



HISTORIC
FRANKLIN
TENNESSEE

ITEM #4
WRKS 05/22/2012

MEMORANDUM

May 10, 2012

TO: Board of Mayor and Aldermen

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

SUBJECT: Ragnar Relay Tennessee Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Ragnar Relay Tennessee Event.

Background

The Ragnar Relay Series is the largest long distance running relays series in the world. They have partnered with Healthways to present this race. The 180-mile relay race begins in Chattanooga and ends in Nashville. The race will pass through Franklin on November 10th between the hours of 5 a.m. and 6 p.m. at a rate of 20 runners per hour (an estimated total participation of 300). No street closures are requested; runners will remain on sidewalks, where available, or on the shoulder of the road (runners have been advised to run in single-file).

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.
- ***Risk Management:***
 - Applicant will provide certificate of insurance naming the City as additional insured.
- ***Police Department:***
 - Applicant will hire four (4) extra-duty Franklin Police Officers for safety and traffic control.

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 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):**
____ Aspen Grove Park ____ Liberty Park ____ Eastern Flank Battlefield Park
____ Fieldstone Farms ____ Pinkerton Park
____ Jim Warren Park ____ Harlinsdale Farm Other: _____

- 2) **Name/purpose of event:** RAGNAR RELAY TENNESSEE

- 3) **Date or dates of event:** NOVEMBER 10TH, 2012

- 4) **Time of Event:** RUNNERS WILL BE PASSING THROUGH CITY LIMITS BETWEEN 5AM - 5PM

- 5) **Time of Street Closure (if applicable):** N/A
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:**
RAGNAR EVENTS

- a) **Address:** 1188 W SPORTSPLEX DR # 201 KAYSVILLE UT 84037

- b) **Phone:** 801-499-5024 c) **Cell:** 801-913-4197 d) **Fax:** 801-499-5023

- e) **E-mail address:** leslie@ragnarrelay.com

- 7) **Person in charge on day of event:** LESLIE KEENER
Cell: 801 913 4197 **E-mail address:** leslie@ragnarrelay.com



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

Name: COURTNEY MITCHELL Cell: 914-475-7479 E-mail address: Courtney@ragnarrelay.com

Name: RICKY BAKER Cell: 612-501-4004 E-mail address: ricky@ragnarrelay.com

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

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.** SEE ATTACHED

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

Estimate 300 runners and 3100 overall attendees spread out over 12 hrs

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: UT)

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. There is a \$ 90 /runner entry fee

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? Charity will be a local TN charity
announced within the next month

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 to announce incoming runners at Healthways Building (701 Cool Springs Blvd)
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Microphone + one speaker
- 23) During what time period is sound amplification requested? 9:00 AM - 3:00 PM
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). _____

- 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. Food will be sold at the Healthways Building only
- 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.* *Using 10x10 tents only*
- 33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.*

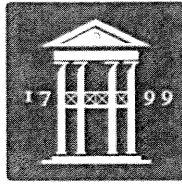
TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"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:

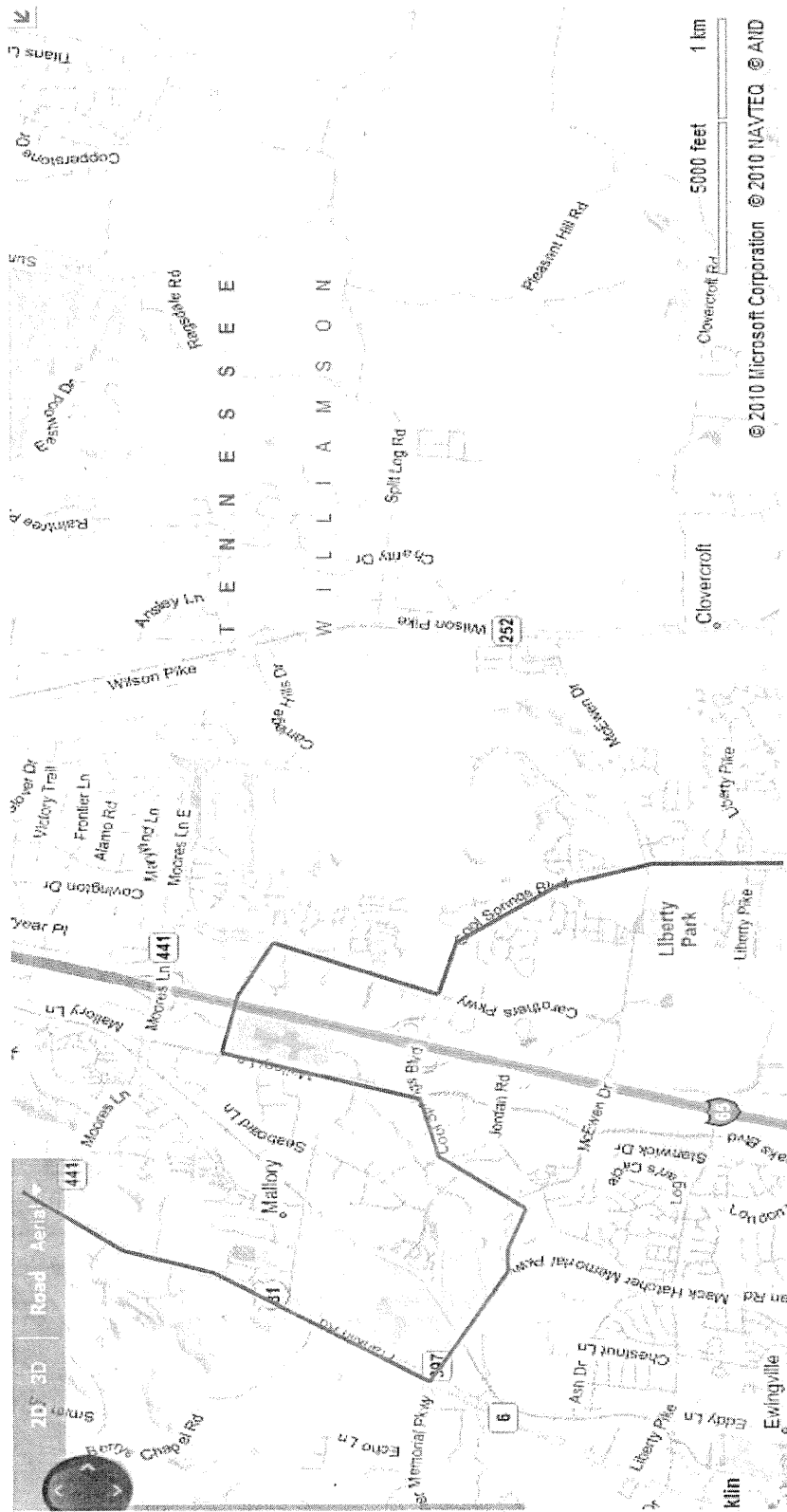
Rodney Escobar
Risk Manager
City of Franklin
109 Third Avenue South
Franklin, Tennessee 37064
615.791.3277

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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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



-Runners will be running west on Murfreesboro Rd, running against traffic

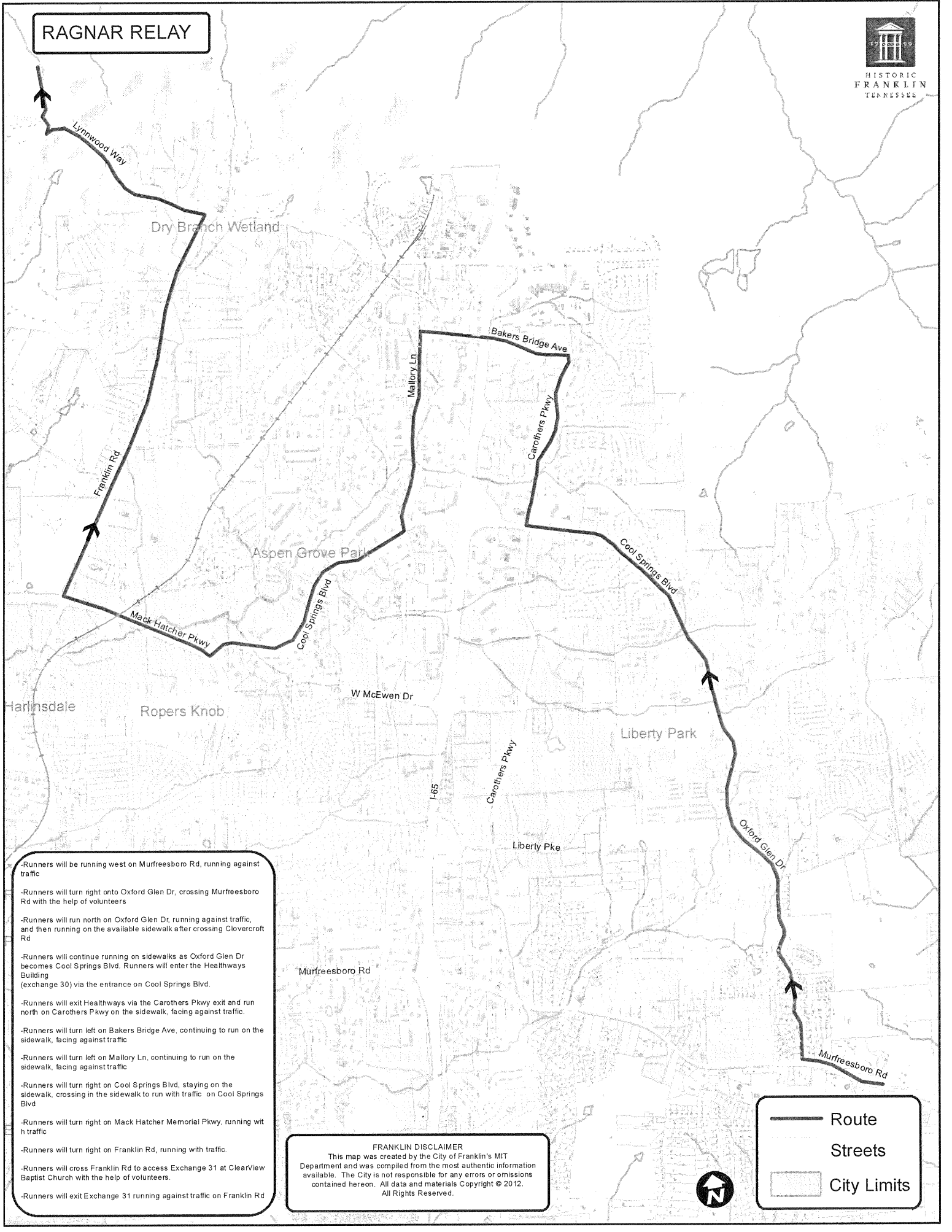
-Runners will turn right onto Oxford Glen Dr, crossing Murfreesboro Rd with the help of volunteers

-Runners will run north on Oxford Glen Dr, running against traffic, and then running on the available sidewalk after crossing Clovercroft Rd

-Runners will continue running on sidewalks as Oxford Glen Dr becomes Cool Springs Blvd. Runners will enter the Healthways Building (exchange 30) via the entrance on Cool Springs Blvd.

- Runners will exit Healthways via the Carothers Pkwy exit and run north on Carothers Pkwy on the sidewalk, facing against traffic.
- Runners will turn left on Bakers Bridge Ave, continuing to run on the sidewalk, facing against traffic
- Runners will turn left on Mallory Ln, continuing to run on the sidewalk, facing against traffic
- Runners will turn right on Cool Springs Blvd, staying on the sidewalk, crossing in the sidewalk to run with traffic on Cool Springs Blvd
- Runners will turn right on Mack Hatcher Memorial Pkwy, running with traffic
- Runners will turn right on Franklin Rd, running with traffic.
- Runners will cross Franklin Rd to access Exchange 31 at ClearView Baptist Church with the help of volunteers.
- Runners will exit Exchange 31 running against traffic on Franklin Rd

RAGNAR RELAY



- Runners will be running west on Murfreesboro Rd, running against traffic
- Runners will turn right onto Oxford Glen Dr, crossing Murfreesboro Rd with the help of volunteers
- Runners will run north on Oxford Glen Dr, running against traffic, and then running on the available sidewalk after crossing Clovercroft Rd
- Runners will continue running on sidewalks as Oxford Glen Dr becomes Cool Springs Blvd. Runners will enter the Healthways Building (exchange 30) via the entrance on Cool Springs Blvd.
- Runners will exit Healthways via the Carothers Pkwy exit and run north on Carothers Pkwy on the sidewalk, facing against traffic.
- Runners will turn left on Bakers Bridge Ave, continuing to run on the sidewalk, facing against traffic
- Runners will turn left on Mallory Ln, continuing to run on the sidewalk, facing against traffic
- Runners will turn right on Cool Springs Blvd, staying on the sidewalk, crossing in the sidewalk to run with traffic on Cool Springs Blvd
- Runners will turn right on Mack Hatcher Memorial Pkwy, running with traffic
- Runners will turn right on Franklin Rd, running with traffic.
- Runners will cross Franklin Rd to access Exchange 31 at Clear/View Baptist Church with the help of volunteers.
- Runners will exit Exchange 31 running against traffic on Franklin Rd

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.

- Route
- Streets
- City Limits

