

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 ____ Liberty Park ____ Eastern Flank Battlefield Park
____ Fieldstone Farms ____ Pinkerton Park
____ Jim Warren Park ____ Harlinsdale Farm Other: Mallory Ln.

2) Name/purpose of event: Centennial High School Homecoming Parade

3) Date or dates of event: 9/22/16

4) Time of Event: 1:45 - 2:45

5) Time of Street Closure (if applicable): 1:50-2:30

Set-Up Date/Time: _____ **Tear-down Date/Time:** _____

*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:

Centennial High School

a) **Address:** 5050 Mallory Ln Franklin, TN 37067

b) **Phone:** 615-472-4270 c) **Cell:** _____ d) **Fax:** _____

e) **E-mail address:** Leighw@wcs.edu

7) Person in charge on day of event: Leigh Webb

Cell: 615-476-8580 **E-mail address:** Leighw@wcs.edu



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

Name: Jennifer Beasley Cell: 615-424-8972 E-mail address: Jenniferb2@wcs.edu

Name: Shelley Stice Cell: 615-815-7877 E-mail address: Shelleys@wcs.edu

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

Centennial High School Homecoming Parade. The parade leaves from the southernmost parking lot turning right onto Mallory Ln. The parade will go travel north on Mallory Ln to the turnaround in front of the last Centennial entrance. Then parade will then make a loop back to the southernmost entrance.

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:

400 participants 2,000 attendees

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? _____

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.)?
Sound will be used for entertainment
-
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Centennial High School Band
-
- 23) During what time period is sound amplification requested? The duration of the parade
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). High School Band - 125 students
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- 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. _____
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- 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.



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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: Jill Wall, Principal Date: July 18, 2016
 (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) *
 * *****

Centennial High School Student Council

5050 Mallory Lane
Franklin Tennessee 37067

Dr. Leigh Webb, Principal
Dr. Patrick Boyd, Assistant Principal
Fred Taylor, Assistant Principal
Javier Nunez, Assistant Principal
Jennifer Calvert, Assistant Principal

September 12, 2016

Dear Centennial Neighbor and Supporter:

On behalf of the Student Council and student body, we would like to invite you to be part of our Homecoming Festivities for the 2016 – 2017 school year. In preparation for the event, we wanted to make you aware of the closing of Mallory Lane for our annual Homecoming Parade.

The Homecoming Parade will take place at 1:55 PM on Thursday September 22, 2016. Mallory Lane will be closed from Northern- most entrance of Centennial High School to the Southern- most entrance of CHS for approximately forty-five minutes. The actual parade generally lasts 20 - 30 minutes however the police will be on site by approximately 1:50pm. Officers working the parade will let traffic in and out until the actual start of the parade. You may wish to advise your customers that if they are in the parking lot when the road is closed, they will not be permitted to leave in their cars until the parade has concluded and the road re-opens. We will make sure that the parade lineup is in place on time so that events move as quickly as possible. In the meantime, we invite you and your patrons to come out and enjoy our floats, spirit cars and marching band.

There will be other events at the school during the day on Thursday as well as after school. The Homecoming Court presentations and the game will take place on Friday beginning at 6:30pm, and we invite all of you to come over and enjoy high school football and tailgating with us!

We appreciate your support of Centennial High School and hope to see you out and about during Spirit Week 2016. Thank you for all you do to encourage our students!

Sincerely,

Jenn Beasley and Shelley Stice
Centennial High School Student Council Advisors

CHS Homecoming Parade Route 2015



Stanwick Dr

Huffman Manor Cir

Mallory Ln

Mallory Ln


5050

START/
FINISH

Interstate 65 Hwy S

Interstate 65 Hwy N

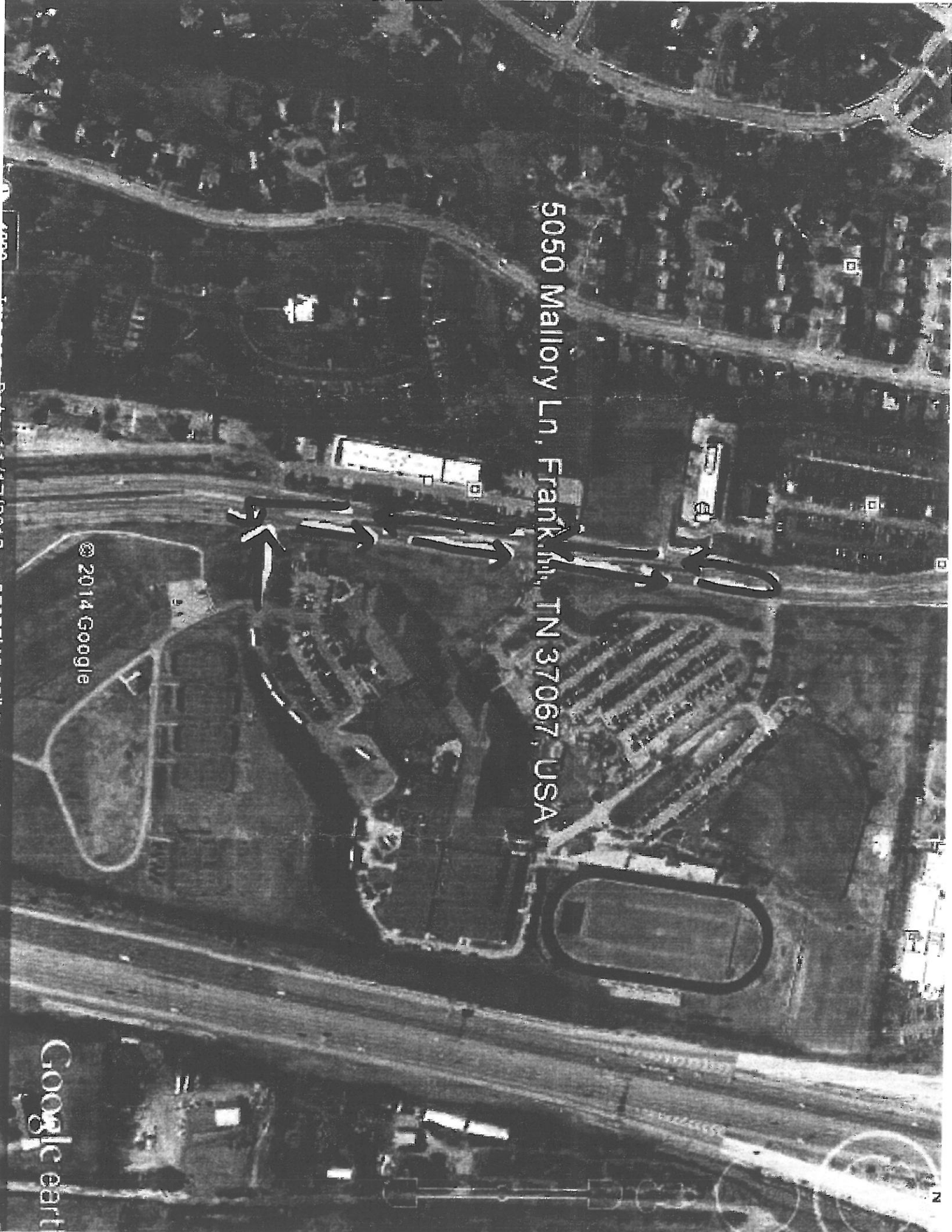
FRANKLIN DISCLAIMER
This map was created by the City of Franklin's IT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained hereon. All data and materials Copyright © 2015. All Rights Reserved.

 Parade Route

5050 Mallory Ln, Frank, TN 37067, USA

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Google earth



2015 Homecoming Parade Detailed Description of Event:

The Centennial Homecoming Parade will begin its procession out of the southernmost school parking lot entrance. The parade will turn right and will continue north on Mallory Ln. toward McEwen Dr. When the parade reaches the northern most entrance of the school across from Sonic and the strip mall it will make a U-turn and begin traveling southbound on Mallory Ln. toward Liberty Pk. Then the parade will turn again at the southernmost entrance of the school and head back into the southernmost parking lot.