-791-3225

Events where beer is available will be required to obtain a beer permit. If there is any question as to whether a permit is needed, the event organizer should contact the City of Franklin's Revenue Management office at the above number and discuss the event in detail. It is recommended that the event organizer contact the office at least thirty (30) days prior to the event. Complete Application for Beer Permit can be obtained at the Revenue Management Office in City Hall (on Public Square). Fill out application completely and return it with appropriate fee. The application fee is non-refundable. The application must be filed fifteen (15) days prior to the next Beer Board meeting. The Beer Board meets once a month on the second Tuesday at 4:30 p.m.

2. Tennessee Alcoholic Beverage Commission

Alcoholic Beverage Commission
226 Capital Boulevard
Nashville, TN 37219-1804
Phone: 615-741-1602

The Tennessee Alcoholic Beverage Commission (TABC) is responsible for the enforcement and regulation of all phases of the alcoholic beverage industry in the State of Tennessee. For the sale or give-away of alcoholic beverages, other than beer, please contact them directly. A copy of the TABC permit will be required at your event.

G. Damage Deposit

Event organizers must post a one thousand dollar (\$1000) deposit for events over 200 and a \$250 deposit for events under 200. The deposit will be refunded if the applicant restores the area to its condition prior to the event. If the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Franklin for any costs incurred in restoring the property after the event. Surrender of the deposit in no way relieves the applicant of the responsibility for any costs incurred by the City of Franklin in excess of the deposit. The check should be made out to the City of Franklin and delivered to the City Administrator's office. ***NOTE:** Fats, oils and grease are a leading cause of sewer backups, septic system failures and environmental disasters. Events that include deep frying cooking oil operations require that a grease pit be secured for on-site use. The primary sponsor of the event must provide proof that a grease waste hauler is contracted to handle the grease waste and removal of the grease pit. All cooking grease **MUST** be removed from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. Sponsors needing assistance securing a grease waste hauler should contact the City's Sanitation and Environmental Services Department at 615-794-1516.

H. Health Department Permit

Contact: Director, Williamson County Health Department
1324 West Main Street Franklin, TN 37064 Phone: 615-794-1542, Fax: 615-790-5967

If food will be served, the event organizer must call the Health Department to discuss rules and regulations. Health Department official(s) will do an onsite inspection of all food vendors. The Health Department has the right to close any vendor not abiding by health codes.

I. Good Neighbor letter










The event organizer will be required to deliver written notice to all businesses and residents on or near the event site. The notice must include the following:

- o Date, time and location of event
- o Date, time and location of all related street closures
- o Name, address, and phone number of event organizer
- o Name, address, and phone number for City contact

Event organizers must inform all businesses and residents within a two (2)-block radius of the event, of the event dates and any related street closures. The notification should occur in sufficient time for the affected businesses and residents to voice any concerns prior to the BOMA Work Session where the event will be discussed. The event organizer must provide the City Administrator's office with a copy of the letter and a mailing list of whom received the letter. If the event takes place in Downtown Franklin, the event organizer should contact the Downtown Franklin Association (615-591-8500) to alert them to possible closures.

Rodeo Parade



-  Horses Only & Trailers
-  Parade Route
-  Detour
-  Streets
-  Parks
-  Harpeth River
-  Schools
-  Start of Parade
-  End of Parade



FRANKLIN DISCLAIMER
 This map was created by the City of Franklin's IT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained hereon. All data and materials Copyright © 2019. All Rights Reserved.

#1 STREET CLOSURES

- Highway 96 W from Jim Warren Park to FIFTH AVENUE NORTH
- BRIDGE STREET from 5th to 3rd
- THIRD AVE. NO. from Bridge to Square
- MAIN STREET from Public Square to FIVE POINTS @ FIFTH AVE
- WEST MAIN ST from FIFTH TO 11th
- 11th Ave NO from West main to Boyd Mill Ave
- BOYD MILL AVE from 11th to Boyd Mill PK

Franklin Noon Rotary Leaders

Permit Application x Google Maps x https://www.dacdb.com/SecLogin x
://www.dacdb.com/SecLogin3.cfm
Maps NYT Economist SH WC
Committees Calendar Reports Speakers Grants Files Engage AREA Help
List ALL Clubs Where CLUBS Meet Member Directory ezStory NewMember FORM Gallery Blog Governor Trophy

Franklin Club Leaders

- | | |
|-------------------------------|---|
| President |  Baggett, Patrick
Email: pbaggett@fullserviceins.com
Office: 615-790-0990 Cell: 615-955-0411 |
| President-Elect |  Clarke, Valerie
Email: clarkecompany25@gmail.com
Home: 615-578-0074 Cell: 615-578-0074 |
| Secretary | |
| Vice President |  Abbott, John Robert
Email: john.abbott@mybga.org
Office: 615-567-9019 Cell: 615-425-8479 |
| Treasurer |  Tumblin, J. Mark
Email: marktumblin@ascenthit.com
Cell: 615-405-8657 |
| Bulletin Editor |  Fitzgerald, Jill
Email: jill@franklinrodeo.com
Cell: 615-517-5019 |
| Attendance Secretary |  Chasteen, Brandan Michael
Email: Bmchasteen@gmail.com
Office: 615-372-8660 Cell: 931-472-8259 |
| Public Relations Chair |  Bearden, Patty
Email: JKBearden@comcast.net
Office: 615-973-2481 Cell: 615-973-2481 |
| Membership Chair |  Comer, David Alan
Email: dcomer@shelterinsurance.com
Office: 615-628-0044 Cell: 615-473-5629 |
| CCO-Club Comm. Offcr |  Dale, Larry
Email: ldale@williamsoncoop.com
Home: 615-794 7499 Cell: 615-948-9100 |
| Club Admin Chair |  Bridgewater, Chris
Email: chris.bridgewater@franklintn.gov
Office: 615-550-6633 Home: 615-719-1528
Cell: 615-719-1528 |
| iPast President |  Martin, R. Zane
Email: Zane.Martin@myfirstfarmers.com
Home: 615 852 0759 Cell: 615 852 0759 |
| Executive Director |  Nicholls, Jeff
Email: home@jeffnicholls.com
Office: 972-569-0900 Cell: 972-569-0900 |



February 22, 2019

RE: Franklin Rodeo Parade

Dear Neighbor,

I am writing to let you know that Rodeo Week will once again kick off with the annual Franklin Rodeo Parade on Saturday, May 11, 2019.

As usual the event will run from high noon for roughly 45 minutes and will be a big crowd draw to downtown Franklin. That having been said, we do apologize in advance for the street closures which will occur downtown to accommodate the parade (from 11:45 – 12:45).

If you would like to contact someone in the City Administration's office regarding the event, you may contact the Public Outreach Specialist by e-mail at CityofFranklin@FranklinTN.gov, by phone at 615-550-6606, or by mail at 109 Third Avenue South, Franklin, TN 37064.

If you or need to contact the event organizer or would like to get involved, please feel free to contact me (details below).

Thank you as always for your continued support.

Regards,

Tom Smith

*Franklin Rodeo Parade Chair
franklinrodeoparadechair@gmail.com*

Staff Conditions:

Staff recommends approval with the following conditions:

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 work with Parks Department to determine which areas of Jim Warren Park will be available as well as other conditions for usage of the park.

Risk Management:

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

Police Department:

- Applicant will hire the recommended number of 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.

Sanitation and Environmental Services

- Department will provide containers (6-8) along parade route on HWY 96 W

Streets Department:

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