

OFFICE USE ONLY
Permit No

ITEM #34
BOMA
09/10/13



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 5K race
 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: Meridian Center - Carothers
cross over Cool Springs Blvd

2) Name/purpose of event: 2nd Annual Boot Run 5K

3) Date or dates of event: Sunday, November 10th, 2013

4) Time of Event: race start 5pm

5) Time of Street Closure (if applicable): 4:45pm - 6pm (approximate)

Set-Up Date/Time: 2pm 11.10.13 Tear-down Date/Time: 8pm 11.10.13

*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:

Not Alone, Inc.

a) Address: PO Box 92371 Nashville, TN 37209

b) Phone: _____ c) Cell: 615.852.0866 d) Fax: _____

e) E-mail address: melanie.blair@notalone.com

7) Person in charge on day of event: Melanie Blair Riddick

Cell: 615.852.0866 E-mail address: melanie.blair@notalone.com

**Note: my email may change in a few weeks when I change my name from Melanie Blair to Melanie Riddick, but this email will forward to my new one. ;)*



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.*

*Enclosed - letter
will send to list provided to us by
the city as we did last year*

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: Michael C. Cogh Date: 5/14/13
(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)

Additional Details for Event Permit Application
Not Alone – November 10, 2013 Boot Run 5K Run/Walk

9) Detailed Description of Event:

This event is a 5K run/walk to benefit both Not Alone (www.notalone.com) and Boot Campaign (www.bootcampaign.org). Both organizations are 501c3 non-profit organizations.

Not Alone provides warriors, veterans and their families non-discriminatory, no-cost support, programs and resources that help them face the challenges of life after war. Many of our U.S. military families are impacted by post-traumatic stress disorder or other invisible wounds of war, and often times coming home is just the start of the battle.

The Boot Campaign is a grassroots initiative started by five women from Texas known as the Boot Girls. The campaign provides an easy and tangible way for Americans to show appreciation for troops (both past and present), raise awareness of the challenges they face upon return and donate funds to charities supporting their transition home. Proceeds from boot sales are donated to partner charities that assist returning veterans and active troops dealing with emotional, mental and physical issues.

Proceeds from this event will allow us to continue growing our programs and services. This event will be promoted in middle TN. We expect local businesses to join as sponsors of the event, and we hope to attract 750 event participants. Participants will be encouraged to purchase the Boot Campaign boots and complete the race by running or walking in the boots. Participants can also opt to participate without purchasing/wearing boots.

The event will be held at the Meridian Center in Franklin. The Meridian Center has partnered with us as the Presenting Sponsor of the event. Participants will park at the center, and the start/finish lines, entertainment, post-race food, and vendor booths will be located on the center's property.

The 5K course will need to start and finish at the Meridian Center. Ideally, we would like to utilize the same course we used to this event last year in which we had the course set for participants to run down Carothers, across Cool Springs Blvd and across McEwen before turning around to return to the center. We are of course eager to work with the police department to determine the best route and to make arrangements for traffic control and any necessary road closures.

12) Persons Involved/Committee

Melanie Blair – Not Alone – 3307 West End Ave Nashville, TN – 615.852.0866

Danielle Zopf – Not Alone – 3307 West End Ave Nashville, TN – 615.243.7400

Shelby Larkin – Boyle/Meridian Center – 2000 Meridian Blvd Ste 250 Franklin, TN 615.550.5577

26) – Vendors:

Local businesses can sponsor the race by purchasing a vendor booth that will allow them to set up a table and two chairs and have people available to promote their business, pass out coupons to participants, etc. We are promoting this opportunity now and can provide a list once businesses choose to partner with us.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 26 2010**

NOT ALONE INC
219 54TH AVE N
NASHVILLE, TN 37209

Employer Identification Number:
27-1934061
DLN:
17053140391010
Contact Person:
PETER A ORLETT ID# 31436
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 19, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

NOT ALONE INC

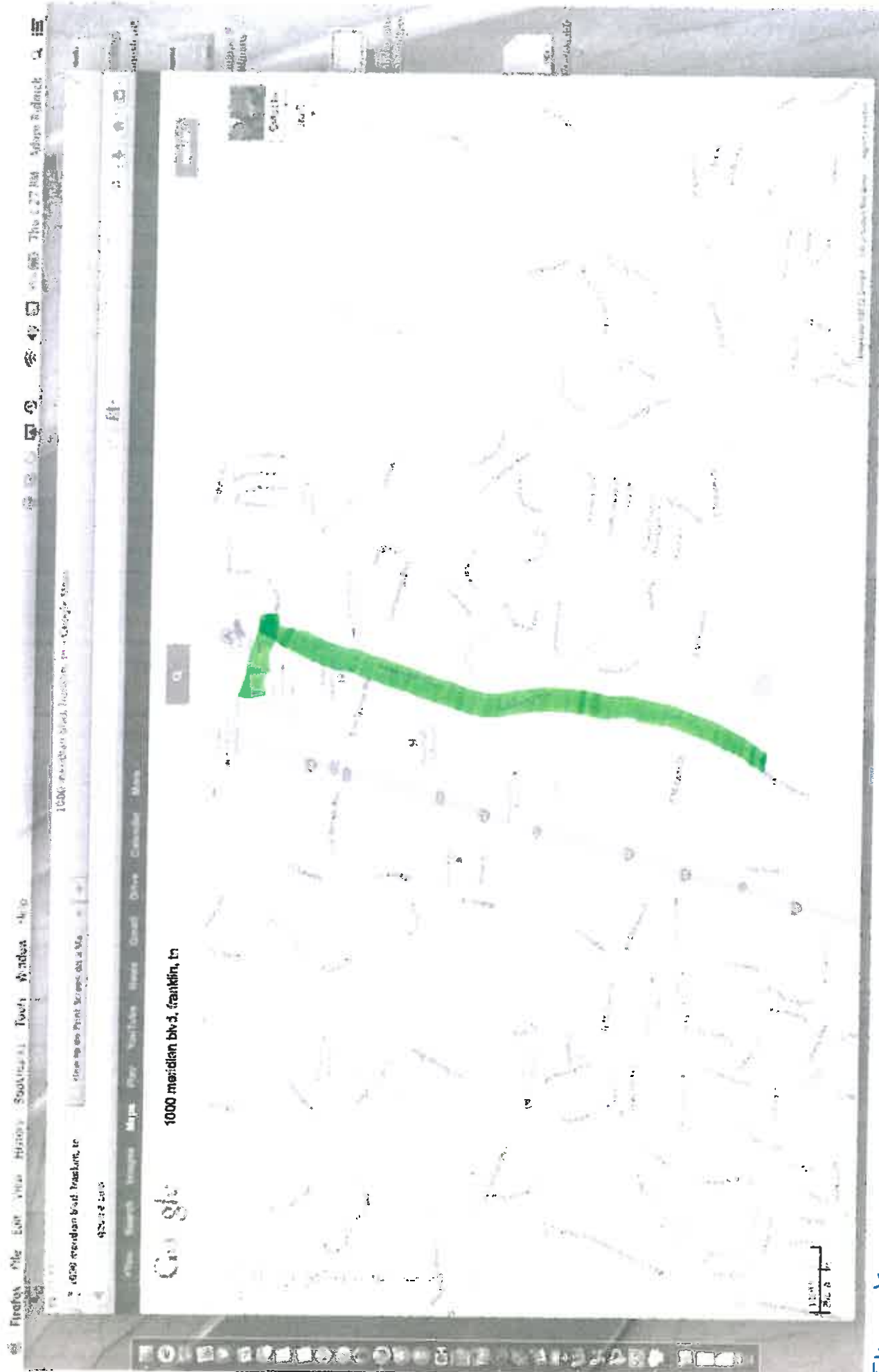
We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC



SK route
Begins in Meridian Center; goes down Meridian Blvd, turns right on Carothers, crosses Coil Springs Blvd, crosses McEwen, turns around at medicinal stone structure, comes back, turns left onto Meridian Blvd and finishes in Meridian Center





BOOT RUN



START
FINISH

MERIDIAN
CENTER

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.

-  Route 5K
-  Streets
-  Parks
-  Franklin City Limits




HISTORIC
FRANKLIN
TENNESSEE

ITEM #4
WRKS
08/27/13

MEMORANDUM

August 20, 2013

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Boot Run 5K Event Application

Purpose

The purpose of this memo is to outline conditions for the approval of the Boot Run 5K benefitting the Not Alone Organization and the Boot Campaign.

Background

Not Alone has submitted a Special Event application for a 5K in the Cool Springs area on November 10, 2013. The run begins and ends at Meridian Center on Carothers Parkway. The route of the 5K goes down Carothers Parkway to Liberty Pike where it turns around and returns to the Meridian Center. The run will cross over Cool Springs Blvd and McEwen Drive. The run begins at 5 p.m.

Proceeds will be split (50/50) between Not Alone and the Boot Campaign. Not Alone, based in Nashville, provides programs, resources and services to soldiers and families impacted by combat stress and Post Traumatic Stress Disorder. The Boot Campaign sells boots and hosts events to show appreciation for troops, cultivate awareness of the challenges they face upon return, and raise funds which are granted to military programs meeting these physical and emotional needs.

Estimated attendance/participation is 750.

Recommendation

Staff recommends the following conditions:

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

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.

Police Department:

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