



HISTORIC
FRANKLIN
TENNESSEE

ITEM #20
BOMA
04/10/2012

MEMORANDUM

March 19, 2012

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator *Eric*
Special Events Advisory Team

SUBJECT: Jingle Bell Run Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Jingle Bell 5K Run.

Background

The Arthritis Foundation has requested an Event Permit for the third "Jingle Bell 5K" on December 1st. Estimated attendance is 3,500 (1500 participants; 2000 attendees). This event is scheduled for the same day as the Kiwanis Club Christmas Parade. Registration for the run begins at 7:30 a.m. The Fun Run Walk begins at 9:15 a.m. and the 5K run begins at 9 a.m. Closure of the Square is requested from approximately 7 a.m. until 11 a.m.

Recommendation

Staff recommends approval of the event application with the following recommendations:

- 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.
- Applicant will need permission from Williamson County to place tent and/or any activities on Courthouse property.
- **Risk Management:**
 - Applicant will provide certificate of insurance naming the City as additional insured.
- **Police Department:**
 - Applicant will hire sixteen (16) extra-duty Franklin Police Officers to provide security and crowd control.
 - Applicant will meet with Police Department before event for final look at route, timing of closure, and location of volunteers.
- **Engineering Department:**
 - Applicant may need to seek alternate route if Third Ave and Fourth Ave are under construction at time of event.
- **Building & Neighborhood Services Department:**
 - Electrical permit will be required.



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- ***Solid Waste Department:***
 - Applicant is responsible for clean-up.
 - Department will provide fifteen extra roll-outs and recycling bins/bags for the applicant to use.
 - Applicant shall return all roll-outs (full or empty) and all recycling bags and frames to the alley behind Mellow Mushroom.

- ***Fire Department:***
 - Tent permits may be required.
 - EMS will be onsite providing medical assistance if needed.

- ***Revenue Management:***
 - Applicant will provide list of vendors to City.

OFFICE USE ONLY:
Permit No:



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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:
- | | |
|--|--|
| <input checked="" type="checkbox"/> street closure | <input 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):

- | | | |
|---|---|---|
| <input type="checkbox"/> Aspen Grove Park | <input type="checkbox"/> Liberty Park | <input type="checkbox"/> Eastern Flank BattleField Park |
| <input type="checkbox"/> Fieldstone Farms | <input type="checkbox"/> Pinkerton Park | |
| <input type="checkbox"/> Jim Warren Park | <input type="checkbox"/> Harlinsdale Farm | Other: <u>X See map enclosed</u> |

- 2) Name/purpose of event: Middle Tennessee Jingle Bell Run/Walk
- 3) Date or dates of event: 12-1-2012
- 4) Time of Event: 7:30am - 11:00am
- 5) Time of Street Closure (if applicable): 6:00am (In square) 8:00am (Streets)
- Set-Up Date/Time: 12-1-12 @ 5:30am Tear-down Date/Time: 12-1-12 @ 11:00am

*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:

- Leslie Allen, The Arthritis Foundation, Southeast Region
- a) Address: 209 10th Avenue South, Ste. 228, Nashville, TN 37203
- b) Phone: 254-6795 ext. 106 c) Cell: 740-815-4526 d) Fax: 254-8316
- e) E-mail address: Lallena@arthritis.org

- 7) Person in charge on day of event: Leslie Allen
- Cell: 740-815-4526 E-mail address: Lallena@arthritis.org



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

Name: Brittany Truby Cell: 773-428-0317 E-mail address: Birby@aarthrits.org

Name: Dorothy Scobey Cell: 972-6870 E-mail address: dscobey@aarthrits.org

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

Event will run from 6:00am - 11:00am. We would like to set up the stage in front of Green Bank on November 30th (the day before) if possible.

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:

1500 participants, 2000 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: Nashville, TN (Davidson Co.)) We serve 33 counties in Middle TN.

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. Both vendors pay \$500, participants will pay between \$10 - 35 for registration

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? The Arthritis Foundation,

Southeast Region, Inc. will receive 100%

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



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- 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 & awards ceremony
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
PA system for announcements and radio
- 23) During what time period is sound amplification requested? 7:30am - 11am
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 9.2.9 will be
- 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. Brittany Irby - 773-428-0317
- 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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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:

City Hall exterior

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. Will not be 20x10 or larger*

33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.*

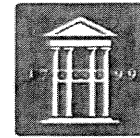
TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"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.



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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:  Development and Services Director Date: 2-1-12
 (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) *
 * *

Arthritis Foundation Jingle Bell 5K

Franklin, TN

Start/Finish/Mile Descriptions

START/ FINISH In Town Square, on left, 1' off lowered curb, in line with middle parking bollard, 51'4" north of manhole in Public Square near W Main St.

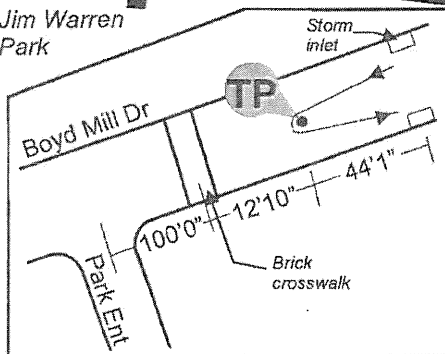
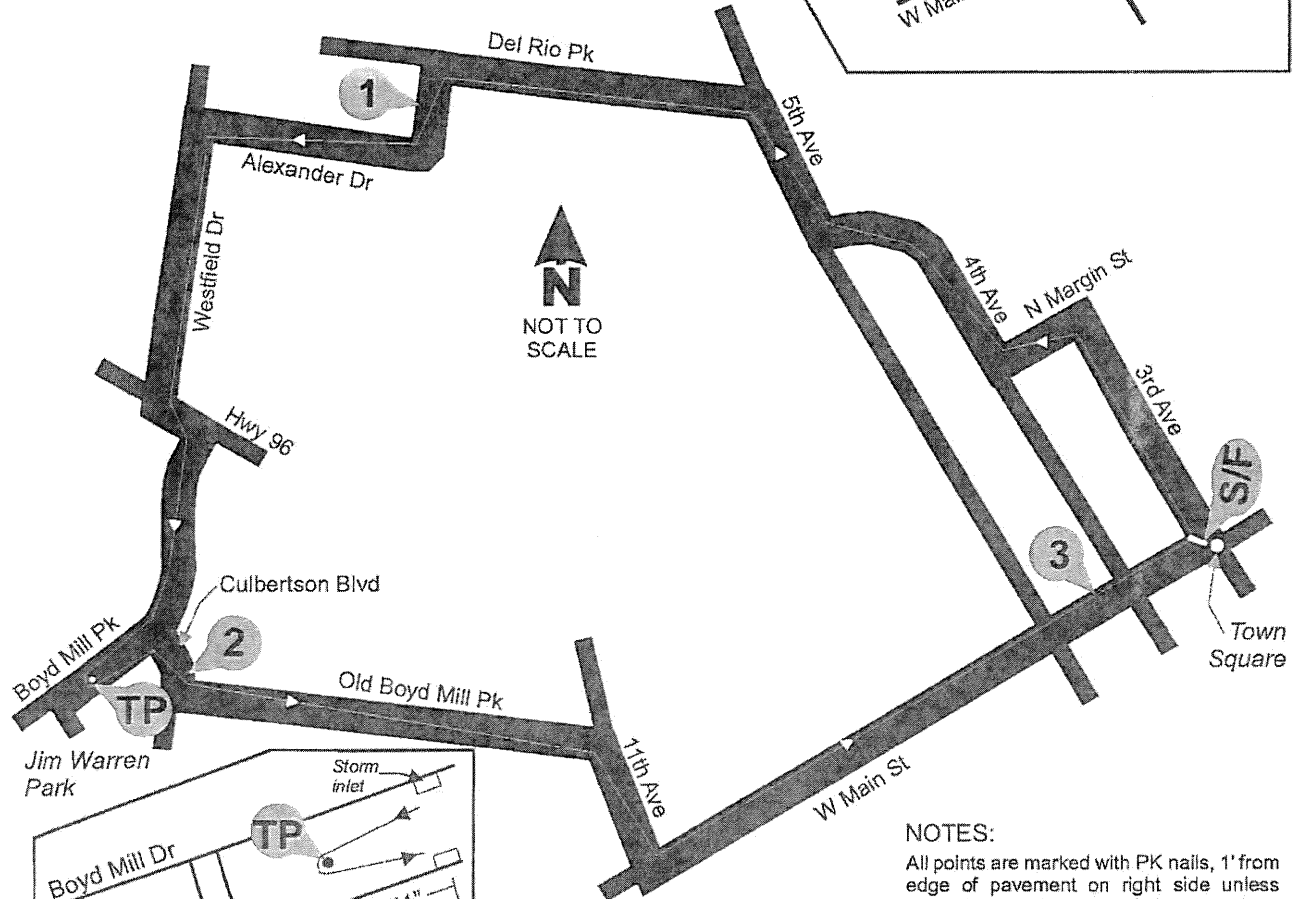
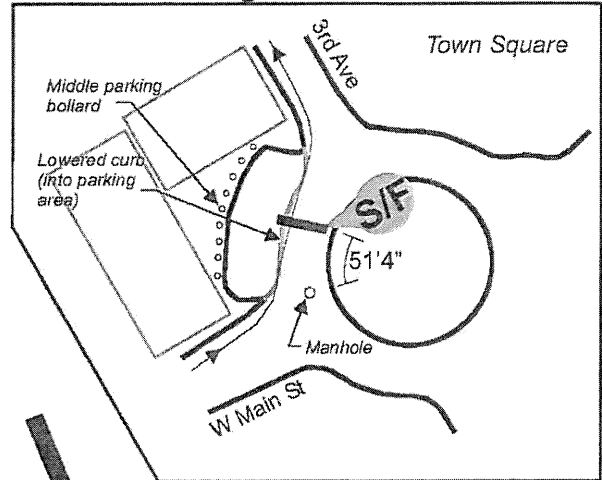
MILE 1 On Alexander Dr, 1' past power pole #2, 42'8" past the mailbox to 131 Alexander.

TURNING POINT In center of Boyd Mill Dr, 44'1" past storm inlets before brick crosswalk.

MILE 2 On left, on Culbertson Blvd, 37' before Old Boyd Mill Dr, 1' before stop bar on right.

MILE 3 On left, on W. Main St, between 418 and 420 W Main, 5'6" out from gutter on left.

Start/Finish Diagram



Turning Point Diagram

NOTES:

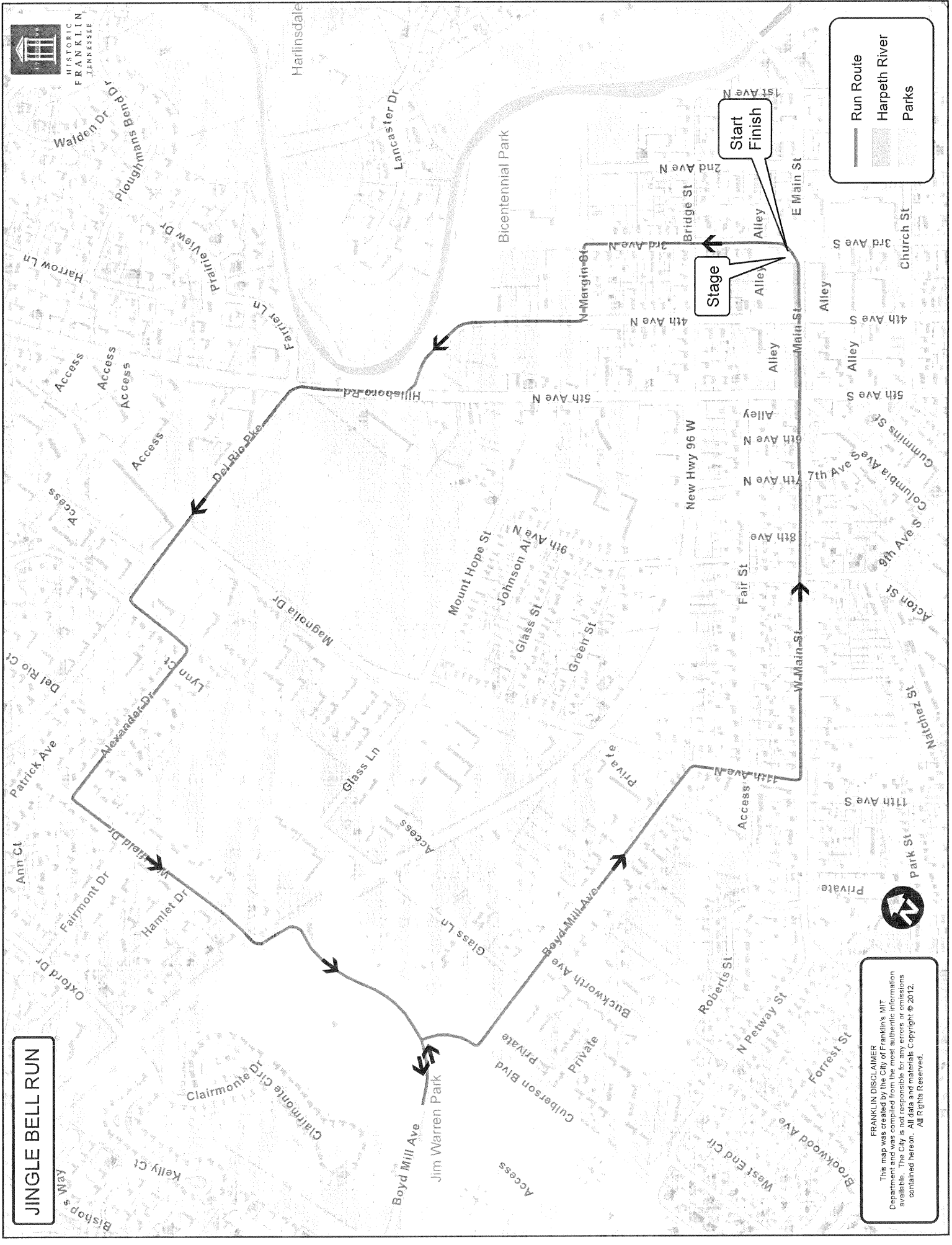
All points are marked with PK nails, 1' from edge of pavement on right side unless otherwise noted. All descriptions are given in direction runners travel and distances to center of objects unless otherwise noted.

Originally measured by Jim Zeigler on May 6, 2006 as Franklin Classic 5K. New Start/Finish measured by Jeff Hammond (jeffhammond@rpmtraffic.net) for Arthritis Foundation 5K on November 11, 2011.



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JINGLE BELL RUN



Start
Finish

Stage

- Run Route
- Harpeth River
- Parks

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.

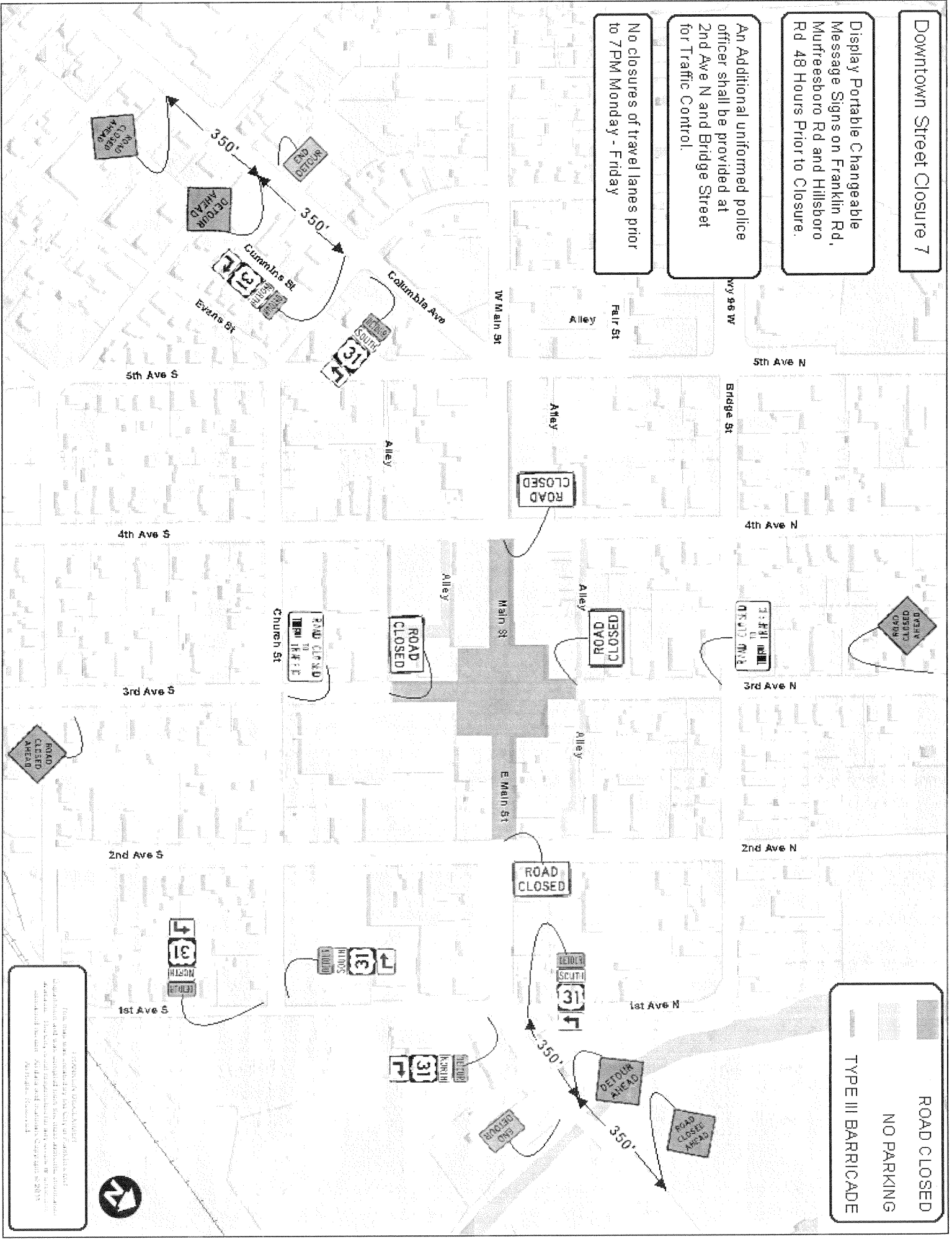


Downtown Street Closure 7

Display Portable Changeable Message Signs on Franklin Rd, Murfreesboro Rd and Hillsboro Rd 48 Hours Prior to Closure.

An Additional uniformed police officer shall be provided at 2nd Ave N and Bridge Street for Traffic Control.

No closures of travel lanes prior to 7 PM Monday - Friday



ROAD CLOSED

NO PARKING

TYPE III BARRICADE

Tennessee Department of Transportation
 From Nashville, Tennessee
 Contact: 615-253-2000
 Website: www.tdodot.com
 2015