

MEMORANDUM

ITEM #34 вома 10/08/13

September 17, 2013

Board of Mayor and Aldermen TO:

Eric Stuckey, City Administrator FROM:

Special Events Advisory Team

SUBJECT: Jingle Bell Run Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Jingle Bell 5K Run.

Background

The Arthritis Foundation has requested an Event Permit for the fourth "Jingle Bell 5K" on December 7th. Estimated attendance is 3,500 (1,500 participants; 2,000 attendees). As in the past, this event is scheduled for the same day as the Kiwanis Club Christmas Parade. Registration for the run begins at 7:30 a.m. The Fun Run Walk begins at 9:15 a.m. and the 5K run begins at 9 a.m. Closure of the Square is requested from approximately 7 a.m. until 11 a.m.

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.
- Applicant will need permission from Williamson County to place tent and/or any activities on Courthouse property.

Risk Management:

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

Police Department:

- o Applicant will hire thirteen (13) extra-duty Franklin Police Officers to provide security and crowd control.
- o Applicant will meet with Police Department before event for final look at route, timing of closure, and location of volunteers.

Building & Neighborhood Services Department:

o Electrical permit will be required.

Solid Waste Department:

o Applicant is responsible for clean-up.





- O Department will provide fifteen extra roll-outs and recycling bins/bags for the applicant to use.
- O Applicant shall return all roll-outs (full or empty) and all recycling bags and frames to the alley behind Mellow Mushroom.

• Fire Department:

- O Tent permits may be required.
- o EMS will be onsite providing medical assistance if needed.

• Revenue Management:

o Applicant will provide list of vendors to City.

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 app	olication does not guarante	e that your request will be granted.				
	Please check street closure parade all that apply:						
	all that apply.	☐ other special event	□ beer served (separate permit required)				
Plea	ase supply the following i	nformation. For additional space	, use separate sheets of paper and attach to the application.				
1)	Location requested	d (if Temporary Street Closເ	re only, list major roads to be closed):				
	Aspen Grove Page Fieldstone FarmJim Warren Par	nsPinkerton P	ark On On O				
2)	Name/purpose of e	vent: Middle Tenne	ssee Jingle Bell Run/Walk				
3)	Date or dates of ev	ent: 12 7 / 13					
4)	Time of Event:	30 am - 1 00	Jam				
5)	Time of Street Clos	ure (if applicable): <u>(0 cw</u>	n (insquare) 8 am (streets)				
	Set-Up Date/Time:		Tear-down Date/Time: 127113 11am				
	*Note: Two (2) hours will be a responsible for payment of F	added before set-up time and two hours () Franklin Police Officers during this time.	 will be added after tear-down to allow time for clean-up. Event is Read Additional Requirements section for more information. 				
6)	Name of Applicant Katie Pick a) Address: 200	and Organization Requesting SThe Arthrit	ng Permit: 17 S Foundation, Southeast Region South, Ste 212 A, Nashville, TN 372				
	b) Phone: 806	8540 c) Cell:832	-797-1515 d) Fax: <u>254-8316</u>				
	e) E-mail address:	kpickens@arth	ritis.org				
7)	Person in charge or	n day of event: <u>Katie</u>	Pickens				
	Cell: 832-797	<u>−\5\5</u> E-mail add	iress: Kpickens@arthritis.org				

8)	Name and Cell Number of at least two others available on day of event: HISTORIC FRANKLIN
,	Name: Katie Christian cell: 330-402-1948-mail address: Kchristian @arthritise
	Name: Wade Kelley cell: 423-598-682-mail address: wkelley outhritis.on
9)	DETAILED description of event (use additional sheets):
	Event will run from bam-ilam we would
	like to set-up the stage in front of Green
	Bank on 12/10 (day bettore) if possible.
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:
	1500 participants, 2000 attenders
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: NOSHUILE TN, Davidson Co., Serving 33 counties in Middle Tennessee? Circle Year or No
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. booth vendors Day 32m Participants Day
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? The arthritis Foundation
	Southeast Region, Inc. will receive 100%
19)	Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.

Revised January 2011



Will any sound amplification equipment be used during the event? Circle Yes or No. If no, FRANKLIN TENNESSEE
For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
WOUNCEMENTS FINDERS AND WAS

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

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

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

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.

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. Δτίς γις κως ββρημοίος

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:

31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes of 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 Requirement's 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.



PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.

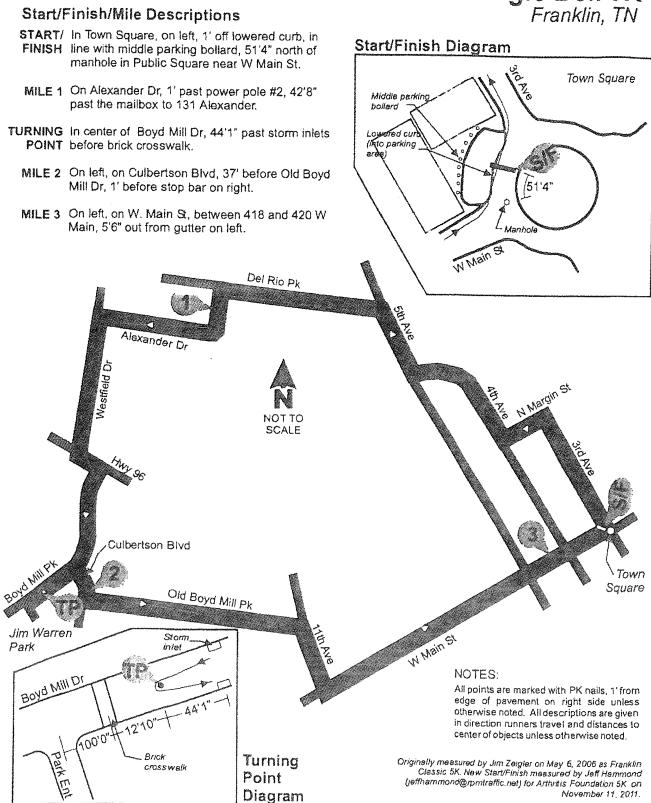
- 1) I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed upon the event by the City Administrator and the Board of Mayor and Aldermen.
- 2) I/We do swear or affirm that all of the information given in this application is true and complete.
- 3) I/We 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: Div. of Development Date: 8/12/1 (Signature and title – must be officer of organization)	3
Approved by the Board of Mayor and Aldermen on, 20	Return application to:
Dr. Ken Moore, Mayor	City Hall 109 Third Ave South Franklin, TN 37065
Eric S. Stuckey, City Administrator	* 615-791-3217 * 615-790-0469 (FAX)
If you have questions concerning your request, please call 615-550-6606.	~



FOR CITY USE ONLY							
Department	Date	Initials	Attach Any Comments				
Administration			Comments:	Yes	No		
Business Office			Comments:	Yes	No		
Codes			Comments:	Yes	No		
Engineering Comme		Comments:	Yes	No			
Finance Comments:		Yes	No				
Fire	EAVEN 1611 100 Audust frame concentrations and		Comments:	Yes	No		
Information Technology			Comments:	Yes	No		
Law			Comments:	Yes	No		
Parks			Comments:	Yes	No		
Planning			Comments:	Yes	No		
Police			Comments:	Yes	No		
Risk Manager			Comments:	Yes	No		
Solid Waste			Comments:	Yes	No		
Streets	Secretary Secret		Comments:	Yes	No		
Water/Wastewater			Comments:	Yes	No		

Arthritis Foundation Jingle Bell 5K





Road Running Technical Council USA Track & Field Measurement Certificate



Name of the cour	se Arthrit	is Foundat	ion Jingle	Bell	5 K	Distance	5	km
Location (state)	Tenne	ssee	(city)	***************************************		Nashvil	le	P*************************************
Type of course:	road race 🛛 cali	oration 🔲 t	rack 🔲	Configu	uration:	and the second s	loop	
Type of surface:	paved 100 %	dirt	% gravel	%	grass _	%	track	<u></u> %
Elevation (meters	above sea level) Star	189 m	Finish 189) m	Highest_	195 m	Lowest	186 m
Straight line dista	nce between start & fir	nish 0	m I	Эгор	0 1	m/km Se	eparation _	0%
	ne, address, phone & e							
5248 Frank	lin Pike Circl	e, Nashvil	le, TN 370)27	jeffha	umnond@:	rpmtrafi	ic.net
Race contact (nan	ne, address & phone)	Leslie Al	len	·				
209 10th A	ve S, Ste 228,	Nashville	, TN 37203) ph	1: (615_	254-679	95	
Measuring Metho	ds: bicycle 🗵 s	teel tape	electronic dista	nce mete	r 🔲			
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Race date:	12/03/2011	Course	certification eff	ective da	ite:	11/	15/2011	······································
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Matthew Studho	lme – USATF/RRTO					4 4 W L	_	
452 Brookhill D	rive, Abingdon, Virg	inia 24210 P	hone: (276) 45	1-2426	E-mail:	sheddingo	eat@comca	ist.net

1000 100 100 100 100 100 100 100 100 10									
Director of Development	Katle Pickens	832.797.1515	615.806.854	kpickens@arthritis.org	209 10th Avenue South 212 A	212 A	Nashville	N.H	37203
Committee Chair	Kelly Rach	646.346.3330	615.465.3806	kellymrach@gmail.com					
Regional Development & Services Director	Wade Kelley	423.598.6828	423.424.0098	wkelley@arthritis.org	PO Box 8945		Chattanooga	N	37414
PR/Marketing Chair	Karen Beyke								
Logistics Chair	Rachel Boison	317,656,1528	615.695.2603	rboíson@alphaomicronpl.org					
Committee Members	Rachel Wilson	615.977.6954	615.724.3238	cushieworld@gmail.com					
TO PERFORM THE REAL PROPERTY AND ADDRESS OF THE PERFORMANCE AN	Grace Sweeney	615.812.3814		gsweeney823@comcast net					
	Stephanie Gambill Simkin	615.631.7225		sgambilldesign@gmail.com					
	Ann Schmidt	513.520.4903		annmschmidt@yahoo.com					
	Claire Carrico (Advisory role)			clairebmoore@hotmail.com					
	Taylor Prince	615,545,8181		tvick07@me,com					
	Sally Tapscott	615.308.2777		itapscott@comcast.net					
	Jenny Matthews								
	Dr. Jerry Lo			Jerry lo.dc@gmail.com					
	Lisa Símmons			llsimmons8@gmail,com					
	Tinamarie Vedder	518.231.0573		tinamarie.vedder@gmail.com					
	Nancy Gentry	615,335,2895		nancy1gentry@yahoo.com					
Honoree's Mom (Ellie)	Jennifer Smith	615,473,6865		jhunterum@yahoo.com					
	Shannon Floyd			shannonnfloyd@gmail.com					
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/12/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

C	ertificate holder in lieu of such endorsement(s).							
PRO	DUCER 1-678-393-5	200 CC	ONTACT Richar AME: Richar	d Meyer				
Art	hur J. Gallagher Risk Management Services, 1	nc. Ph	PHONE (A/C, No, Ext): 678-393-5289 FAX (A/C, No): 678-393-5276					
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INSU			INSURER B: ALLMERICA FIN BENEFIT INS CO					
	hritis Foundation Southeast Region, Inc.		ISURER C : HANOVE		***************************************		22292	
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209	10th Avenue South, Suite 220		ISURER D :					
Nas	hville, TN 37203	-	ISURER E :					
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					PERSONAL & ADV INJURY	\$ 1,00	00,000	
					GENERAL AGGREGATE	\$ 2,00	00,000	
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Madison, TN 37116

USA



SOUTHEAST REGION, INC. MIDDLE TENNESSEE

209 10th Avenue South, Suite 228 Nashville, Tennessee 37203 Tel (615) 806-8540 Fax (615) 254-8316 www.franklinjbrw.org www.arthritis.org

Monday, December 1, 2013

Dear Neighbor,

I am writing to let you know of an event coming to your neighborhood at the end of this week. We are holding the 5th Annual Williamson County Jingle Bell Run on Saturday, December 7, 2013 in the Downtown Franklin Area. The Jingle Bell Run is a 5K run/walk that includes a 1 mile family fun run. The 5k race will begin at 9:00am, the 1 mile walk will begin at 9:15am and the Santa Chase for children will begin at 8:30am. Registration will start at 7:30am at the Square. Roads will be closed to traffic starting at 7:00am and we will be out of the area by 11:00am.

The map route is attached to this letter. We are looking forward to having this event in your neighborhood and hope that you will join in our excitement by getting involved.

The Jingle Bell Run/Walk is the Arthritis Foundation's nationwide holiday event that raises funds to fight arthritis. This event will provide vital funds for research, advocacy, programs and services in your local area. In 2013, this event will take place in 150 markets from coast to coast, with almost 100,000 participants raising over \$3.5 million dollars to fund arthritis research as well as public health and public policy efforts to improve the lives of people with arthritis.

If you would like to get involved or need to contact the event organizer, you may contact Katie Pickens by phone at (615) 806-8540 or by mail at 209 10th Avenue South, Suite 212 A, Nashville, TN 37203. If you would like to contact someone in the City Administrator's office, you may reach them by phone at (615) 791-3217 or by mail at City Hall, 109 Third Ave South, Franklin, TN 37064.

I would personally like to thank you in advance for any support that you can provide for the 2013 Williamson County Jingle Bell Run and hope you will help raise the excitement level about this event in your neighborhood!

Sincerely,

Katie Pickens

Arthritis Foundation, Southeast Region, Inc.

Middle Tennessee

Director of Development

"Chosen as one of The 21 Most Incredible Themed Races" by Greatist.com 2012



Be part of Jingle Bell Run/Walk, the largest holiday 5K race series aimed at fighting arthritis!

5th Annual Jingle Bell Run/Walk December 7, 2013

5K Run/Walk Begins at 9:00 AM

Historic Franklin Square – Franklin, TN

Jingle Bell Run/Walk is a fun and festive way to kick off your holidays by helping others! Wear a holiday themed costume. Tie jingle bells to your shoelaces. Run or walk with your team members and celebrate the season by giving.







Nationally Sponsored By

abbyie



