



HISTORIC
FRANKLIN
TENNESSEE

ITEM #5
BOMA
08/28/2012

MEMORANDUM

August 20, 2012

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Westhaven 5K Event Application

Purpose

The purpose of this memo is to outline recommendations for the Westhaven 5K.

Background

The Westhaven Foundation has requested street closures for the Franklin 4 the Cure 5K run in Westhaven. This is an annual event. Estimated attendance is 400.

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 the recommended number of extra-duty Franklin Police Officers to open/close streets and to provide security and traffic control.
- ***Solid Waste Department:***
 - Applicant will utilize volunteers to provide trash/garbage pick-up.