




HISTORIC
FRANKLIN
TENNESSEE

ITEM #4
WRKS 03/13/2012

MEMORANDUM

March 5, 2012

TO: Board of Mayor & Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Run Like a Mother 5K (May 13, 2012)

Purpose

The purpose of this memorandum is to outline recommendations for the Run Like a Mother 5K event at Harlinsdale Farm.

Background

Run Like a Mother is a 5K women's-only race. The organization (Run Like a Mother) is an LLC based in Oregon. The organization's purpose is to empower women and educate them on health and wellness. The event includes a 5K run for women and a one-mile fun run for mothers and their children. Anticipated attendance is 500 participants and 400 specators.

Three to Five percent of the proceeds from the event will go to the Governor's Books from Birth Foundation.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide updated Good Neighbor Letter which will be distributed to area residents.

Risk Management:

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

Police Department:

- Applicant will hire one (1) extra-duty Franklin Police Officer to provide security and traffic control during the event.

Solid Waste Department:

- Department will provide additional dumpster at cost of **\$85**.
- Applicant will provide volunteers to do cleanup during event. Trash should be placed in bags and then placed in rollouts or dumpsters.

Parks Department:

- Park Facility Usage Fees are as follows:
 - Sunday, May 13, 2012 **\$700**
- Refundable Damage Deposit of **\$500**
- Parks Staff fees: **\$25** per hour for one staff person.
- Applicant will provide volunteers for parking. These volunteers will meet with Department prior to event. *If applicant does not provide volunteers for parking, applicant will have to pay for 3 – 4 additional park staff at cost of \$25 per hour per person.*
- Applicant will provide 4 – 5 port-a-lets.
- Department to provide: 10-15 roll-out trash containers, Recycle Bins, and Blue Bags.

OFFICE USE ONLY:

Permit No:

received
2-10-2012



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: _____

2) Name/purpose of event: Run Like a Mother 5k/Fun Run

3) Date or dates of event: May 13, 2012

4) Time of Event: Event 8:00am - 11am - setup

5) Time of Street Closure (if applicable): _____

Set-Up Date/Time: May 13, 2012 7am **Tear-down Date/Time:** May 13, 2012 4pm

*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:
Run Like a Mother

a) Address: 806 Broadway Suite 1100, Portland OR 97205

b) Phone: 503.227.3606 **c) Cell:** _____ **d) Fax:** 503.227.3606

e) E-mail address: ckline@runlikeamotherrace.com

7) Person in charge on day of event: Christi Kline

Cell: 949.302.5608 **E-mail address:** ckline@runlikeamotherrace.com



HISTORIC
FRANKLIN
TENNESSEE

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

Name: Nick Kline Cell: 949.302.5608 E-mail address: Nick@NickKline.com

Name: Charease Mink Cell: 503-680-6669 E-mail address: cmink@runlikeamotherrace.com

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

5k race and one mile fun run. Target audience mothers and children. Sponsor tables and awards ceremony.
Sponsors will not be selling goods or food.

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:

approximately 500 participants and approximately 400 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: OR)

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. \$40 per participant

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? Run Like a Mother is an LLC. We make it a practice to contribute to our host communities. In Franklin we would like to contribute 3-5% of our proceeds to a local charity.

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



HISTORIC
FRANKLIN
TENNESSEE

- 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, DJ
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
DJ
- 23) During what time period is sound amplification requested? 7:30am - 12pm
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Unsure of amp wattage, just enough to facilitate announcements and DJ
- 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.
Will hire qualified EMT. Vendors to be determined. Detailed list will be provided 30 days prior to event.
- 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. We will be offering participants water and light snack after the race. Christi Kline will head volunteer clean up. cell 949.302.5608
- 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.



HISTORIC
FRANKLIN
TENNESSEE

- 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.*

We will need assistance to ensure we use the correct mailing list and correct wording with this letter.

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.



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: *Chris Race Director* Date: Feb 10 2012
(Signature and title must be officer of organization)

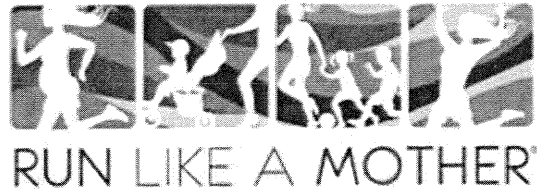
Approved by the Board of Mayor and Aldermen on _____, 20__.

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) *
 * *



Founded in 2008, the Run Like A Mother® 5K has quickly become a Mother's Day tradition for thousands of families. This women's only race focuses on celebrating a woman's journey to health and wellness through the power of running. Our passionate community of athletes continues to grow as a result of the encouragement, inspiration, empowerment and support Run Like A Mother® provides; qualities that separate Run Like A Mother® from other events. The Run Like A Mother® 5K is one day a year when mom gets the spotlight. Families, friends and communities get to cheer, support and recognize the strength of a woman and all they do each and every day.

History

Run Like a Mother 5K was founded by Ridgefield, CT resident Megan Searfoss. What started as casual Sunday runs with friends, turned Megan's running group called the "Ridgefield Racy Ladies" deciding to get together for a run and a coffee on Mother's Day in 2007. The group invited more friends and on that first Mother's Day had close to 40 women running together. And that was the start of the Mother's Day running ritual that would become Run Like a Mother.

In 2008, Megan had the idea to create a Mother's Day race that would celebrate and empower women. With the help of her Racy Ladies and in 5 short week's time, they launched the first official Run Like a Mother 5K race that amazingly saw almost 400 participants sign-up!

Since then, the race has continued to grow in size and popularity. Ridgefield now celebrates over 1,500 women crossing the finish line and in 2011 our race expanded to Portland, OR and Chicago, IL where we received a warm welcome and an invitation to come back in 2012! With a fun group training program, kid's 1-mile race and festive post-race party, Run Like a Mother has firmly established itself as a much anticipated event that engages the entire community.

Run Like a Mother is created by women, inspired by women. It is one day a year when children and husbands can stand on the sidelines and cheer on their mothers and wives – a true celebration of the strength of a woman.

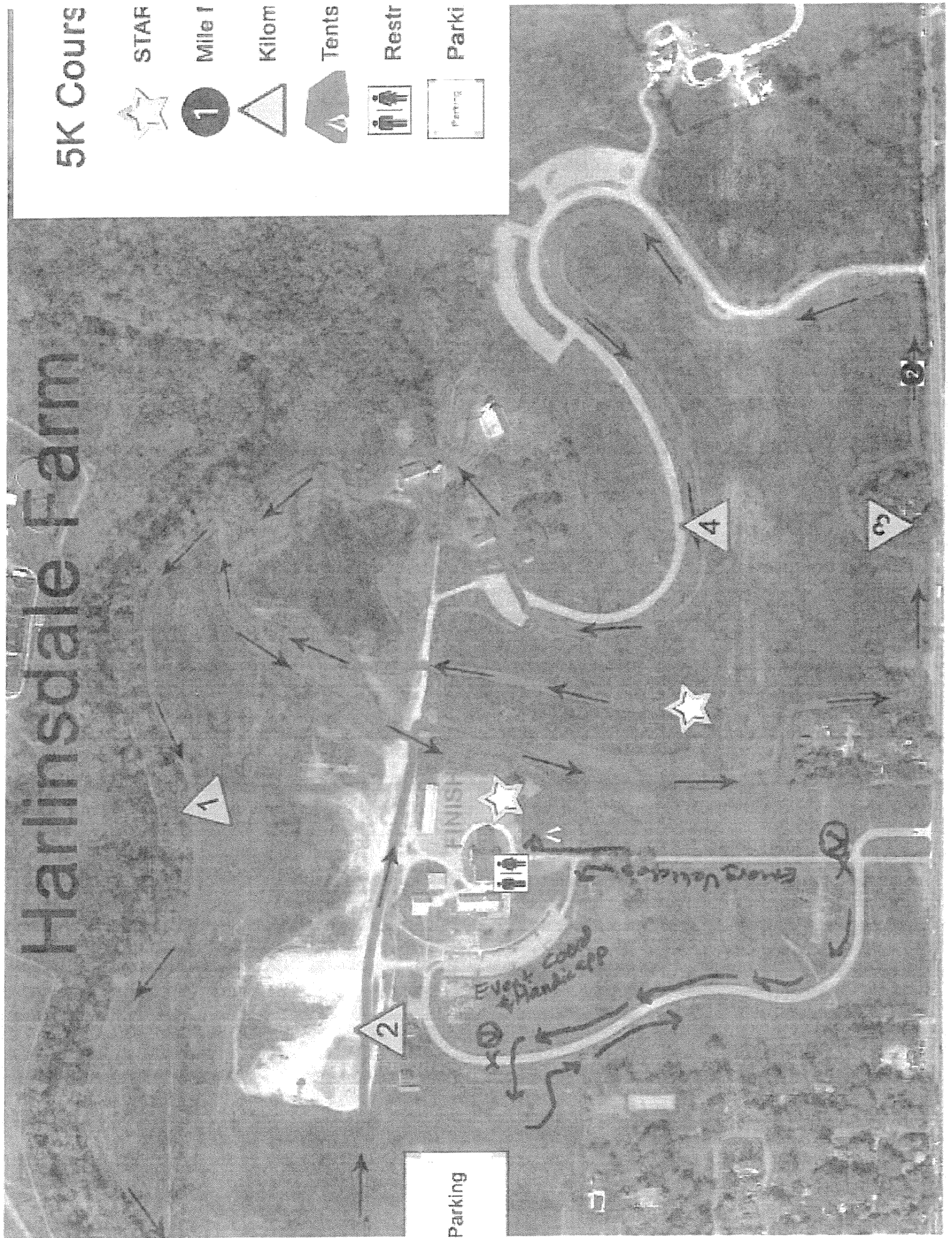
Franklin

Run Like a Mother has partnered with Books from Birth of Middle Tennessee. At the time of sign up runners are encouraged to donate directly to Books from Birth. If the amount donated does not equal \$1,000 Run Like a Mother will make up the difference guaranteeing Books from Birth a minimum of \$1,000. In addition Run Like a Mother would like to donate a portion of the race proceeds to Books from Birth.

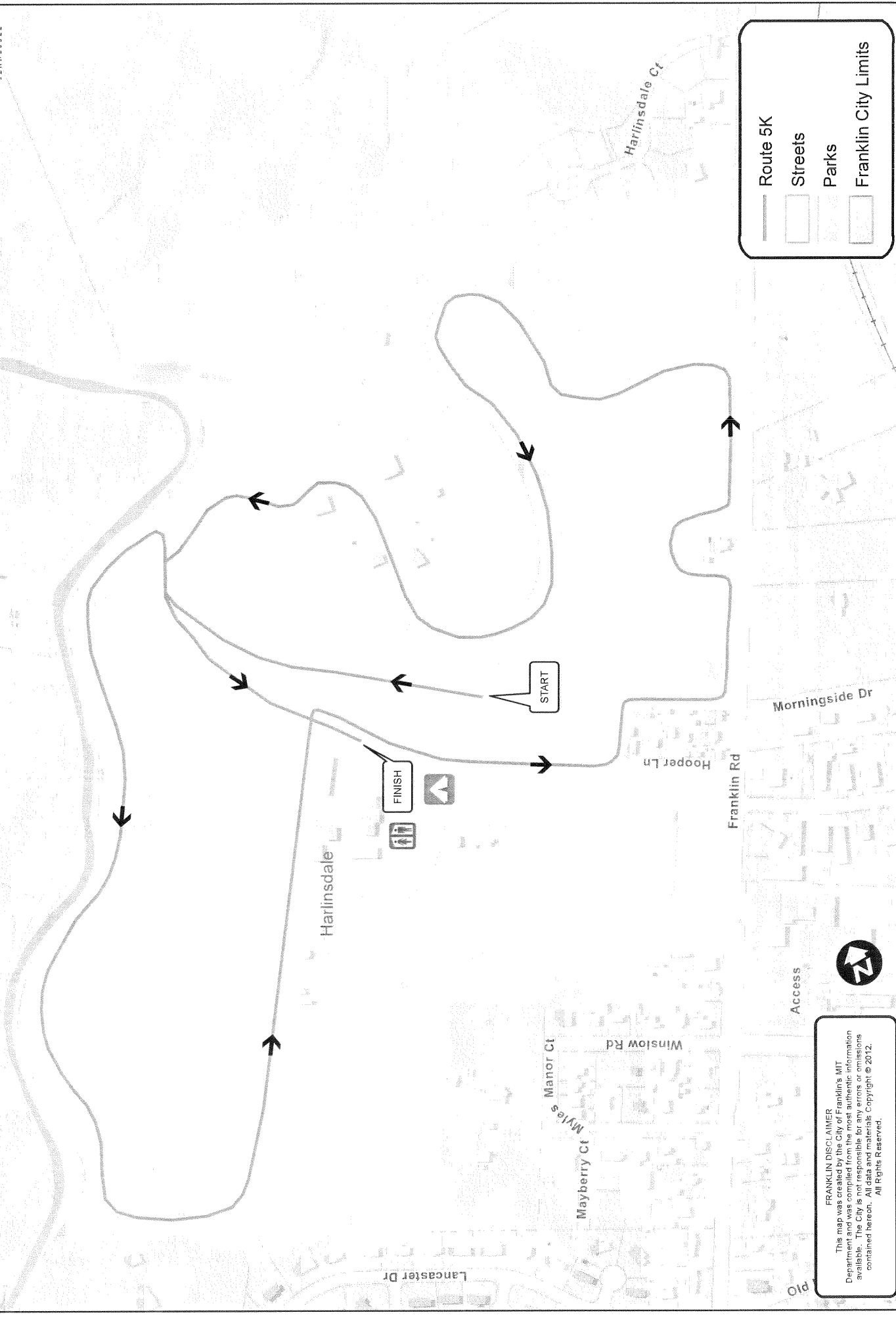
Harlinsdale Farm

5K Course

- STAR
- Mile 1
- Kilom
- Tents
- Restr
- Parki



Run Like a Mother



Route 5K

Streets

Parks

Franklin City Limits

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.

Run Like a Mother Contact Information

Maggie Barney
National Operations Director
215 W Superior, 6th Floor
Chicago, IL 60654

Charease Mink
Regional Race Director
cmink@runlikeamotherrace.com
806 Broadway
Suite 1100
Portland, OR 97205
P (503)227-3606
F (503)227-5933

Christi Kline
Nashville Race Director
ckline@runlikeamotherrace.com
199 Clarendon Circle
Franklin, TN 37069
(949) 302-5608