

OFFICE USE ONLY:

Permit No:



HISTORIC  
FRANKLIN  
TENNESSEE

### 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  
 Fieldstone Farms  
 Jim Warren Park

Liberty Park  
 Pinkerton Park  
 Harlinsdale Farm

Eastern Flank Battlefield Park  
DOWNTOWN SQUARE  
Other: 3RD AVE NORTH + SOUTH

**2) Name/purpose of event:** 4TH of JULY CELEBRATION

**3) Date or dates of event:** JULY 4, 2018

**4) Time of Event:** 10 A.M. - 8 P.M.

**5) Time of Street Closure (if applicable):** MIDNIGHT, JULY 3RD

**Set-Up Date/Time:** 4 A.M.

**Tear-down Date/Time:** START 8 P.M. FINISH 11:30 P.M.

\*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:**

FRANKLIN LIONS CLUB

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

**b) Phone:** \_\_\_\_\_ **c) Cell:** 615-479-7751 **d) Fax:** 931-486-0136

**e) E-mail address:** TNBUGLE@AOL.COM

**7) Person in charge on day of event:** SCOTT DUCAJ

**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: <sup>615</sup>260-4563 E-mail address: MIKE@WYATT <sup>COUNTY</sup>NET

Name: PAUL DEYO Cell: <sup>615</sup>898-5562 E-mail address: PABLOD953 <sup>AT</sup>TDS <sup>NET</sup>

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

JULY 4TH CELEBRATION - 10 A.M. - 8 P.M. 60 CRAFT + FOOD VENDOR S, INCLUDING WILLIAMSON MEDICAL UNIT ONE STAGE ON SQUARE, KIDS ZONE ON 3RD AVE. SOUTH

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:

3,000

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. VENDOR FEES ONLY - \$150 PER SPACE

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

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 - 100% AFTER EXPENSES

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.)?

ANNOUNCEMENTS & ENTERTAINMENT  
FROM THE STAGE.

22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

BANDS, CHILDRENS SHOW, ANNOUNCEMENTS

23) During what time period is sound amplification requested? 10 A.M. - 8 P.M.

24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). MEDIUM SIZE BANDS

ALL VOLUME MONITORED BY D.B. METERS  
& KEPT BELOW 110 D.B.

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. \_\_\_\_\_

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? Circle Yes or No. If yes, please list exact locations:  
THE SQUARE AT 3RD AVENUE NORTH  
THE SQUARE AT 3RD AVENUE SOUTH
- 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:

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: Scott A. P... FRANKLIN LIONS CLUB  
- DIRECTOR THE 4TH  
FRANKLIN ON Date: 3/15/2018  
 (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) \*  
 \* \*  
 \*\*\*\*\*

## Good Neighbor Letter

# *Franklin On The 4<sup>th</sup> 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:** Wednesday, July 4<sup>th</sup>, 2018

**Time:** 10am – 8:30pm

**Music:** 10 a.m. – 8:00pm

**Location:** On the Square in Historic Franklin

**Street Closures:** Main Street at 2<sup>nd</sup> Avenue., The Square, Main Street to 4<sup>th</sup> Avenue.  
1 block of 3<sup>rd</sup> Avenue North & South

**Closure Time:** July 4<sup>th</sup>, 1 a.m.

**Open Time:** July 4<sup>th</sup>, 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 TN Events. Last year's event attracted more than 3,000 people and this year's event should be similar. There will be over fifty food & craft vendors, music stage, antique cars, and a kid's zone. The Kid's zone will be filled with things to dazzle the little ones including inflatables, climbing walls, slides, interactive crafts & a petting zoo. The Children's Parade will begin at 5 p.m. starting at Main Street and 4<sup>th</sup> Avenue. There will be Prizes for best costume and decorated bikes and wagons. Pets are welcome!

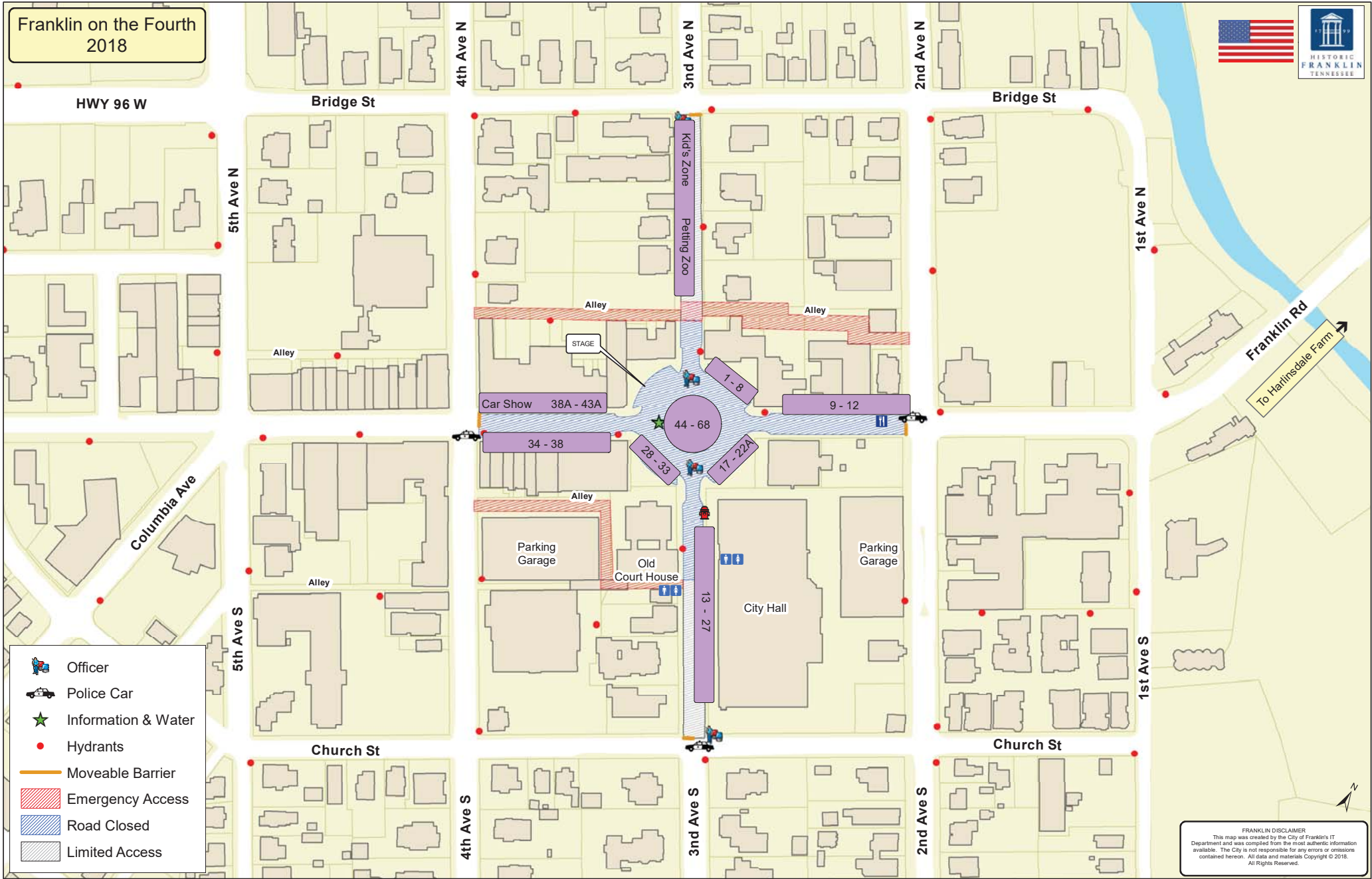
Its purposes are to celebrate the 4<sup>th</sup> of July by showcasing high quality superb musical entertainment, acquaint the public with the restored historic downtown area, and raise money for the Franklin Lions Club. *Founded in 1945, Franklin's Lions club is the oldest civic organization in the 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](http://www.TNEventInfo.com).* This event concludes at 9:30 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 for street closures, to a minimal amount for set up and clean up. We also understand that we are in a residential neighborhood and that volume can be an issue. All our sound engineers (which control all stage groups) are equipped with sound meters to ensure the volume stays within acceptable neighborhood guidelines and levels.

We are excited to be downtown and look forward to a great day!

Scott Ducaj, Director  
Franklin On The 4<sup>th</sup>  
Franklin Lions Club

Franklin on the Fourth  
2018



HWY 96 W

Bridge St

4th Ave N

3rd Ave N

2nd Ave N

Bridge St

5th Ave N

1st Ave N

Franklin Rd

To Harlinsdale Farm

Columbia Ave

5th Ave S

Church St

4th Ave S

3rd Ave S

2nd Ave S

Church St

1st Ave S

- Officer
- Police Car
- Information & Water
- Hydrants
- Moveable Barrier
- Emergency Access
- Road Closed
- Limited Access

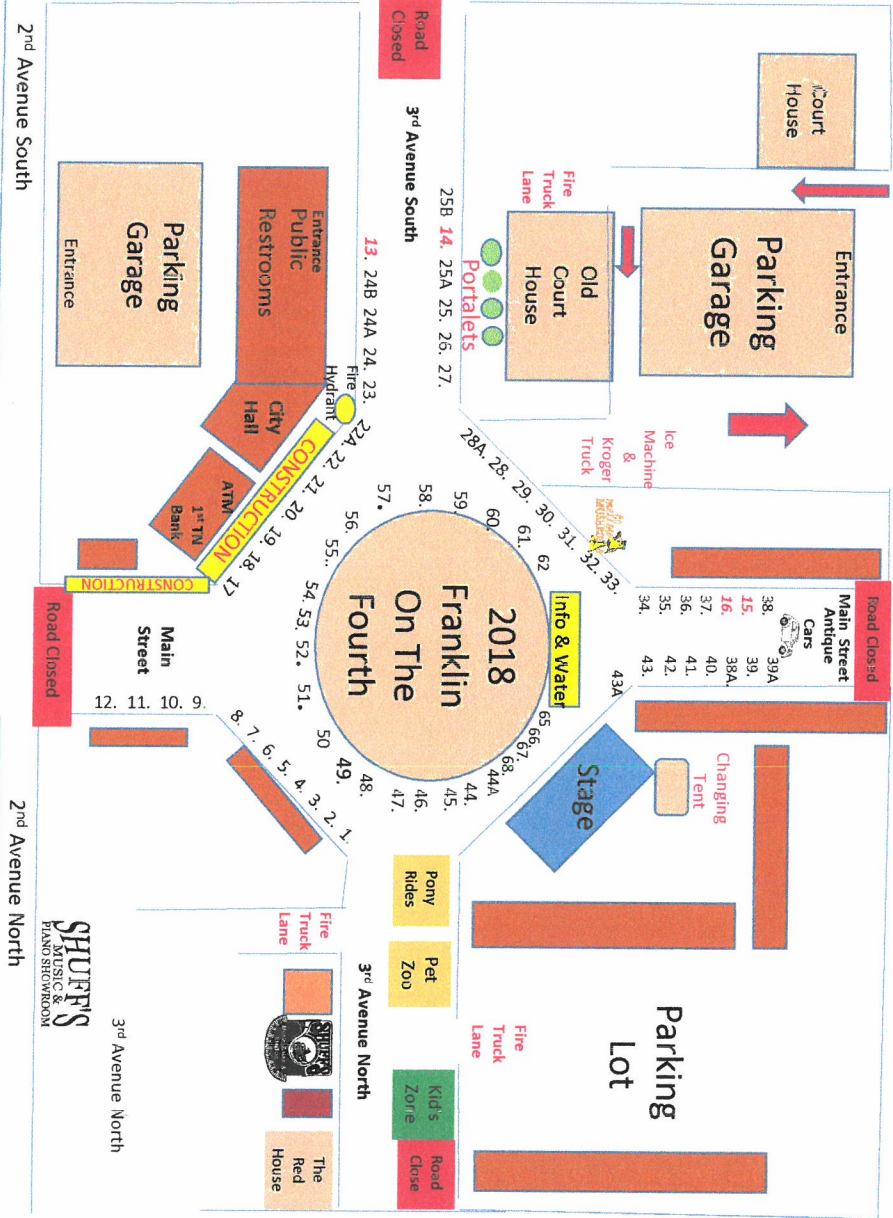
FRANKLIN DISCLAIMER  
This map was created by the City of Franklin's IT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained hereon. All data and materials Copyright © 2018. All Rights Reserved.



4th Avenue South

4th Avenue North

To I-65  
HWY 96



**Vendor Location**

- |                             |                                |
|-----------------------------|--------------------------------|
| 1. Sno-Ball Heaven          | 34. R & E's Jewelry            |
| 2. Sno-Ball Heaven          | 35. R & E's Jewelry            |
| 3. Bradley's Ice Cream      | 36. LeafFilter                 |
| 4. Bradley's Ice Cream      | 37. VFW                        |
| 5. Wild Bill's O.F.Soda     | 38. Unity Chiopracitic         |
| 6. Wild Bill's O.F.Soda     | 38.A Agnes & Nora by E & E.    |
| 7. Ace Kettle Corn          | 39A. Sip Green Tea Hawaii      |
| 8. Ace Kettle Corn          | 39. Artwork by Debz            |
| 9. JB Rich Artisan Soap     | 40. Seal Smart, LLC            |
| 10. Lularoe - with Roddy's  | 41. Real Time Pain Relief      |
| 11. Will, Med, EMT Unit     | 42. The Farm at Natchez Trace  |
| 12. Handmade 4 Dolls        | 43. The Farm at Natchez Trace. |
| 13. Color Show Designs      | 43A. TN Foundation Services    |
| 14. Toy's N Secs            | 44. Odyssey Woodcraft & Laser  |
| 15. Old Sarges Jerky        | 44A. Lightbulb City            |
| 16. Sweet Little Owl        | 45. Pool Doo Leash             |
| 17. Eufrafores Sausage      | 46. Sweet Little Owl           |
| 18. Jamba Juice             | 47. Paige's Face Painting      |
| 19. Clay's Kitchen          | 48. Little Nest Portraits      |
| 20. Padrinos tops           | 49. Life Springs Chiopracitic  |
| 21. Papa Doo's & Mama Doo's | 50. Team Whitt Design          |
| 22. Sunshine Oasis          | 51. Frazz                      |
| 22.A. Sunshine Oasis        | 52. Renewal by Anderson        |
| 23. Lulashoe A. L. Bowling  | 53. Elda's Unique Designs      |
| 24. The Ditzzy Hen          | 54. Music City Enterprise      |
| 24.A. Derby Style           | 55. The Candyery               |
| 24B. Derby Style            | 56. Kay's Kratts & Kreations   |
| 25A. Lips of Beautee        | 57. Kay's Kratts & Kreations   |
| 25B. Deities Design Jewelry | 58. Strings N Things           |
| 25. Sleep Tight Nashville   | 59. Armon Creek Portraits      |
| 26. Patriot Strong          | 60. Pinnacle Home Improve.     |
| 27. Southern Jerky Co.      | 61. WCCAC                      |
| 28A. Delicias Columbiana    | 62. Eco Hand Made              |
| 28. TBA                     | 63. Information - Lions Club   |
| 29. TBA                     | 64. Information - Lions Club   |
| 30. Koran Ice               | 65. David Price Center         |
| 31. Koran Ice               | 66. Randall Hanson             |
| 32. Beley's Dogs            | 67. Randall Hanson             |
| 33. Beley's Dogs            | 68. Nashville Vintage Flag Co. |

**TNevents**







## 2018 Franklin On the 4<sup>th</sup>

This is 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.

**Brad Coleman – President**

Franklin Lions Club  
PO Box 521  
Franklin, TN 37065  
615-400-2573  
[BradC@williamson-tn.org](mailto:BradC@williamson-tn.org)

**Scott Ducaj – Director, Franklin On The 4<sup>th</sup>**

Franklin Lions Club  
1725 John Sharp Rd.  
Spring Hill, TN 37174  
615-479-7751  
[tnbugle@aol.com](mailto:tnbugle@aol.com)  
[www.TNeventInfo.com](http://www.TNeventInfo.com)

**Mike Wyatt – Logistics Manager, Franklin On The 4<sup>th</sup>**

PO Box 140835  
Nashville, TN 37214  
615-260-4563  
[mkentwyatt@comcast.net](mailto:mkentwyatt@comcast.net)

**Paul Deyo – Vendor Manager, Franklin On The 4<sup>th</sup>**

PO Box 140835  
Nashville, TN 37214  
615-498-5562  
[Pablod953@gmail.com](mailto:Pablod953@gmail.com)

## **Staff Conditions**

- The applicant will participate in a walk-through of the area prior to the event.

### ***Risk Management:***

- Lions Club and Zia Music will provide updated certificates of insurance naming the City as additional insured.

### ***Sanitation and Environmental Services:***

- Department will provide cleanup during event.

### ***Streets Department:***

- Department will set-up closure and provide barricades beginning at 4 a.m. on Wednesday, July 4<sup>th</sup>.
- Department will provide clean-up crew after the event.

### ***Building & Neighborhood Services Department:***

- Electrical permit will be required

### ***Police Department***

- The Department will provide on duty Police Officers to provide security during the festival.
- Applicant has requested amplification on stage located on the Square. Pursuant to Franklin Municipal Code Section 11-403(3), this is the only location at which amplified sound will be permitted during this event.

### ***Fire Department:***

- The Fire Department will require any vendor who is cooking to have a minimum 10-pound ABC (all purpose) fire extinguisher. The extinguisher must be fully charged and be tagged by a Tennessee state licensed fire equipment distributor. Any vendor who is frying must also have a K-Class fire extinguisher. Any vendor who is cooking with solid fuel, such as wood or charcoal, must have a minimum 2 ½ gallon pressurized water fire extinguisher.
- The stage must have at least one 10-pound ABC fire extinguisher.
- Any vendor using open flames, such as candles, must also have at least one fire extinguisher.
- We will require a minimum of 10-feet of clearance along the curb on either side of the alley entrance so that emergency vehicles can make the turn. A Fire Department access lane on the west side of Third is also required, along with the 10-foot clearance along the curb at the entrance.
- The alley behind the courthouse on Third Avenue South is a fire lane and needs the 10-feet of clearance along the curb on either side of the alley entrance.

- Twenty-feet of clearance is needed down Third Avenue North and South from Bridge and Church streets to the alleys. Please have the petting zoo and pony rides operators set up the fence so that it only takes up one lane.
- Vendor pop-up tents must be provided with sufficient weight to prevent them from being affected by the wind. 40-pounds per leg (One 5-gallon bucket of water) is recommended.