




HISTORIC
FRANKLIN
TENNESSEE

ITEM #3
WRKS 04/23/13

MEMORANDUM

April 12, 2013

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Josh Byers Memorial Event Application (May 27, 2013)

Purpose

The purpose of this memo is to outline conditions for the approval of the Josh Byers Memorial 5K/10K benefitting the Not Alone Organization.

Background

This is the second annual Josh Byers Memorial Event. The requested day is May 27, 2013 (Memorial Day). A change to this year's application is the addition of a 10K route. The run begins and ends at D1 Sports Facility on South Springs Drive. Other roads included in the route are Mallory Lane, Cool Springs Blvd, Baker's Bridge, Aspen Grove, and Mallory Station Road. The run begins at 8 a.m.

Estimated attendance/participation is 500.

Recommendation

Staff recommends the following conditions:

- 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 at least nineteen extra-duty Franklin Police Officers to provide security and traffic control.
- Runners must utilize ALL available sidewalks.

Solid Waste Department:

- Applicant will provide volunteers for clean-up.

OFFICE USE ONLY:

Permit No:

received
2-6-13



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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
___ Jim Warren Park ___ Harlinsdale Farm Other: DI Sports Cool Springs 7115 S Springs Dr

2) Name/purpose of event: 2nd Annual Josh Byers Memorial Day 5K/10K

3) Date or dates of event: May 27, 2013

4) Time of Event: Same Start

5) Time of Street Closure (if applicable): 7am - 11am

Set-Up Date/Time: 6am Monday May 27 Tear-down Date/Time: 11pm Monday May 27

*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:

Start 2 Finish Event Management - Katherine Williams

a) Address: 1712 Hillsboro Rd

b) Phone: 615-567-6671 c) Cell: 615-803 5936 d) Fax: _____

e) E-mail address: Kat @ S2f nashville . com

7) Person in charge on day of event: same ↑

Cell: _____ E-mail address: _____



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

Name: Daniel Shaffer Cell: 662-252-9248 E-mail address: daniel@szf-events.com

Name: Brent Barrett Cell: 701-301-1786 E-mail address: brent@cliffcitysports.com

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

This is a 5K and 10K in Cool Springs. The race benefits Not Alone. The purpose is to raise awareness for the organization and to remember a fallen soldier - Josh Byers.

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:

500

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. Not Alone is a non-profit

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Yes - \$25 for the 5K
\$35 for the 10K

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No
race registration and fundraising for Not Alone

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? _____

Not Alone

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



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.)?

Pre race announcements Event music
Post race awards

22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

DJ and Emcee

23) During what time period is sound amplification requested? 7:30 am - 10 am

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

n/a

25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle **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.

Will provide when vendors are booked. None at this time

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.

Start 2 Finish Kat Williams 615-567-6671

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.



- 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:

Private property of DI Sports. We have approval from DI to use the location again this year

- 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: Katherine Williams Date: 2/2/13
 (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

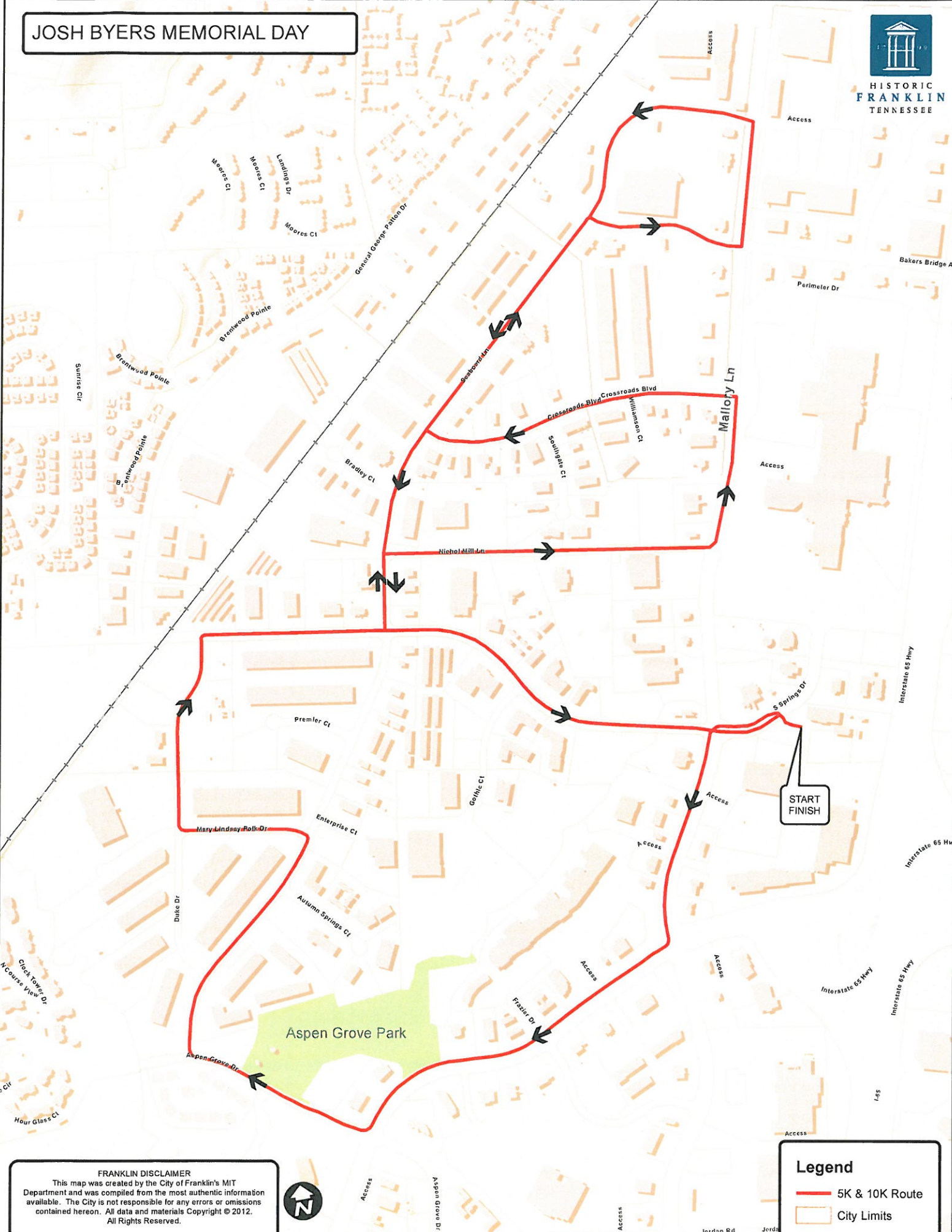
If you have questions concerning your request, please call 615-550-6606.

 * Return application to: *
 * City Administrator's Office *
 * City Hall *
 * 109 Third Ave South *
 * Franklin, TN 37065 *
 * 615-791-3217 *
 * 615-790-0469 (FAX) *
 * *****

Race Contacts

<u>JOB</u>	<u>Name</u>	<u>Phone</u>	<u>Email</u>
Race Director	Katherine Williams	803-5936	kat@s2fnashville.com
Operations Manger	Daniel Shaffer	662-252-9248	daniel@s2fevents.com
Course director	Wyndell Robertson	901-550-2113	wyndell@s2fevents.com
Tech support	Brent Barrett	901-301-1786	brent@bluffcitysports.com
Results and timing	Adam Shelton	901-289-3170	Adam@bluffcitysports.com

JOSH BYERS MEMORIAL DAY



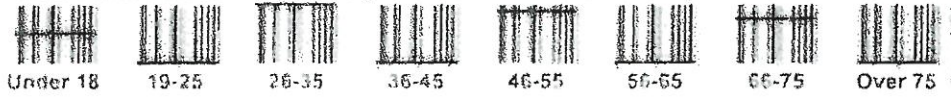
FRANKLIN DISCLAIMER
This map was created by the City of Franklin's MIT Department and was compiled from the most authentic information available. The City is not responsible for any errors or omissions contained herein. All data and materials Copyright © 2012. All Rights Reserved.



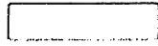
Legend

- 5K & 10K Route
- City Limits

WOULD YOU GO BACK TO SCHOOL IF YOU QUALIFIED FOR A GRANT? SEE IF YOU QUALIFY. SELECT YOUR AGE:



W



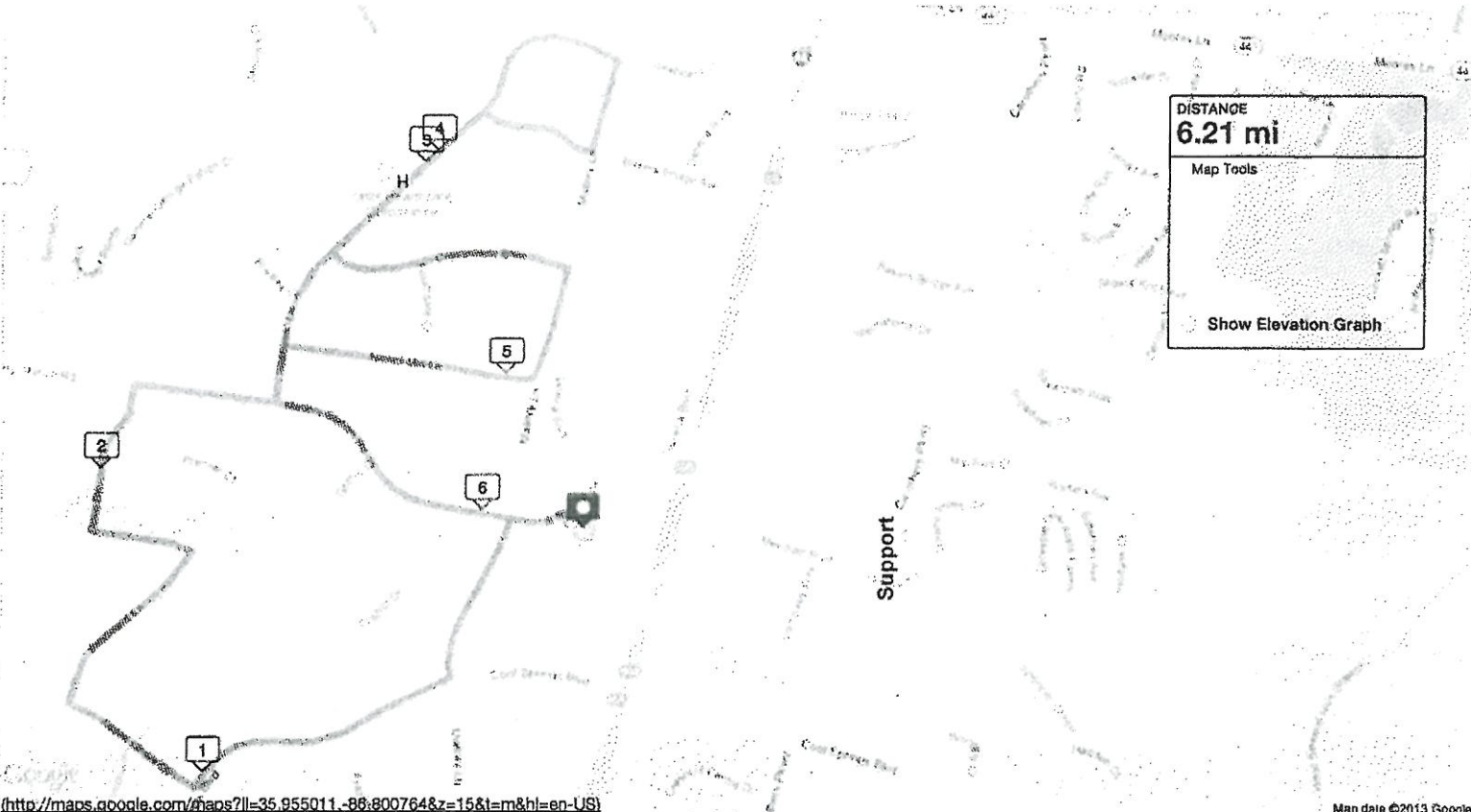
Katherine W. (/my_home/)

MVP

DISTANCE
6.21 mi

Map Tools

Show Elevation Graph

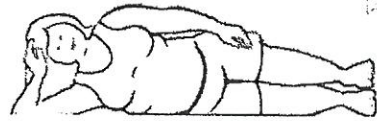


<http://maps.google.com/maps?ll=35.955011,-88.800764&z=15&t=m&hl=en-US>

Map data ©2013 Google

1 Trick of a tiny belly :
Cut down a bit of your belly every
day by using this 1 weird old tip.

Tip



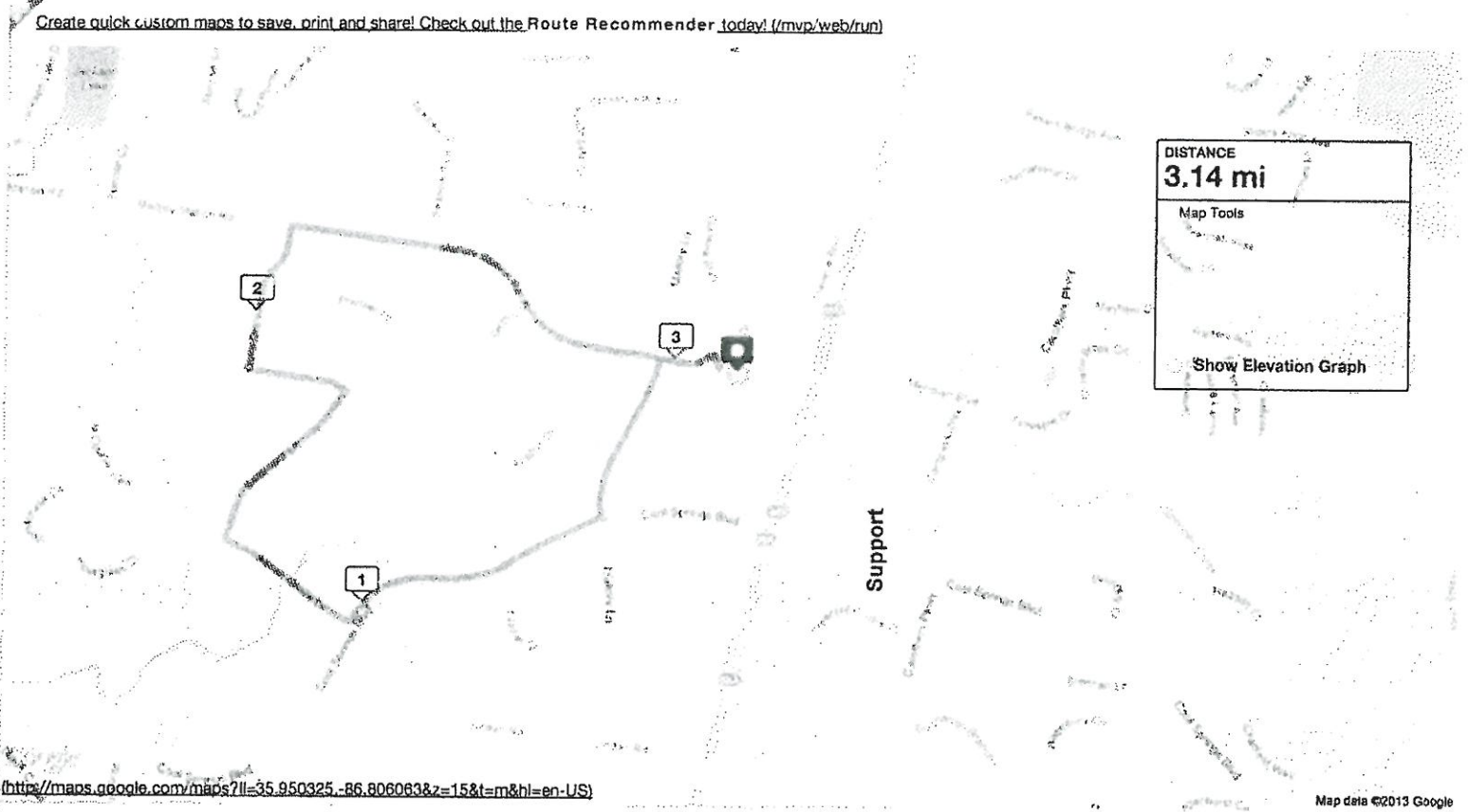
10



MapMyRun

Katherine W. (/my_home/)

Create quick custom maps to save, print and share! Check out the Route Recommender today! (/mvp/web/run)



<https://maps.google.com/maps?ll=35.950325,-86.806083&z=15&t=m&hl=en-US>

Map data ©2013 Google

February 4, 2013

Dear Neighbor,

I am writing to let you know of an event coming to your neighborhood this summer. We are holding the 2nd Annual Josh Byers Memorial Day 5k and 10k on Monday, May 27, 2013 in the Cool Springs/Franklin Area. This year we added a 10K distance to the race. The Josh Byers Memorial Day 5k and 10k race will begin at 8am at the title sponsor facility of D1 Sports (7115 S Springs Dr. Franklin, TN 37067), and the set up will begin at 6am. The map route is attached to this letter. The runners will have a coned, designated lane to run in and streets will be opened to traffic once the runners have passed. We are looking forward to having this event in your neighborhood and hope that you all will join the cause by getting involved.

The Josh Byers Memorial Day 5k and 10k is being held in honor of Captain Josh Byers and to benefit Not Alone. Captain Josh Byers loved his country and died with valor on July 23, 2003 with his final command of "keep moving forward" that saved lives. Funds raised from the 5k will provide vital funding for Not Alone, a non-profit organization for everyone whose lives are affected by war. Their purpose is to empower warriors and their families in their life after war by providing programs, resources and services to warriors and families impacted by combat stress and PTSD through a confidential and anonymous community. Not Alone can help you understand where you are, see where you need to go, and learn how to get there through Warrior Stories, eGroups, training and workshops, Personal clinical care, Forums, chats and social networking, attribute assessments, and the eClinic. We are excited that the 2nd Annual Josh Byers Memorial Day 5k and 10k is proposed to take place in your neighborhood!

If you would like to get involved or need to contact the event organizer, you may contact Katherine Williams by phone at (615) 567-6671 or by mail at 1712 Hillsboro Rd., Franklin, TN 37069. If you would like to contact someone in the City Administrator's office regarding the event, you may contact Monique McCullough by phone at 615-791-3268, e-mail 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 any support that you can provide for the 2013 Josh Byers Memorial Day 5k and 10k and hope you will help raise the excitement level about this event in your neighborhood!

Sincerely,



Katherine Williams
Start 2 Finish Nashville
Event Coordinator and RD