



MEMORANDUM

June 8, 2012

TO: Board of Mayor & Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Wounded Warriors Event Applications

Purpose

The purpose of this memorandum is to outline recommendations for approval of the Wounded Warriors Soldier Ride and 8K Event applications.

Background

“Soldier Ride” is a Wounded Warrior Project event that provides adaptive cycling opportunities to help wounded warriors restore their physical and emotional well-being. This year, the event is adding an 8K run for community supporters. Only soldiers will participate in the Soldier Ride. The event is scheduled for November 3rd and will begin and end at Battleground Academy on Ernest Rice Lane. This year, the ride consists of only the 24-mile route, which comes through Downtown. The organization estimates 50 participants in the Soldier Ride and 1,000 participants in the 8K. One hundred percent (100%) of the proceeds benefit the Wounded Warrior Project programs and initiatives.

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 a total of eight Franklin Police Officers to provide rolling street closures and traffic control. Department will also provide on-shift officers to assist.
 - Applicant will work with Williamson County Sheriff’s Office for traffic control in areas outside of the City limits of Franklin.
 - Coordinators will meet with staff prior to the event to go over final logistics.
- **Building & Neighborhood Services:**
 - Special Event Electrical Permit may be required.
- **Solid Waste Department:**
 - Department will contact Battleground Academy to determine if extra containers or pick-ups will be required.
- **Fire Department:**
 - EMS will also follow both routes in vehicle or bike.

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	_____ Liberty Park	_____ Eastern Flank BattleField Park
_____ Fieldstone Farms	_____ Pinkerton Park	Grey Fox Ln, Spencer Creek Rd,
_____ Jim Warren Park	_____ Harlinsdale Farm	Other: <u>Deerfield Ln, Battle Ground Academy</u>

 - 2) Name/purpose of event: Wounded Warrior Project™ 8k
 - 3) Date or dates of event: November 3, 2012
 - 4) Time of Event: 7:00am - 11:30am
 - 5) Time of Street Closure (if applicable): 8:30am - 10:30am
 Set-Up Date/Time: 11/3/12 @ 5:30am Tear-down Date/Time: 11/3/12 @ 12:30pm
- *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:

Brooke O'Brien, Wounded Warrior Project™

 - a) Address: 4899 Belfort Rd., Ste. 300, Jacksonville, FL 32256
 - b) Phone: (904) 405-1320 c) Cell: (904) 885-0796 d) Fax: (904) 296-7347
 - e) E-mail address: bobrien@woundedwarriorproject.org
 - 7) Person in charge on day of event: Brooke O'Brien
 Cell: (904) 885-0796 E-mail address: bobrien@woundedwarriorproject.org



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

Name: Tara Sheehy Cell: (904)445-7308 E-mail address: tsheehy@woundedwarriorproject.org
Name: Sharon Wildberger Cell: (904)383-9082 E-mail address: swildberger@woundedwarriorproject.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.* attached

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

participants approx 1,000 - attendees approx 250

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. attached

13) Is your organization based in Williamson County? Circle ~~Yes~~ or No
(if no, please state where: Jacksonville, FL - Duval 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. registration: now-Oct. 3 \$25, Oct. 4-Nov. 3 \$35, military always \$15, Fun Run \$15

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? Wounded Warrior Project, 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
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
MC & band
- 23) During what time period is sound amplification requested? 7:00am - 11:30am
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 3 musicians, family-friendly music - will stay below required sound level
- 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.
will provide once obtained
- 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 provide once obtained
- 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. our organization will be the clean-up provider
- 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. will obtain a permit once tents have been decided on*
- 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: Brook W. Green Date: 2/28/12
(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) *
 * *****

Event Description

The Wounded Warrior Project™ 8k run will take place on November 3, 2012 in conjunction with our long-standing Franklin-supported event, Soldier Ride. The event will start and finish at Battle Ground Academy in Franklin with registration beginning at 7:00am, opening ceremony at 8:30am and kickoff at 9:00am. Soldier Ride will follow the attached 23.5 mile route while the 8k participants will follow the attached 4.97 mile route.

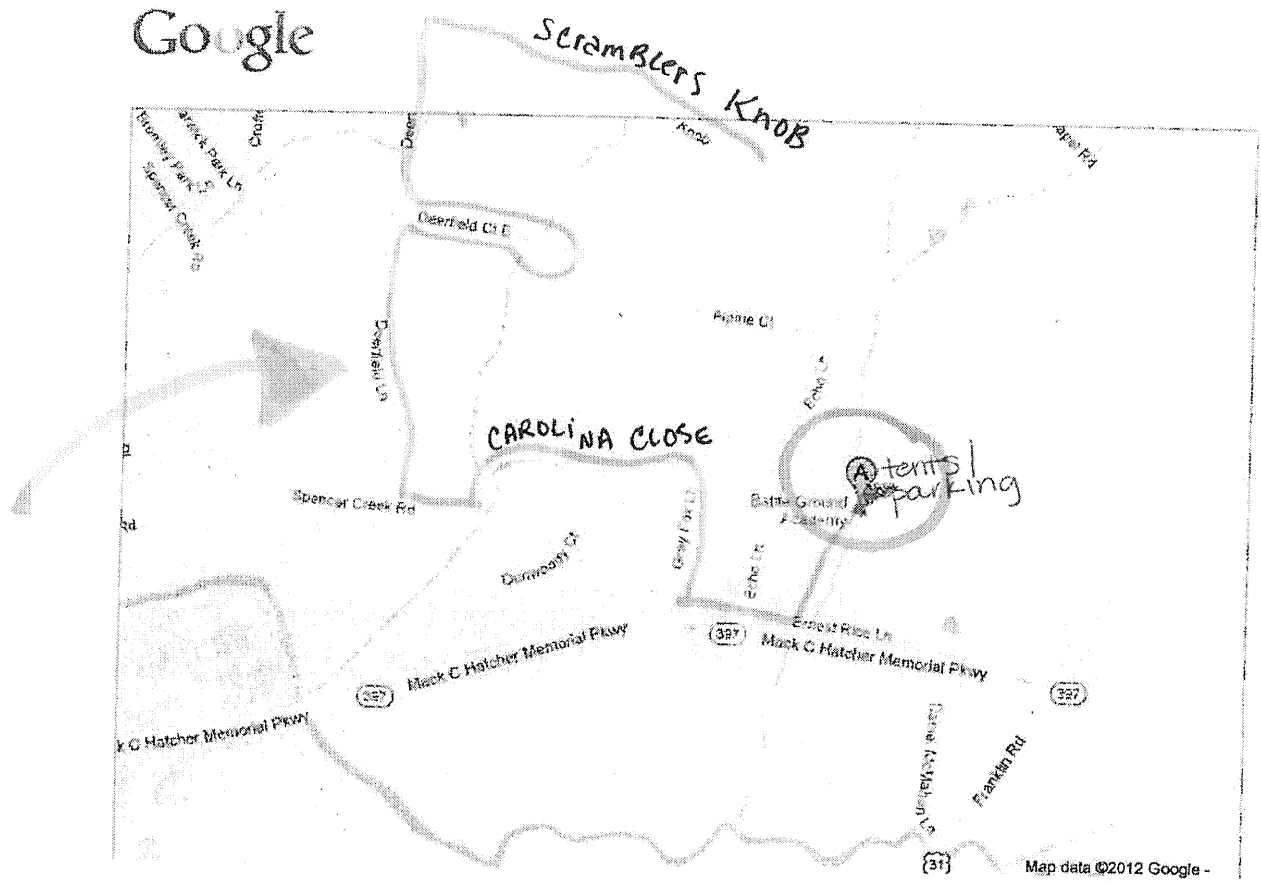
The event will have a live band playing family-friendly music for entertainment as well as a family zone with inflatables for the children in attendance. One of our wounded warriors will serve as an MC making announcements pertinent to the vent and will share his/her story with our audience.

Food will be given away, not sold, to participants at the event and Wounded Warrior Project merchandise will be sold.

Please see the schedule of events below:

7:00am	Day-of registration/packet pick-up begins with refreshments and live entertainment
8:30am	Opening program begins
9:00am	Race starts
10:00am	Enjoy post-race refreshments and live entertainment
10:30am	Closing program including awards ceremony and raffle announcements

Google



WOUNDED WARRIOR PROJECT

8K RUN/WALK

PROPOSED ROUTE



WOUNDED WARRIOR 8K



Start
Finish

8K Route

Streets

City Park

Harpeth River

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 herein. All data and materials Copyright © 2012. All Rights Reserved.



Meck Hatcher Memorial Pkwy

Fulton Greer Ln

Mansfield Ct

Spencer Creek Rd

Scarlett Park Ct

Monticello Rd

Williamsburg Pl

Revere Ln

Greystone Dr

Black Horse Pkwy

Bromley Park Ln

Warwick Park Ln

Stanley Park Ln

Banbury Park Ln

Alpine Ct

BGA

Patricia Lee Ct

Poyd Las St

Deerfield Ct

Deerfield Ln

Sorambles Knoll

S Berry's Chapel Rd

Daniel Mcmahon Ln

Organization Contacts

Name	Title	Address	Contact Information
Brooke O'Brien	Events	4899 Belfort Rd, Ste. 300, Jacksonville, FL 32256	Office: (904)405-1320 Cell: (904)885-0796 bobrien@woundedwarriorproject.org
Tara Sheehy	Events	4899 Belfort Rd, Ste. 300, Jacksonville, FL 32256	Office: (904)405-1319 Cell: (904)445-7308 tsheehy@woundedwarriorproject.org
Sharon Wildberger	Events	4899 Belfort Rd, Ste. 300, Jacksonville, FL 32256	Office: (904)405-1299 Cell: (904)383-9082 swildberger@woundedwarriorproject.org
Becky Ross	Community lead volunteer	287 Stratton Court, Brentwood, TN 37027	rc.ross@comcast.net



Consumer's Certificate of Exemption

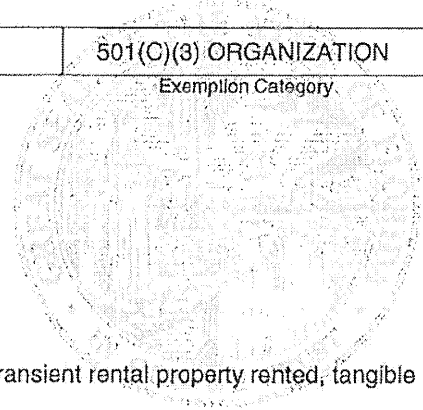
Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 04/05
07/03/07

85-8013720100C-7	06/21/2007	06/30/2012	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

WWP INC WOUNDED WARRIOR PROJECT
7020 A C SKINNER PKWY STE 100
JACKSONVILLE FL 32256-6938



is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 04/05

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (FAC).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.

Good Neighbor Letter

From: Becky Ross [mailto:rc.ross@comcast.net]
Sent: Tuesday, February 14, 2012 5:53 PM
To: doriebolze@harpethriver.org
Cc: Tara Swafford
Subject: Deerfield - Wounded Warrior Project 8K Run/Walk

Dorie - Tara Swafford gave me your contact information. I am the community liaison for the Wounded Warrior Project. The WWP's mission is to honor and empower our wounded warriors. I have been a part of their Soldier Ride program for over 6 years and have seen first hand the huge impact the program has made in the lives of these brave men and women who have sacrificed so much while protecting our freedom.

The purpose of this e-mail is to discuss a very special event coming to Franklin on Nov 3 and its possible impact on the Deerfield community.

The Soldier Ride (*held in Memory of Master Sergeant Tre Ponder* - Franklin native - BGA grad) is a WWP program that is held in many cities (including New York & Washington, DC) and involves dozens of wounded warriors on adaptive bicycles. The event brings together patriotic folks who want to simply say thanks to these heroes while providing a means for our wounded to start their healing process of returning to the civilian world. Last year's ride was lead by our own Lance Corporal Ben Maenza - Brentwood Marine) who lost both legs to an IED. U-Haul executives and Congressman Marsha Blackburn presented Ben with his own personal bike to further continue his rehabilitation.

If you are not familiar with the event - please take the time to watch this video - you will recognize much of Williamson County in the video !
<http://www.youtube.com/watch?v=i345k9yMtGU&sns=em>

THIS YEAR on NOV 3 - the Soldier Ride will depart BGA @ 9 am followed by 750 - 1000 registered runners and walkers for the first "Wounded Warrior Project 8K Run/Walk".

We are in the planning stages of this event which will raise over \$100,000 for the WWP.

We are asking for the 'blessing' of the Deerfield neighborhood to include your streets in the 8K route.

The police (who have been a part of the Soldier Ride for 8 years) are fully prepared to cooperate with the 8K. Our next step is to contact the city of Franklin and apply for permits.

Executive Director

Harpeth River Watershed Association



Mobile: 615-479-0181

Office: 615-790-9767 Ext. 321

PO Box 1127 Franklin, TN. 37065

Street Address: 215 Jamestown Park, First Floor
Brentwood, TN 37027

Purchase this beautiful specialty license plate
help protect rivers and clean water in TN.

Working Together to Protect the State Scenic Harpeth River and Clean Water in Tennessee

From: Becky Ross [<mailto:rc.ross@comcast.net>]

Sent: Wednesday, February 15, 2012 10:22 AM

To: Dorie Bolze; Porter, Katherine R

Cc: 'Tara Swafford'

Subject: Re: Deerfield - Wounded Warrior Project 8K Run/Walk

Thank you for your support !

The route would most likely go all the way up to Scramblers Knob - include the right or left side(depending on exact 8K mileage).

The race experts tell us that an 8K from beginning to end (even the slowest of walkers) will be 1 1/2 hours.

SO if the walkers/runners depart BGA just after the wounded warriors - 9:05 - 9:10 -

those fastest runners will be at Deerfield by 9:20 - and the others won't be far behind -

the slowest will be out of there by that 1 1/2 hour window of time - which is where I come up with the 10:45 (we expect it to be totally over) but even if there is a group of really slow walkers - they are NOT going to pose a big traffic problem - and the police & volunteers always

"STAY UNTIL THE LAST MAN IS IN"

sort of a military respect as well.

Thanks again - look forward to hearing from Kitty !

Becky Ross

----- Original Message -----

From: [Porter, Katherine R](#)

To: [Becky Ross](#)

Sent: Wednesday, February 15, 2012 10:23 AM

Subject: RE: Deerfield - Wounded Warrior Project 8K Run/Walk

Becky

I will circulate your email to the other Deerfield folk and let you know what I hear. Sounds like something worthy to me.

Kitty Porter
Stevenson Science & Engineering Library
Vanderbilt University
419 21st Ave. South
Nashville TN 37240
Phone: 615-343-7106
Fax: 615-343-7249