


MEMORANDUM

September 4, 2012

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Verizon Wireless 5K/2K

Purpose

The purpose of this memo is to outline recommendations for the Verizon Wireless 5K/2K.

Background

Verizon Wireless has requested street closures for a 5K/2K run for their employees on Sunday, October 7th beginning at 1:30 p.m. The run is part of a larger event celebrating Verizon's wellness program and kicking off their Employee Appreciation Week. The run begins at the Verizon Wireless Headquarters and will travel right on Duke Drive, right on Seaboard to Aspen Grove then proceed into Aspen Grove Park. The runners will exit Aspen Grove Park and return to Verizon using the same route. All participants will be Verizon Wireless employees and their families.

Recommendation

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

Parks Department

- Applicant will meet with Parks Department prior to event to go over logistics.

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 to provide temporary street closures and two bike patrol officers to provide crowd and traffic control through Aspen Grove Park.

OFFICE USE ONLY
Permit No: _____

received
10-6-12



HISTORIC
FRANKLIN
TENNESSEE

**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 | MARY LINDSEY POLK DR. |
| ___ Jim Warren Park | ___ Harlinsdale Farm | Other: SEABOARD LV.
MALORY STATION RD |

2) Name/purpose of event: VERIZON RULE THE ROAD 5K/12K

3) Date or dates of event: OCTOBER 7TH 2012

4) Time of Event: 1:30P - 3:30PM

5) Time of Street Closure (if applicable): 1:30P - 3:30PM

Set-Up Date/Time: 10:30A Tear-down Date/Time: 3:30PM

*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:

VERIZON WIRELESS (ASHLEY ROOS)

a) Address: 455 DUKE DR.

b) Phone: 615-764-7011 c) Cell: 256-698-6217 d) Fax: 615-764-7022

e) E-mail address: ASHLEY.ROOS@VERIZONWIRELESS.COM

7) Person in charge on day of event: ASHLEY ROOS

Cell: 256-698-6217 E-mail address: ASHLEY.ROOS@VERIZONWIRELESS.COM



HISTORIC
FRANKLIN
TENNESSEE

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

Name: LINDSEY BEARD Cell: _____ E-mail address: LINDSEY.BEARD@VERIZON WIRELESS.CO

Name: BETH GODSIL Cell: 615 818 9872 E-mail address: _____

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

5K/2K FOR VZW EMPLOYEES TO KICK OFF EMPLOYEE APPRECIATION DAY. RUN WILL START ON VZW PROPERTY CROSS OVER DUKE DR. TO MARY DOWD DR. TURN LEFT ONTO SEABOARD LN TURN LEFT ONTO MALLORY STATION TO END + RETURN BACK.

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:

800 COMBINED

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. NO

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? THERE IS NO ENTRY FEE FOR

PARTICIPANTS

19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No



HISTORIC
FRANKLIN
TENNESSEE

- 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.)?
ANNOUNCEMENT
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
DJ
- 23) During what time period is sound amplification requested? 12:00P - 3:30P
- 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. THERE WILL BE 2 WATER STATIONS W/ OUR EMPLOYEES/VOLUNTEERS TO MAINTAIN + CLEAN UP AFTERWARDS

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.*
- 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.



HISTORIC
FRANKLIN
TENNESSEE

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:  HEALTH + WELLNESS COORD. Date: 5.8.12
 (\$ignature 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) *
 *
 *

5K/2K Event Committee

12

Chair:

Ashley Roos
Email: ashley.roos@verizonwireless.com
Office: 615.764.7011
Mobile: 256.698.6217
Fax: 615.764.7022

Co-Chair:

Lindsey Beard
Email: lindsey.beard@verizonwireless.com
Office: 615.764.7012
Mobile: 615.604.8709

Race Director:

Melanie Blair
Email: melanie0513@gmail.com
Phone: 615.337.3490

Member:

Beth Godsil
Email: beth.godsil@verizonwireless.com
Office: 615.764.7158

Member:

Ernest Maupin
Email: ernest.maupin@verizonwireless.com
Office: 615.764.7066

Member:

Lori Spears
Email: lori.spears@verizonwireless.com
Phone: 615.764.7054

17

Charity Option

In the weeks leading up to the event Verizon Wireless will internally be collecting toilet house hold items, children's toys/books, etc. to be donated to a local domestic violence shelter the day of the event.

VERIZON RULE THE ROAD 5K

Recommended by City



START
FINISH

VERIZON

Mary Lindsay Polk Dr

Enterprise Ct

Duke Dr

Autumn Springs Ct

Clock Tower Dr
N Course View Dr

2

Aspen Grove Dr

Aspen Grove Park

Hour Glass Ct

1

Access

Aspen Grove D

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.



— 5K Route

□ Streets

Access

33

May 15, 2012

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 Verizon Wireless Employee 5k/2k on Sunday, October 7, 2012 in the Cool Springs/Franklin Area. The race will begin at 1:30pm at the Verizon Corporate building (455 Duke Drive Franklin, TN 37067), and the set up will begin at 10:30am. The map route is attached to this letter. The runners will be encouraged to use only one lane of the road and the turning lane and opposing lane will be opened to traffic, once the runners have passed the road will quickly be returned to the usual traffic pattern.

If you would like or need to contact the event organizer, you may contact Ashley Roos by phone at (615) 764-7011, by email at ashley.roos@verizonwireless.com or by mail at 455 Duke Dr. Franklin TN 37067. 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 your cooperation with this event and I look forward to working with you again in the future.

Sincerely,

Ashley Roos
Verizon Wireless
5K/2K Event Coordinator & Health & Wellness Coach