




HISTORIC
FRANKLIN
TENNESSEE

ITEM #8
WRKS 05/22/2012

MEMORANDUM

May 10, 2012

TO: Board of Mayor & Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Best Buddies 5K Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Best Buddies 5K on August 25th.

Background

Best Buddies is a non-profit organization whose mission is to enhance the lives of people with intellectual disabilities and to provide opportunities for one-to-one friendships and integrated employment. This is the events third year in Franklin. They have made some changes to the previous route. The opening and closing “ceremonies” take place at Healthways. The route includes Cool Springs Blvd, McEwen Drive, and Carothers. The applicant estimates 950 - 1000 attendees.

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 distribute a Good Neighbor letter to affected neighborhoods.
- Since route goes by Liberty Park, applicant will notify Franklin Baseball Club in case of games or tournaments are occurring at the time of the event.
- **Risk Management:**
 - Applicant will provide certificate of insurance naming the City as additional insured.
- **Police Department:**
 - Applicant will hire eight (8) extra-duty Franklin Police Officers to provide street closures and traffic control during the event.

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:

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
____ Fieldstone Farms
____ Jim Warren Park

____ Liberty Park
____ Pinkerton Park
____ Harlinsdale Farm

____ Eastern Flank BattleField Park

Other: Cool Springs Blvd., McEwen, Carothers

2) Name/purpose of event: Best Buddies 5K

3) Date or dates of event: Saturday, August 25, 2012

4) Time of Event: 7:30 - 12:00

5) Time of Street Closure (if applicable): 7:15 - 8:45 (streets can open after runners pass)

Set-Up Date/Time: 5:30 - 7:30 Tear-down Date/Time: 12:00

*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:

Best Buddies Tennessee (Margaret Marchetti)

a) Address: 116 Wilson Pike Circle, suite 207, Brentwood, TN

b) Phone: (615) 891-2046 c) Cell: (615) 504-6713 d) Fax: (615) 807-3104 ³⁷⁰²⁷

e) E-mail address: margaretmarchetti@bestbuddies.org

7) Person in charge on day of event: Margaret Marchetti

Cell: (615) 504-6713 E-mail address: margaretmarchetti@bestbuddies.org



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

Name: Kristen Watts Cell: (443)-299-8719 E-mail address: kristenwatts@bestbuddies.org

Name: Ashley Webb Cell: (404) 822-2680 E-mail address: AshleyWebb@bestbuddies.org

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

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.*

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

950-1,000

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; a registration 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? Best Buddies Tennessee - 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
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
mic, PA system
- 23) During what time period is sound amplification requested? 7:30, 8:45 - 8:55
- 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. Publix, volunteers,
Margaret Marchetti - #504-6713
- 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:

- 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.



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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: Margaret Marchetti Date: 3/16/12
 (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) *
 *
 *



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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

Contact List for Best Buddies 5K

Margaret Marchetti

116 Wilson Pike Circle, Suite 207

Brentwood, TN 37027

#615-504-6713

Anneliese Barron

116 Wilson Pike Circle, Suite 207

Brentwood, TN 37027

#615-483-3177

Kristen Watts

116 Wilson Pike Circle, Suite 207

Brentwood, TN 37027

#443-299-8710

Ashley Webb

116 Wilson Pike Circle, Suite 207

Brentwood, TN 37027

#404-822-8680

Every year hundreds of runners and walkers join our global volunteer movement to create socialization opportunities for people with intellectual disabilities. Teams enjoy an incredible experience together and take pride in making a difference.

The Best Buddies 5K is a competitive run/ walk in Franklin. A family friendly event, the BB5K offers inflatables, face painting, kids activities, post-race refreshments, and great door prizes. All proceeds benefit Best Buddies Tennessee. As participants of the BB5K, runners and walkers can collect donations and become part of the Best Buddies global volunteer movement to end social isolation for people with intellectual and developmental disabilities.



March 16, 2012

Dear Franklin Resident,

This letter is to inform you that the following streets will be closed on **Saturday, August 25, 2012** for the 4th annual Best Buddies 5K Run/Walk. Please note that all times are approximate. Franklin City police will let cars through when there are no runners or walkers present.

Cool Springs Boulevard between **Carothers Parkway** and **McCewen**

McCewen between **Cool Springs** and **Carothers Parkway**

Carothers Parkway between **McCewen** and **Cool Springs Boulevard**

All the intersections will be closed from approximately 7:15-8:45.

For more information about the event, please contact:

Best Buddies Tennessee Office

Margaret Marchetti
116 Wilson Pike Circle, Suite 207
Brentwood, TN 37027
(615) 504.6713
margaretmarchetti@bestbuddies.org

Administrator's City Office

City Hall
109 Third Ave South
Franklin, TN 37065
(615) 791.3217

We apologize in advance for any inconvenience the street closures may cause you.

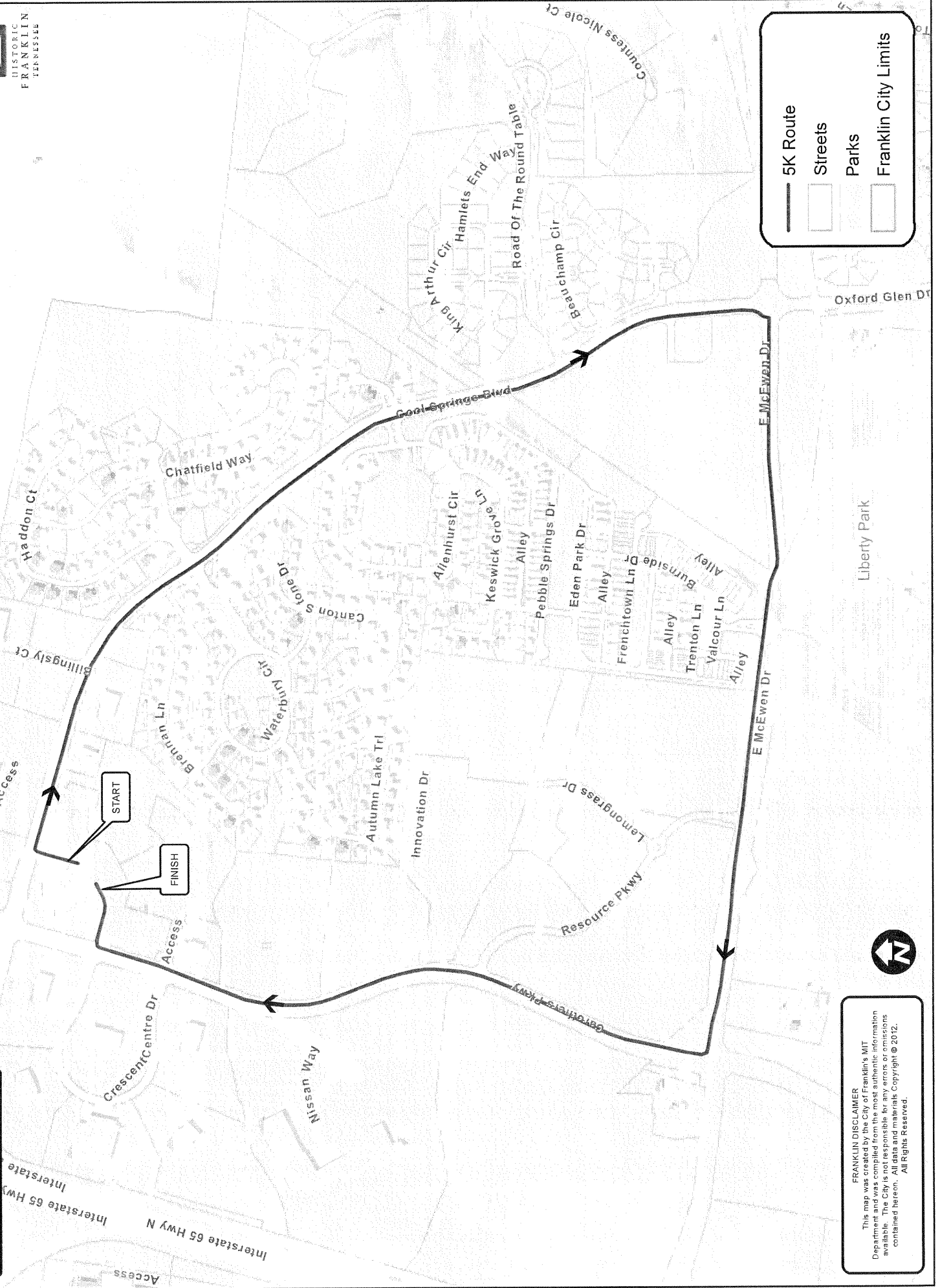
Sincerely,

Margaret Marchetti
Event Coordinator



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BEST BUDDIES 5K



5K Route

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.