



## MEMORANDUM

---

January 14, 2013

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Tour de Cure/American Diabetes Association Bicycle Ride Event Application

### Purpose

The purpose of this memorandum is to outline recommendations for approval of the Tour de Cure Event application for May 18, 2013.

### Background

This is the first request from the American Diabetes Association to hold an event in the City of Franklin. The event is hosted by Simplex Healthcare and will begin and end at their corporate headquarters on Carothers Parkway. There are four routes for the bike ride, with only one route being entirely in the City limits of Franklin (Family Ride). The rides begin at 7:30 a.m. with cyclists returning to Simplex Healthcare intermittently throughout the day. The 30, 62, and 100 mile bike routes depart from Simplex Healthcare, travel west toward Arno Road, and then return via their same route. The 2.7 - 10 mile family bike ride will start at 9:30 a.m. This ride will cross Carothers Parkway to Centre Drive then enter the greenway circle of Nissan and return to Simplex Healthcare. Estimated attendance for the event is 600 (500 riders and 100 volunteers).

One hundred percent (100%) of the proceeds go to the American Diabetes Association.

### Recommendations

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 seven (7) Franklin Police Officers to provide traffic control.
  - Applicant will work with Williamson County Sheriff's Office for traffic control in areas outside of the City limits of Franklin.
- **Fire Department:**
  - Contact Franklin Fire and WCEMS for medical services to be present at event.
  - Contact Franklin Fire Department for Tent and event inspections.
- **Streets Department**
  - Applicant must use biodegradable markings on street (nothing permanent)



Our Mission is to prevent and cure diabetes and to improve the lives of all people affected by diabetes.

Suble 134  
230 Great Circle Road  
Nashville, TN 37226  
P: 615 263-2056  
F: 615 271-2151

Diabetes Information  
180° DIABETES  
(1.800.342.2333)  
www.diabetes.org

December 10, 2012

City of Franklin  
Attn: Monique McCullough  
109 3rd Ave. South  
Franklin, TN 37064

RE: Event Permit Application  
Description for American Diabetes Association - Tour de Cure

The Tour de Cure is a cycling fundraising event for the American Diabetes Association. Currently there are 25.8 million Americans who have diabetes and another 79 million who have pre-diabetes (blood sugar elevated but not enough for diagnosis). Currently there are 9 researchers in Middle Tennessee working under \$2.6 million dollars in grants provided by the American Diabetes Association. Camp Sugar Falls is the only camp for diabetic children in Middle Tennessee and is supported by the Tour de Cure and other ADA events.

Simplex Healthcare (6840 Carothers Parkway, Franklin, TN 37067) will be hosting the Tour on May 18, 2013. The wellness and food tents will be in the Highlands Property common area adjacent to Simplex Healthcare.

Set-up for the Tour de Cure will take place Friday afternoon, May 18th at Simplex Healthcare. Registration will open at 6:30 AM on May 18, 2013 at Simplex Healthcare.

There will be four routes for the Tour de Cure. The 62 and 100 mile routes will start at 7:30 am and take a left hand turn on Carothers Parkway (please see attached route maps) and will continue to Arno Rd. The 30 mile route will also turn left on Carothers Parkway and will continue to Arno Rd. The Family ride will cross Carothers Parkway to Crescent Centre Dr and enter the greenway that circles past Nissan.

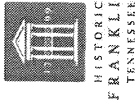
The routes will close at 4:00 PM and clean-up should be complete by 5:30 PM. I can be reached at glessley@diabetes.org or on my cell 615-477-9998.

As a long time Franklin resident I am excited to bring the Tour de Cure to Franklin, TN.

All good wishes,

*Greg Glessley*

OFFICE USE ONLY:  
Permit No. \_\_\_\_\_



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 \_\_\_\_\_  
Jim Warren Park \_\_\_\_\_ Harlinsdale Farm \_\_\_\_\_ Other: Conthias Hwy - Progs we hold

2) Name/purpose of event: American Diabetes Association - Tour de Cure Fundraiser

3) Date or dates of event: May 18, 2013

4) Time of Event: Registration begins at 6:30, Course Starts at 4:00.

5) Time of Street Closure (if applicable): \_\_\_\_\_

Set-Up Date/Time: 5-17-13 3:30PM - 5:45PM Tear-down Date/Time: 5-18-13 5:00 AM - 5:45 AM  
\*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:

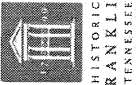
American Diabetes Association - Greg Glessley, Manager

a) Address: 230 Great Circle Rd, Suite 134 Nashville, TN 37226

b) Phone: 615-298-3066 x3331 c) Cell: 615-477-9998 d) Fax: 615

e) E-mail address: glessley@diabetes.org

7) Person in charge on day of event: Greg Glessley  
Cell: 615-477-9998 E-mail address: glessley@diabetes.org



HISTORIC  
FRANKLIN  
TENNESSEE

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

Name: Kristie Ryan Cell: 615-330-1334 E-mail address: [Kristie@diabetics.org](mailto:Kristie@diabetics.org)

Name: Lora Reigh Cell: 615-541-2685 E-mail address: [Lora@diabetics.org](mailto:Lora@diabetics.org)

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

The Town de Liv is the American Diabetes Association premier walking event. Events are held from 11:30 event help with the ADA's mission to prevent and cure diabetes and to improve the lives of all people affected by diabetes.

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:

We expect 500 riders registered 100 volunteers on-site and throughout course.

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: Davidson County, County of Lee Alexander, VA)

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. This registration fee is \$15. Vendor Fee \$300 - negotiable amount.

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 beneficiary of event? What percentage of funds will they receive? American Diabetes Association 100% of registration to ADA mission. The ADA currently provides 2.6 m. (1.7 m. in 2013) to throughout the Middle TN Area.

19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No. For event at Simplex Healthcare.

Revised January 2011



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.)? We will have a DJ making announcements and playing music in the gray area between Healthiers and Simplex Healthcare.

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? 7:00-9:30

24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). All

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 provided.

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 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:  
ADA

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 Act of 1964. If you have 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:  
Roshaw Eschbar  
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 therewith, 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: Ken Moore - Mayor ADA Date: 12-10-12  
(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)  
\*\*\*\*\*

30.1 miles

2013TDC30Dec2

Leg	Dir	Type	Notes	Total
1.5	←	Left	Turn left onto Carothers Pkwy	0.1
0.0	←	Left	Turn left onto Liberty Pike	1.6
0.8	←	Left	Turn left onto Carothers Pkwy	1.6
0.0	→	Right	Turn right onto Murfreesboro Rd	2.4
0.0	→	Right	Turn right onto Carothers Pkwy	2.4
1.1	↑	Straight	Continue onto S Carothers Rd	3.5
2.8	→	Right	Turn right onto Arno Rd	6.3
1.2	→	Right	Turn right onto Gosey Hill Rd	7.6
1.4	←	Left	Turn left onto Crowder Rd	9.0
0.8	←	Left	Turn left onto Peytonsville-Trinity Rd	9.8
1.0	→	Right	Turn right onto Arno Rd	10.7
4.6	→	Right	Turn right onto Arno-Peytonsville Rd	15.3
2.0	→	Right	Turn right onto Cool Springs Rd	17.3
0.1	↑	Straight	Continue onto Peytonsville-Trinity Rd	17.4
2.2	←	Left	Turn left onto Crowder Rd	19.6
0.8	→	Right	Turn right onto Gosey Hill Rd	20.4
1.4	←	Left	Turn left onto Arno Rd	21.8
1.2	←	Left	Turn left onto S Carothers Rd	23.0
2.8	↑	Straight	Continue onto Carothers Pkwy	25.9
0.4	→	Right	Turn right onto Fuuwood Dr	26.3
0.2	→	Right	Turn right onto Carothers Pkwy	26.5
0.9	↑	Straight	Make a U-turn at Quail Hollow Cir	27.4
0.1	↑	Straight	Make a U-turn at Covey Dr	27.5
1.8	↑	Straight	Make a U-turn	29.2
0.2	↑	Straight	Make a U-turn	29.4
0.6	→	Right	Turn right onto Crescent Centre Dr	30.0

Ride With GPS · http://ridewithgps.com

UNCLASSIFIED

**TENNESSEE DEPARTMENT OF REVENUE**

RECEIVED

20 SEP 20 P 5:27

**Certificate of Exemption**

September 19, 2003  
 Account Type: S&U EXEMPT  
 Account No.: 780025769

AMERICAN DIABETES ASSOCIATION  
 1701 N BEAUREGARD ST  
 ALEXANDRIA VA 22311-1717

Under the provisions of T.C.A. Section 67-5-322, the organization named above is granted authority from the Tennessee Department of Revenue to make purchases, without payment of the Sales or Use Tax, of tangible personal property or taxable services to be used or consumed by the organization, itself or to be given away.

The organization must furnish the suppliers of goods and services with a COPY of this exemption certificate. The lower portion of the certificate must be properly completed. The organization MUST retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of exemption. Later purchases do not require the submission of additional copies, insofar as they contain the name of the organization and the number given above.

This authority does not extend to purchases made by representatives of the organization when the items purchased or services rendered are paid for with personal funds. It does not extend to items purchased to be resold.

THE ORGANIZATION MUST NOTIFY THE DEPARTMENT IMMEDIATELY IF IT CEASES TO EXIST, MOVES, OR IN ANY WAY CHANGES THE ORGANIZATION FROM ITS PRESENT FORM.

**Loren L. Chumley**  
 COMMISSIONER OF REVENUE

EFFECTIVE DATE: August 1, 2003

TO BE COMPLETED BY THE ORGANIZATION (please print)

TO: SUPPLIER'S NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

I, \_\_\_\_\_ as an authorized representative of the organization named above affirm that the purchases made under this authority will be used and consumed by the organization or will be given away. I further affirm that the organization will not use this authority to purchase items for resale.

Under penalty of perjury, I affirm this to be a true and correct statement.

PRINT NAME OF ORGANIZATION: \_\_\_\_\_  
 PRINT NAME OF PURCHASER: \_\_\_\_\_  
 SIGNATURE OF PURCHASER: \_\_\_\_\_

2013TDC62

61.3 miles

Leg	Dir	Type	Notes	Total
0.1	↑	Straight	Continue straight onto Crescent Centre Dr	0.1
3.4	←	Left	Turn left onto Carothers Pkwy	0.1
3.4	↑	Straight	Continue onto S Carothers Rd	3.5
2.8	→	Right	Turn right onto Arno Rd	6.4
1.2	→	Right	Turn right onto Gosey Hill Rd	7.6
1.4	←	Left	Turn left onto Crowder Rd	9.0
0.8	↑	Straight	Continue onto Meeks Rd	9.8
1.8	↑	Straight	Continue onto McDaniel Rd	11.6
2.8	←	Left	Turn left onto Cox Rd	14.4
0.6	→	Right	Turn right onto Patton Rd	15.0
2.0	→	Right	Turn right onto TN-11 S/US-31 Alt S/US-41A S/Horton Hwy	17.1
0.1	←	Left	Turn left onto Patterson Rd	17.1
3.3	←	Left	Turn left onto Rehobath Rd	20.4
0.0	←	Left	Turn left onto Coleman Hill Rd/Patterson Rd	20.4
0.4	→	Right	Turn right onto Patterson Rd	20.8
0.7	←	Left	Turn left to stay on Patterson Rd	21.5
3.1	→	Right	Turn right onto S Windrow Rd	24.6
0.2	←	Left	Slight left onto Snail Shell Cave Rd	24.9
2.9	↑	Straight	Continue onto Rockvale Rd	27.8
0.6	←	Left	Slight left onto Versailles Rd	28.4
2.1	→	Right	Sharp right onto Tennessee 269 W/Concord Rd/Rte 269 W/State 269 W/State Route 269 W	30.5
1.5	↑	Straight	Continue onto Jackson Ridge Rd	31.9
1.1	←	Left	Turn left onto Taylor Rd	33.0
1.8	→	Right	Turn right onto North Ln	34.9
0.5	→	Right	Turn right onto Little Rock Rd	35.4
1.3	←	Left	Turn left onto Rocky Glade Rd	36.7
3.0	→	Right	Turn right onto John Windrow Rd	39.7
0.7	→	Right	Slight right onto G Underwood Rd/Tataferro Rd	40.4
3.8	←	Left	Turn left onto TN-11 S/US-31 Alt S/US-41A S/Horton Hwy	44.1
0.1	→	Right	Turn right onto Cox Rd	44.3
2.6	←	Left	Turn left onto McDaniel Rd	46.9
2.8	↑	Straight	Continue onto Meeks Rd	49.7
1.8	↑	Straight	Continue onto Crowder Rd	51.5
0.8	→	Right	Turn right onto Gosey Hill Rd	52.3
1.4	←	Left	Turn left onto Arno Rd	53.7
1.2	←	Left	Turn left onto S Carothers Rd	54.9
2.8	↑	Straight	Continue onto Carothers Pkwy	57.8
3.4	→	Right	Turn right onto Crescent Centre Dr	61.2





# Family Ride



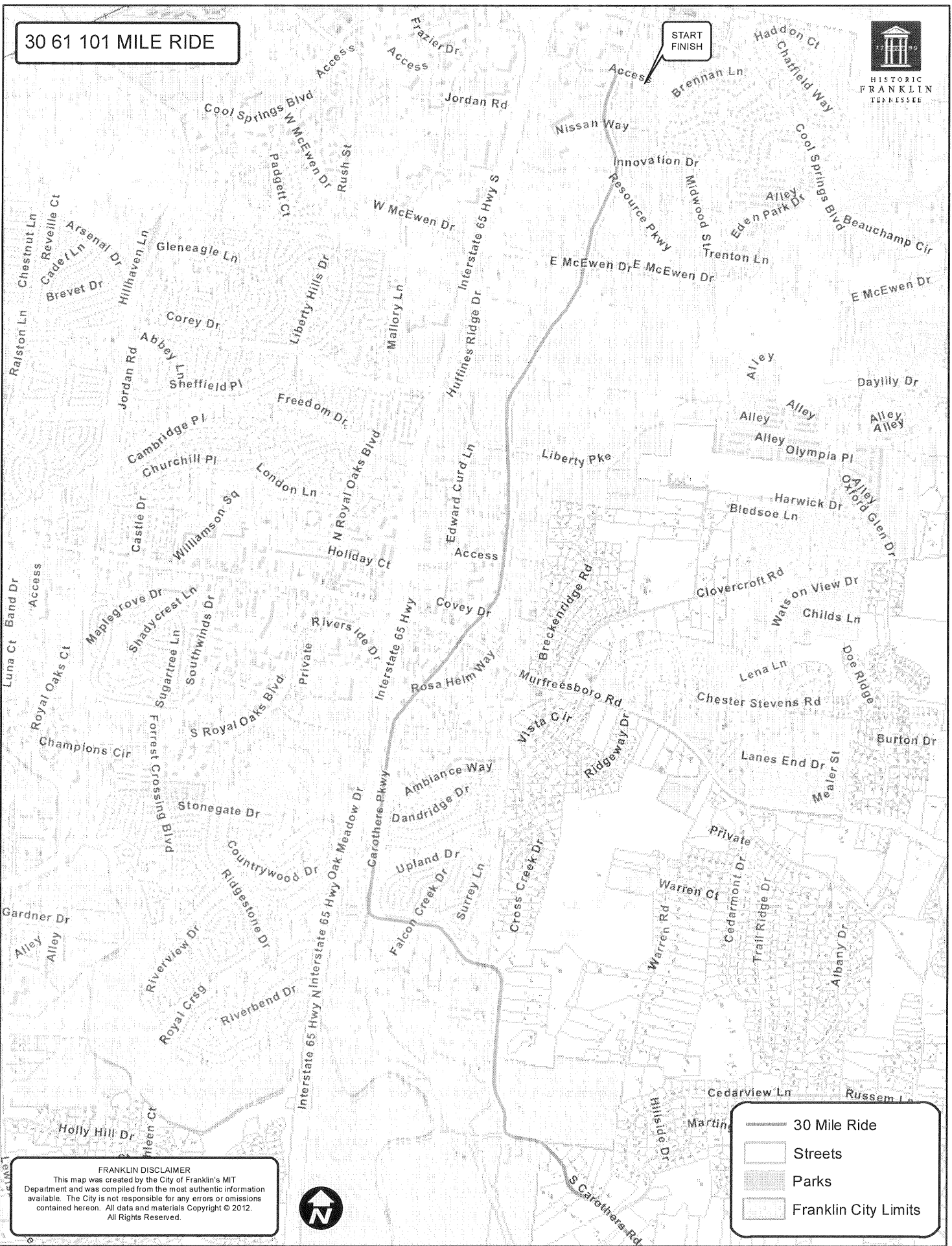
START  
FINISH

**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.



-  Family Ride
-  Streets
-  Parks
-  Franklin City Limits





30 61 101 MILE RIDE



START  
FINISH

**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.



-  30 Mile Ride
-  Streets
-  Parks
-  Franklin City Limits