




HISTORIC
FRANKLIN
TENNESSEE

ITEM #3
WRKS 05/08/2012

MEMORANDUM

May 1, 2012

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Boot Run 5K Event Application (September 8, 2012)

Purpose

The purpose of this memo is to outline conditions for the approval of the Boot Run 5K benefitting the Not Alone Organization and the Boot Campaign.

Background

Not Alone has submitted a Special Event application for a 5K in the Cool Springs area on September 8, 2012. The run begins and ends at Meridian Center on Carothers Parkway. The route of the 5K goes down Carothers Parkway to Liberty Pike where it turns around and returns to the Meridian Center. The run will cross over Cool Springs Blvd and McEwen Drive. The run begins at 8 a.m. Closure is requested from 7:45 a.m. until 9:45 a.m.

Proceeds will be split (50/50) between Not Alone and the Boot Campaign. NOT Alone, based in Nashville, provides programs, resources and services to soldiers and families impacted by combat stress and Post Traumatic Stress Disorder. The Boot Campaign sells boots and hosts events to show appreciation for troops, cultivate awareness of the challenges they face upon return, and raise funds which are granted to military programs meeting these physical and emotional needs.

Estimated attendance/participation is 750.

Recommendation

Staff recommends the following conditions:

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will distribute a Good Neighbor letter to affected neighborhoods prior to approval.

Risk Management:

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

Police Department:

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

Fire Department/EMS:

- Department recommends at least four bike medics.

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:

street closure

parade SK race

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

- Cross over Cool

_____ Jim Warren Park

_____ Harlinsdale Farm

Other: Carothers Springs Blvd.

- Meridian Center -

2) Name/purpose of event: Boat Run SK Run/Walk

3) Date or dates of event: September 8, 2012

4) Time of Event: 8am - race start

5) Time of Street Closure (if applicable): 7:45 - 9:00 am (approximate)

Set-Up Date/Time: 6:00am 9/8/12

Tear-down Date/Time: 11:00 am 9/8/12

*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:

Not Alone

a) Address: 3307 West End Ave. Nashville, TN 37203

b) Phone: 615.243.7400

c) Cell: same

d) Fax: n/a

e) E-mail address: danielle@notalone.com

7) Person in charge on day of event: Danielle Zopf

Cell: 615.243.7400

E-mail address: danielle@notalone.com



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

Name: Melanie Blair Cell: 615.337.3490 E-mail address: melanie.blair@notalone.com

Name: Keri Dilley Cell: 918.688.8725 E-mail address: Keri@notalone.com

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

Please see attached.

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.* Enclosed.

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

approximately 750 total

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: Davidson County)

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 race entry fee; \$500 vendor sponsorship

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? Not Alone - 50%; Boot

Campaign - 50%

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.)?
announcements, music, start of the race
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
basic PA system
- 23) During what time period is sound amplification requested? 7am - 10am
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). an emcee will make announcements, thank sponsors, etc. A dj will play music at the start/finish line
- 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. we will utilize Meridian Center's waste management company
- 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.* Enclosed.

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: *Danielle Zoff* Date: 4.4.12
 (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) *
 * *

Additional Details for Event Permit Application
Not Alone – September 8, 2012 Boot Run 5K Run/Walk

9) Detailed Description of Event:

This event is a 5K run/walk to benefit both Not Alone (www.notalone.com) and Boot Campaign (www.bootcampaign.org). Both organizations are 501c3 non-profit organizations.

Not Alone provides warriors, veterans and their families non-discriminatory, no-cost support, programs and resources that help them face the challenges of life after war. Many of our U.S. military families are impacted by post-traumatic stress disorder or other invisible wounds of war, and often times coming home is just the start of the battle.

The Boot Campaign is a grassroots initiative started by five women from Texas known as the Boot Girls. The campaign provides an easy and tangible way for Americans to show appreciation for troops (both past and present), raise awareness of the challenges they face upon return and donate funds to charities supporting their transition home. Proceeds from boot sales are donated to partner charities that assist returning veterans and active troops dealing with emotional, mental and physical issues.

Proceeds from this event will allow us to continue growing our programs and services. This event will be promoted in middle TN. We expect local businesses to join as sponsors of the event, and we hope to attract 750 event participants. Participants will be encouraged to purchase the Boot Campaign boots and complete the race by running or walking in the boots. Participants can also opt to participate without purchasing/wearing boots.

The event will be held at the Meridian Center in Franklin. The Meridian Center has partnered with us as the Presenting Sponsor of the event. Participants will park at the center, and the start/finish lines, entertainment, post-race food, and vendor booths will be located on the center's property.

The 5K course will need to start and finish at the Meridian Center. Ideally, we would like the course to run down Carothers, across Cool Springs Blvd and across McEwen before turning around to return to the center. We are of course eager to work with the police department to determine the best route and to make arrangements for traffic control and any necessary road closures.

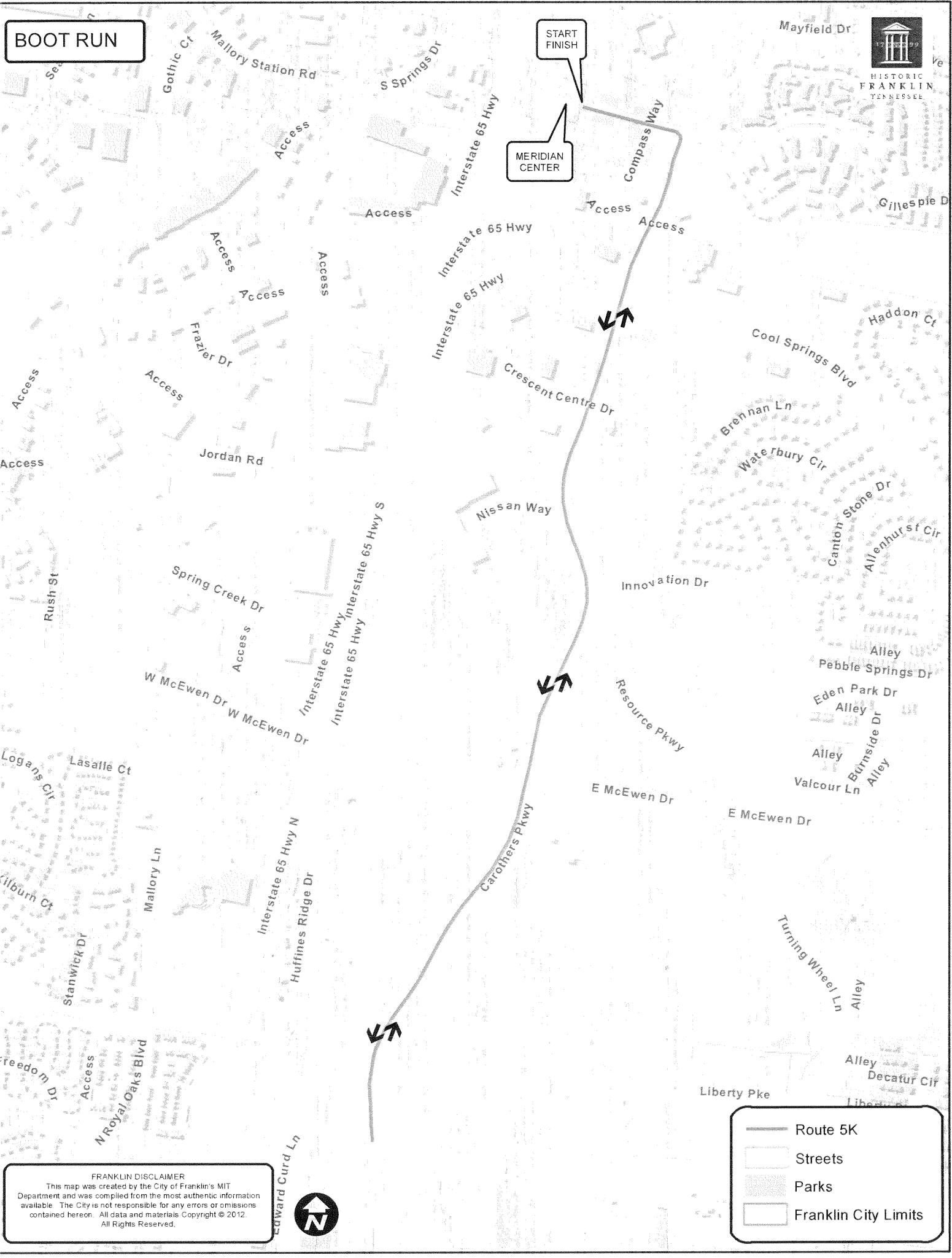
12) Persons Involved/Committee

Danielle Zopf – Not Alone – 3307 West End Ave Nashville, TN – 615.243.7400
Melanie Blair – Not Alone – 3307 West End Ave Nashville, TN – 615.337.3490
Shelby Larkin – Boyle/Meridian Center – 2000 Meridian Blvd Ste 250 Franklin, TN
615.550.5577

26) – Vendors:

Local businesses can sponsor the race by purchasing a vendor booth that will allow them to set up a table and two chairs and have people available to promote their business, pass out coupons to participants, etc. We are promoting this opportunity now and can provide a list once businesses choose to partner with us.

BOOT RUN

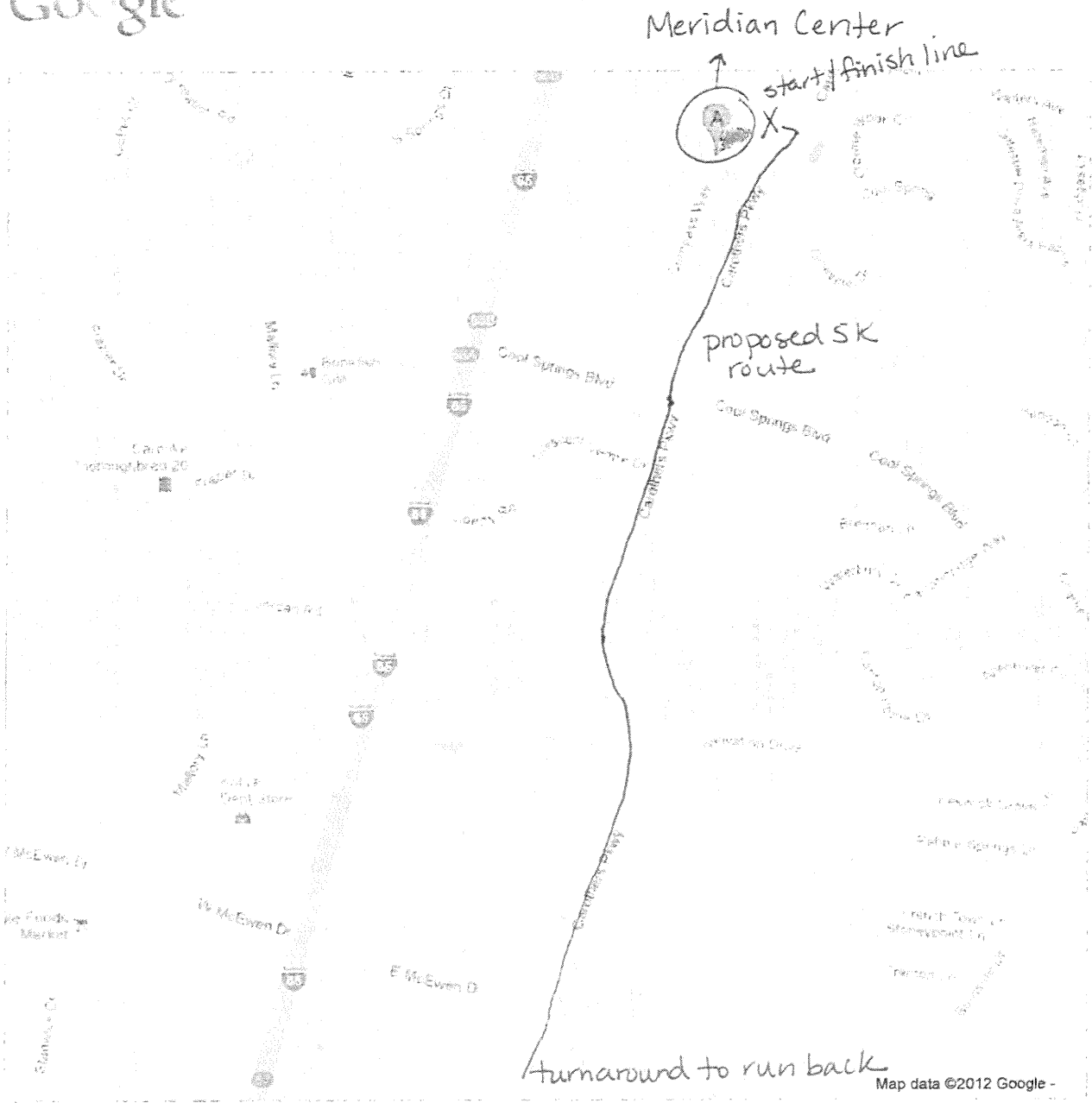


FRANKLIN DISCLAIMER
 This map was created by the City of Franklin's MIT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained herein. All data and materials Copyright © 2012. All Rights Reserved.

- Route 5K
- Streets
- Parks
- Franklin City Limits

To see all the details that are visible on the screen, use the "Print" link next to the map.

Google



Good Neighbor letter

-to be sent w/race route map once route has been finalized

DATE

Dear Neighbor,

I am writing to let you know of a proposed event coming to your neighborhood this fall. We are holding the 1st Annual Boot Run 5K on Saturday, September 8, 2012 in the Cool Springs/Franklin area. The Boot Run 5K race will begin at 8am at the title sponsor location of the Meridian Center (2000 Meridian Blvd., Franklin, TN 37067), and the set up will begin at 6am. The map route is attached to this letter. The runners will be encouraged to use the sidewalk, and the streets will be opened to traffic once the runners have passed. We are looking forward to having this event in your neighborhood and hope that you all will join the cause by getting involved.

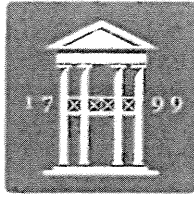
The Boot Run 5K is being held to raise funds for Not Alone and the Boot Campaign, both 501c3 non-profit organizations. Not Alone seeks to empower warriors and their families in their life after war by providing programs, resources and services to those impacted by combat stress and post traumatic stress disorder through a confidential and anonymous community. The Boot Campaign exists to provide an easy and tangible way for Americans to show appreciation for troops, raise awareness of the challenges they face as they return home and donate proceeds from boot sales to charities supporting their transition home. Many runners will choose to complete this 5K in boots purchased from the Boot Campaign. We are excited that the 1st Annual Boot Run 5K is proposed to take place in your neighborhood!

If you would like to get involved or need to contact the event organizer, you may contact Melanie Blair by phone at 1.888.454.0950, by email at info@notalone.com or by mail at PO Box 92371, Nashville, TN 37209. If you would like to contact someone in the City Administrator's office, you may contact Monique McCullough by phone at 615-791-3268, by email at MoniqueM@FranklinTN.gov or by mail at 109 Third Avenue South, Franklin, TN 37064.

I would personally like to thank you in advance for any support that you can provide for the 2012 Boot Run 5K and hope you will help raise the excitement level about this event in your neighborhood!

Sincerely,

Melanie Blair
Not Alone
Race Director



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FOR CITY USE ONLY				
Department		Date	Initials	Attach Any Comments
Administration				Comments: _____ Yes _____ No
Business Office				Comments: _____ Yes _____ No
Codes				Comments: _____ Yes _____ No
Engineering				Comments: _____ Yes _____ No
Finance				Comments: _____ Yes _____ No
Fire				Comments: _____ Yes _____ No
Information Technology				Comments: _____ Yes _____ No
Law				Comments: _____ Yes _____ No
Parks				Comments: _____ Yes _____ No
Planning				Comments: _____ Yes _____ No
Police				Comments: _____ Yes _____ No
Risk Manager				Comments: _____ Yes _____ No
Solid Waste				Comments: _____ Yes _____ No
Streets				Comments: _____ Yes _____ No
Water/Wastewater				Comments: _____ Yes _____ No