




HISTORIC
FRANKLIN
TENNESSEE

ITEM #6
WRKS 03/13/2012

MEMORANDUM

March 5, 2012

TO: Board of Mayor & Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Josh Byers Memorial 5K Event Application (May 28, 2012)

Purpose

The purpose of this memo is to outline conditions for the approval of the Josh Byers Memorial 5K benefitting the Not Alone Organization.

Background

Start2Finish Nashville has submitted a Special Event application for a 5K in the Cool Springs area on May 28, 2012 (Memorial Day). The run begins and ends at D1 Sports Facility on South Springs Drive. Other roads included in the route are Mallory Lane, Cool Springs Blvd, Aspen Grove, and Mallory Station Road. The run begins at 8 a.m.

One hundred percent (100%) of the proceeds benefits the NOT Alone organization. NOT Alone, based in Nashville, provides programs, resources and services to soldiers and families impacted by combat stress and Post Traumatic Stress Disorder.

Estimated attendance/participation is 250 - 400.

Recommendation

Staff recommends the following conditions:

- 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.

Risk Management:

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

Police Department:

- Applicant will hire at least twelve extra-duty Franklin Police Officers to provide security and traffic control.
- Runners must utilize ALL available sidewalks.

Solid Waste Department:

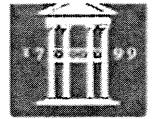
- Applicant will provide volunteers for clean-up.

Revenue Management:

- If beer is served, applicant will need to obtain Beer Permit from the City of Franklin Beer Board.

Permit No: _____

received
1-13-2012



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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: Cool Springs Galleria

2) Name/purpose of event: Josh Byers Memorial Day 5k

3) Date or dates of event: May 28, 2012

4) Time of Event: 8am

5) Time of Street Closure (if applicable): 6am -

Set-Up Date/Time: Monday 6am Tear-down Date/Time: Monday 9:30 am

*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:

Start2Finish Nashville

a) Address: 1712 Hillsboro Rd Franklin TN 37069

b) Phone: 615-567-6671 c) Cell: 408/387/3649 d) Fax: _____

e) E-mail address: Kat@S2FNashville.com

7) Person in charge on day of event: Katherine Williams

Cell: 408-387-3649 E-mail address: Kat@S2FNASHVILLE.COM



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

Name: Daniel Shaffer Cell: 662-252-9248 E-mail address: daniel@s2fevents.com

Name: Brent Barrett Cell: 901-301-1786 E-mail address: brent@bluffcitysports.com

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

5K run benefit for Not Alone. Name Josh Byers Memorial Day 5k. (1st Annual)
Run will start at 8am. Awards will be given at 10:30 am.
Post race clean up will begin at 9:30 am.

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:

250 - 400

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. Yes. \$25 pre reg; \$35 late; \$40 day of

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? 100% of profits and 100% of proceeds will benefit Not alone.

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.)?
Race announcements, awards ceremony
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Event Staff DJ and Speaker
- 23) During what time period is sound amplification requested? 7:45 am - 11 am
- 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 the event? Circle 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. Katherine Williams 408-387-3649
Start & Finish Nashville
- 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:

- 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:

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.

January 9, 2012

To Whom It May Concern:

D1 Sports is hosting the 1st Annual Josh Byers Memorial Day 5k on Monday, May 28, 2012 to benefit Not Alone. Not Alone's purpose is to empower warriors and their families in their life after war by providing programs, resources and services to warriors and families impacted by combat stress and PTSD through a confidential and anonymous community. We will be closing the following roads on Monday, May 28 2012 at 6 a.m. in anticipation of the run.

We apologize for this inconvenience. Thank you for your understanding. We hope to raise awareness for Not Alone and we hope you will join us on this special day. If you have any questions, please contact our event management staff.

Sincerely,

Event Management Staff
Katherine Williams
Start 2 Finish Nashville
kat@s2fnashville.com
615-567-6671

Race Director:
Katherine Williams
1712 Hillsboro Rd
Franklin, TN 37069
Office: 615-567-6671
Cell: 408-387-3649
kat@s2fnashville.com

Assistant Race Directors:
Brent Barrett
769 S. Cooper St.
Memphis, TN 38104
901-301-1786
Brent@bluffcitysports.com

Daniel Shaffer
769 S. Cooper St.
Memphis, TN 38104
662-252-9248
Daniel@s2fevents.com

Benefiting Organization Chairperson:
Danielle Zopf
Not Alone
PO Box 92371
Nashville, TN 37209
615.243.7400
Danielle@notalone.com

Title Sponsor:
Matt Toy
D1 Sports Training & Therapy
Corporate PR & Marketing Director
7115 South Springs Dr.
Franklin, TN 37067
o: [615.778.1893](tel:615.778.1893) x229
c: [615.438.7968](tel:615.438.7968)
e: matt.toy@d1sportstraining.com
www.d1sportstraining.com

Mailing List for Good Neighbor Letter:

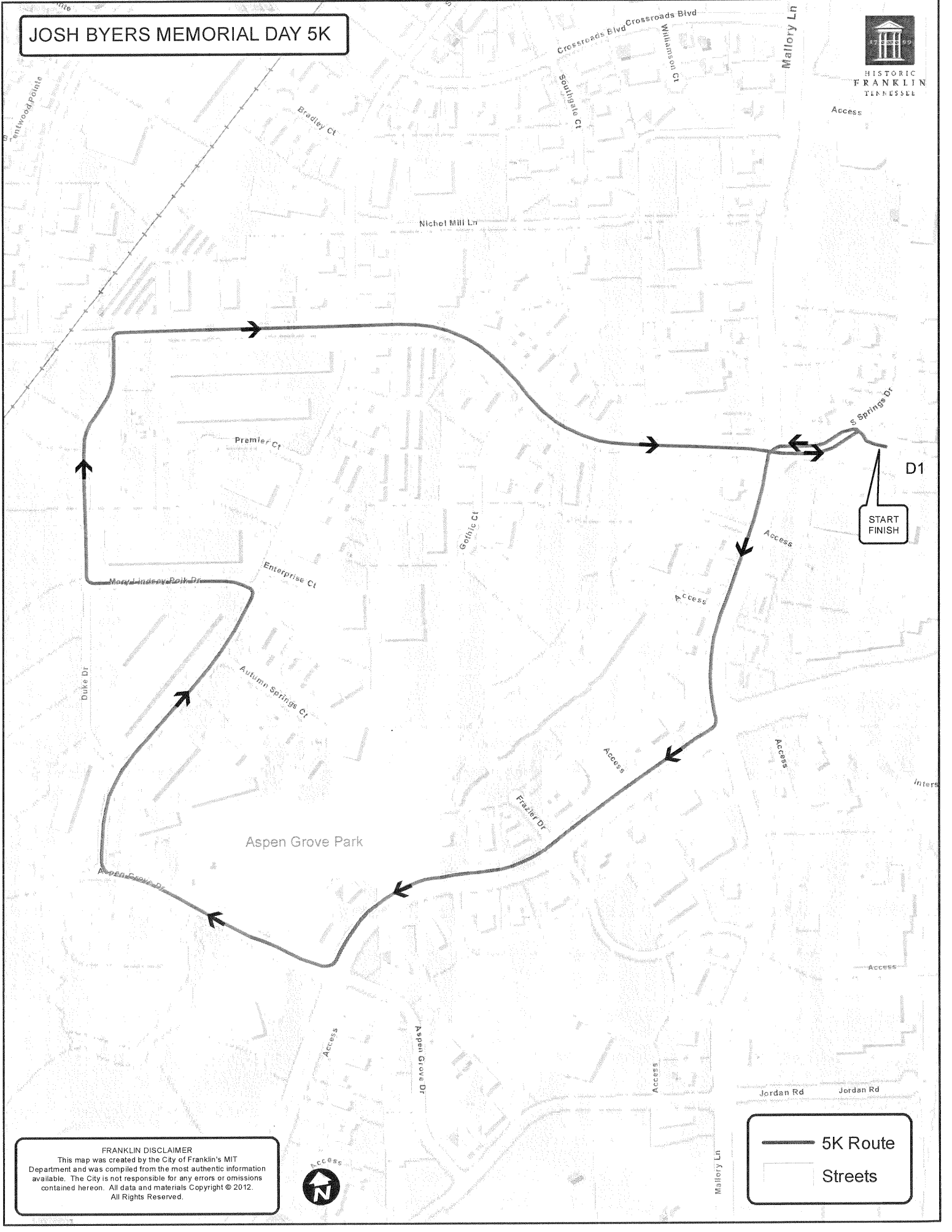
1. Cool Springs Galleria and Mall: 1800 Galleria Blvd. Franklin, TN 37067
2. Burger King: 1911 Mallory Lane, Franklin, TN, 37067
3. Ethan Allen Design Center: 1805 Mallory Lane, Brentwood, TN 37027
4. Logan's Roadhouse: 7087 Bakers Bridge Rd. Franklin, TN 37067
5. Krispy Kreme Doughnuts: 1733 Mallory Lane, Brentwood, TN 37027
6. Target: 1701 Galleria Blvd, Franklin, TN 37067
7. J. Alexander's: 1721 Galleria Blvd. Franklin, TN 37067
8. Red Lobster: 1718 Galleria Blvd. Franklin, TN 37067
9. Romano's Macaroni Grill: 1712 Galleria Blvd, Franklin, TN 37064
10. McDonald's: 1704 Galleria Blvd, Franklin, TN 37064
11. HH Gregg: 1735 Galleria Blvd, Franklin, TN 37064
12. Back Yard Burgers: 1711 Galleria Blvd, Franklin, TN 37064
13. Taco Bell Restaurant: 1715 Galleria Blvd, Franklin, TN 37064
14. Pizza Hut: 1715 Galleria Blvd, Franklin, TN 37064
15. Plato's Closet: 1745 Galleria Blvd, Franklin, TN 37064
16. Avenue Bank: 101 Shingle Way #150 Franklin, TN 37067
17. Soma Intimates: 1800 Galleria Blvd, #1280 Franklin, TN 37067
18. Buca di Beppo: 1722 Galleria Blvd, Franklin, TN 37064
19. Stoney River: 1726 Galleria Blvd, Franklin, TN 37064
20. Pie in The Sky Pizza: 1770 Galleria Blvd, Franklin, TN 37064
21. American Signature Furniture: 1770 Galleria Blvd, Franklin, TN 37064
22. Toys R Us: 1735 Galleria Blvd #1003, Franklin, TN 37064
23. Chili's Grill and Bar: 7083 Bakers Bridge Ave, Franklin, TN 37064
24. Famous Dave's Barbecue: 7086 Bakers Bridge Ave, Franklin, TN 37064
25. Hyatt Place: 650 Bakers Bridge Ave, Franklin, TN 37064
26. Wild Ginger: 101 Market Exchange Court, Franklin, TN 37067
27. Alexander Hyundai: 201 Corntide Court, Franklin, TN 37067
28. Nissan of Cool Springs: 212 Corntide Court, Franklin, TN 37067
29. Taste of India: 101 International Drive, Franklin, TN 37067
30. Enterprise Rent-A-Car: 625 Bakers Bridge Ave #103, Brentwood, TN 37027
31. Prairie Life Fitness Center: 300 Shingle Way, Franklin, TN 37067

JOSH BYERS MEMORIAL DAY 5K



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Access



D1

START
FINISH

— 5K Route
□ Streets

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 hereon. All data and materials Copyright © 2012. All Rights Reserved.



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

DEPARTMENT OF THE TREASURY

Date: **AUG 26 2010**

NOT ALONE INC
219 54TH AVE N
NASHVILLE, TN 37209

Employer Identification Number:
27-1934061
DLN:
17053140391010
Contact Person:
PETER A ORLETT ID# 31436
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:
April 19, 2010
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)

NOT ALONE INC

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink that reads "Robert Choi". The signature is written in a cursive, slightly slanted style.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC