

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:

<input checked="" type="checkbox"/> street closure	<input checked="" type="checkbox"/> parade
<input type="checkbox"/> other special event	<input type="checkbox"/> beer served ( <i>separate permit required</i> )

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: * <u>SEE ATTACHED</u>

2) Name/purpose of event: FRANKLIN NOON ROTARY CLUB RODEO PARADE

3) Date or dates of event: MAY 9<sup>TH</sup> 2015

4) Time of Event: 11:45 am - 1:30 pm

5) Time of Street Closure (if applicable): 11:45 - 1:30 pm

Set-Up Date/Time: 5-9-15 11:45 Tear-down Date/Time: 5-9-15 1:30 pm

\*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 Noon Rotary Club

a) Address: 101 Legends Club Lane Franklin, TN.

b) Phone: 615-794-0099 c) Cell: 615-405-1392 d) Fax: \_\_\_\_\_

e) E-mail address: andrewsv@realtracs.com

7) Person in charge on day of event: Victor F. Andrews

Cell: 615-405-1392 E-mail address: andrewsv@realtracs.com



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FRANKLIN  
TENNESSEE

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

Name: Mark Schweer Cell: 445-0613 E-mail address: schweertfour@bell/south.net

Name: Bill Foley Cell: 477-6954 E-mail address: billfoley@comcast.net

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

Franklin Noon Rotary Club has produced the Rodeo Parade for more than 20 years. It is a community service event with all volunteers ~~and~~ It is not a fund raiser for the club. We invite participants from

✓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.** *commercial, see attached*

11) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:

Several hundred participants & several thousand spectators.

✓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. NO.

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? \_\_\_\_\_

We are seeking a corporate sponsor again this year

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

9) (cont'd) Non-profit and for profit businesses to decorate vehicles, wagons and trailers to the theme of the year's parade. We invite all local middle schools & high school bands, local elected officials, vip's and a grand marshall to join us for this annual event at noon on the second Saturday in May which is a preparatory event for our club's annual fundraiser at The Williamson Co. Ag Park - The Franklin Rodeo, a 60+ year tradition.

We will have a set of rules and regs on our website and participants will read and apply for parade entries.



20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22. Yes

21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?  
We would like to have an "MC" again this year to announce parade entries on the square

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

23) During what time period is sound amplification requested? Noon - 1pm

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

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. NONE

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.* *NA*

30) Will you require a temporary water tap? Circle Yes or No. If yes, please list exact locations:

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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

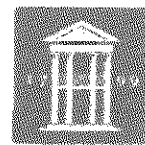
"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

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

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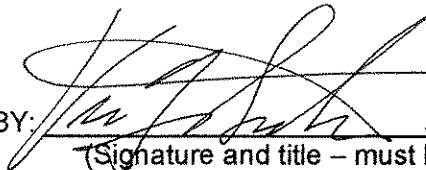
The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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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:  Parade Chairman Date: 1/2/15  
 (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) \*  
 \* \*  
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# #1 STREET CLOSURES

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





# Franklin Noon Rotary Club Officers

President - A. Scott Hubbard  
707 Dorris Court  
Franklin, Tn. 37069  
email - "scott@mhsLawfirm.com"

Vice Pres - James Parker  
231 Heathstone Ct.  
Franklin, Tn. 37069  
james.parker@mssb.com  
cell 415-7777

Treasurer - Zane Martin  
143 Stream Valley Blvd  
Franklin, Tn. 37064  
cell - 852 - 0759

Parade - chair Victor Andrews  
2145 Hartland Rd  
Franklin, Tn. 37069  
cell 405 - 1392  
andrewsv@realtracs.com

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

DEPARTMENT OF THE TREASURY

Date: **MAY 14 2013**

FRANKLIN NOON ROTARY CHARITABLE  
FOUNDATION INC  
130 4TH AVE S  
FRANKLIN, TN 37064-4626

Employer Identification Number:  
46-2064920  
DLN:  
17053052381023  
Contact Person:  
EDWARD J POMERANTZ ID# 31326  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
February 13, 2013  
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.

Letter 947 (DO/CG)

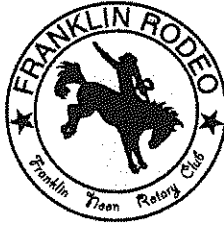
FRANKLIN NOON ROTARY CHARITABLE

Sincerely,

A handwritten signature in black ink that reads "Holly O. Paz". The signature is written in a cursive, slightly slanted style.

Holly O. Paz  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC



## *Franklin Rotary Rodeo*

City of Franklin  
109 Third Avenue South  
Franklin, TN. 37064

January 8, 2015

Dear Historic Downtown Franklin Merchants,

As you may be aware, the Franklin Noon Rotary Club will be in its 66<sup>th</sup> year of its Franklin Rodeo and the Rodeo Parade. You are encouraged to visit our website for more details at [www.franklinrodeo.com](http://www.franklinrodeo.com) or you can contact me by email or cell phone below. This year's parade will be on May 9, 2015 and we'd love to have your participation in our Window Decorating Contest the week before. Judging for the window contest will be held on Tuesday, May 12<sup>th</sup>. Additionally, if you are interested in parade entry participation, we'd love to have you. You can get more information on our website above.

The May 9<sup>th</sup>, 2015, Franklin Noon Rotary Club's Rodeo Parade members will strive to minimally disrupt your businesses. The parade is expected to last less than an hour. It will begin at High Noon with road closures starting at 11:45am. The streets should re-open shortly after the parade's end, and the Franklin Street Department will immediately work on street clean up as they always have.

Our club thanks you for your past and future support in our efforts at keeping this long running tradition alive. We look forward to seeing you all at the rodeo.

Sincerely,

Patty Bearden

Community Relations & Marketing Director

Cell: 615-973-2481

Email: [jkbearden@comcast.net](mailto:jkbearden@comcast.net)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**01/16/2015**

**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).**

<b>PRODUCER</b> LOCKTON COMPANIES,LLC-K CHICAGO 525 W. Monroe, Suite 600 CHICAGO IL 60661 (312) 669-6900	<b>CONTACT NAME:</b> Lockton Companies <b>PHONE (A/C No. Ext):</b> 1-800-921-3172 <b>FAX (A/C No.):</b> 1-312-681-6769 <b>E-MAIL ADDRESS:</b> Rotary@lockton.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> <b>INSURER A:</b> Westchester Fire Insurance Company <b>10030</b> <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
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**COVERAGES** ROTIN01      **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PMI G23861355 006	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PMI G23861355 006	7/1/2014	7/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

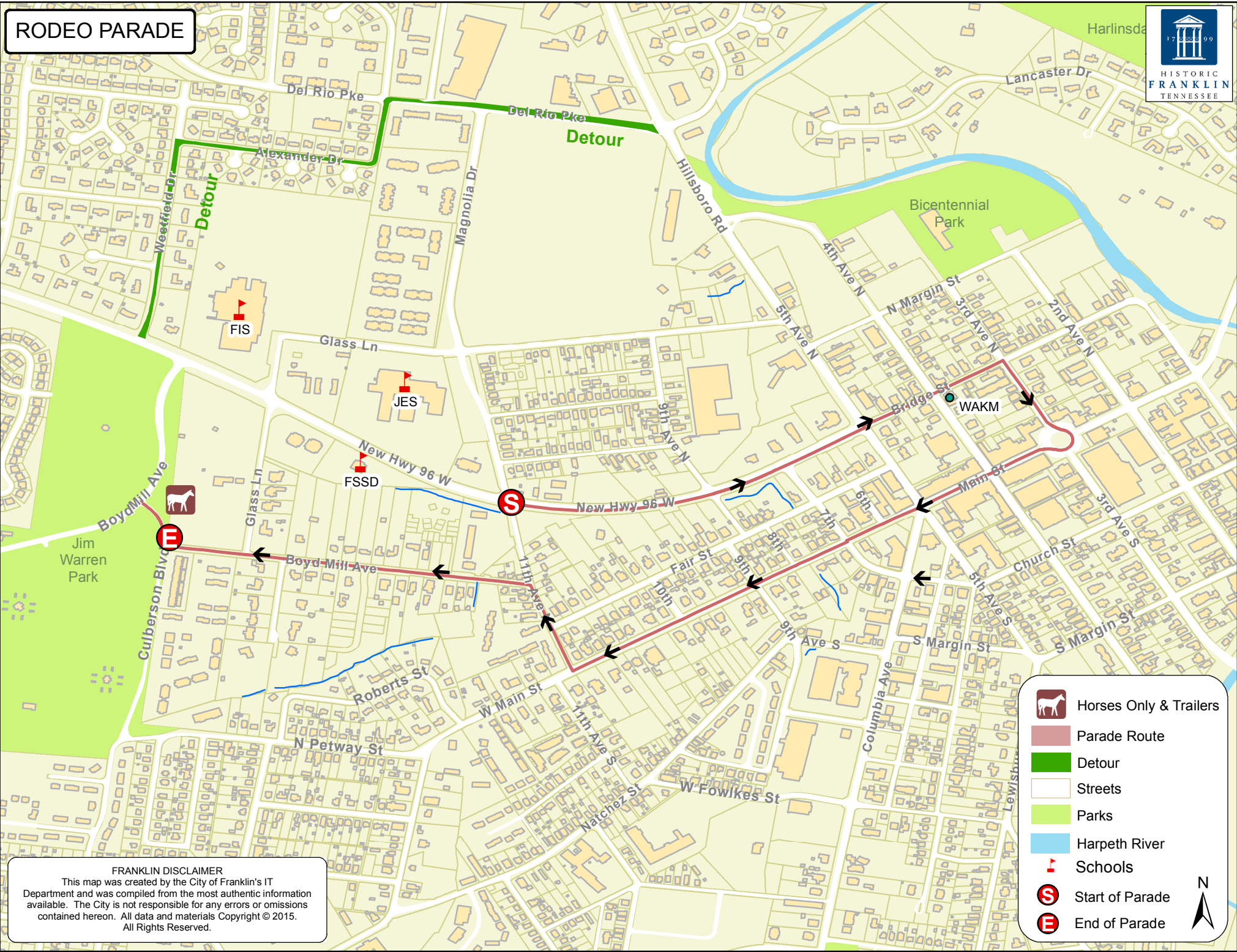
**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

The Certificate Holder is included as Additional Insured where required by written and signed contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.










**CERTIFICATE HOLDER**      **CANCELLATION**

City of Franklin Public Square Franklin, TN. 37064  CLUB: Franklin Noon Rotary Club District 6760 EVENT: Franklin Rodeo Parade May 9, 2015 CONTACT: Victor F. Andrews, Parade Chairman 615/794/0099	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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# RODEO 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 © 2015. All Rights Reserved.

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

