



HISTORIC
FRANKLIN
TENNESSEE

ITEM #3
WRK S 02/09/10

MEMORANDUM

February 1, 2010

TO: Board of Mayor & Aldermen

FROM: Eric Stuckey, City Administrator *ES*
Monique McCullough, Public Outreach Specialist

SUBJECT: Alex LeVasseur Memorial Skate Festival (June 27, 2010)

Purpose

The purpose of this memorandum is to outline recommendations for the Alex LeVasseur Memorial (ALM) Skate Festival at Jim Warren Park.

Background

This will be the third annual ALM Skate Festival held at the Skate Park at Jim Warren. The event benefits the Alex LeVasseur Fund and Scholarship program to aid at-risk youth. The fund is a component fund of the Community Foundation of Middle Tennessee. The event is a skate festival including skating exhibitions, entertainment, and vendors (food and skating merchandise). Attendance is expected to be 2,500.

Recommendation

Staff recommends approval with the following conditions:

Parks Department:

- One (1) Parks staff member will be on-site for this event from 8am until 10pm to perform the following (Applicant responsible for payment):
 - Set-up barricades and caution tape in overflow parking area and TRPA office location.
 - Caution tape walking trail to secure from vehicle traffic
 - Monitor event for event and park compliance and parking
- Applicant will provide approved rain plan to Parks Department prior to event.
- Applicant agrees to post signs and volunteers at the entrances to Jim Warren Park directing participants to designated parking

Risk Management:

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

Police Department:

- Applicant will hire six (6) extra-duty Franklin Police Officers to provide security and traffic control.

Solid Waste Department:

- Applicant will provide a \$1,000 damage deposit to City prior to event.
- Applicant contracts with outside vendor for cleanup; vendor will use City dumpsters located at the Park.
- Solid Waste Department will dump City dumpsters before and after the event.

Revenue Management:

- Applicant will provide a complete list of vendors to the City prior to the event.

Law Department:

- Applicants will provide something to vendors and band members for them to place in their vehicle windows to identify them as vendors or band members.

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:

<input type="checkbox"/> street closure	<input type="checkbox"/> parade
<input checked="" type="checkbox"/> other special event	<input type="checkbox"/> 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):

<input type="checkbox"/> Aspen Grove Park	<input type="checkbox"/> Liberty Park	Other: _____
<input type="checkbox"/> Fieldstone Farms	<input type="checkbox"/> Pinkerton Park	
<input checked="" type="checkbox"/> Jim Warren Park	<input type="checkbox"/> Winstead Hill Park	
<i>State Area and Field</i>		

2) Name/purpose of event: Alex LeVasseur Memorial State & Music Festival

3) Date or dates of event: June 27, 2010

4) Time of Event: 2PM-12AM (cleanup 9pm-12pm) Event hours 2pm-9pm

5) Time of Street Closure (if applicable): N/A

Set-Up Date/Time: 6/27/10 - 12pm Tear-down Date/Time: 6/27/10 - 10:00p

*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:
The Community Foundation of Middle Tennessee - The Alex LeVasseur

a) Address: 3833 Cloakrose Ave, Suite 400, Nashville, TN 37215

b) Phone: 321-4939 c) Cell: _____ d) Fax: _____

e) E-mail address: twilliams@cfmtno.org

7) Person in charge on day of event: Casey LeVasseur

Cell: 818 314 9910 E-mail address: rememberalex.com@gmail.com
REMEMBERALEX.com@gmail.com

and will be making all arrangements Revised June 2009

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

FRANKLIN
TENNESSEE

Name: STEPHANIE LOVASSEUR Cell: 906 6233 E-mail address: 3RINGCIRCUSMUSIC@COMCAST.NET
Name: COUD LOVAS Cell: 818 642 3011 E-mail address: LOUWILCO@GMAIL.COM

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

A skate festival to benefit the Alex LeVasseur Advised Fund and to celebrate Alex's life. The Fund aids at risk youth. The Alex LeVasseur Advised Fund is a component Fund of The Community Foundation of Middle Tennessee

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:

approx 2500 attendees - participants would include vendors and performers - approximately 100

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)

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. To be determined. Last year vendors pd \$200

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? See (9) All proceeds after expenses, last year's percentage was approximately $\frac{2}{3}$

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. FRANKLIN
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
ANNOUNCEMENTS, ENTERTAINMENT, GIVEAWAYS,
DEMONSTRATIONS
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
BAND, HOST, SKATEPARK ANNOUNCER (2 - 30 MIN DEMOS)
- 23) During what time period is sound amplification requested? 2^{PM} - 9^{PM} (WILL DO ^{BRIEF} SOUND CHECK @ 1PM)
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 4-5 MUSICIANS (COUNTRY, ROCK)
SPECIALS TBD
- 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.
Certificate will be provided as in past years.
- 26) What, if any, vendors will be present at event? (i.e. medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets. Not available 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. To be determined.
- 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:

- 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.

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: Jan W. Rossmann Date: 12/9/09
(Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on _____, 20__.

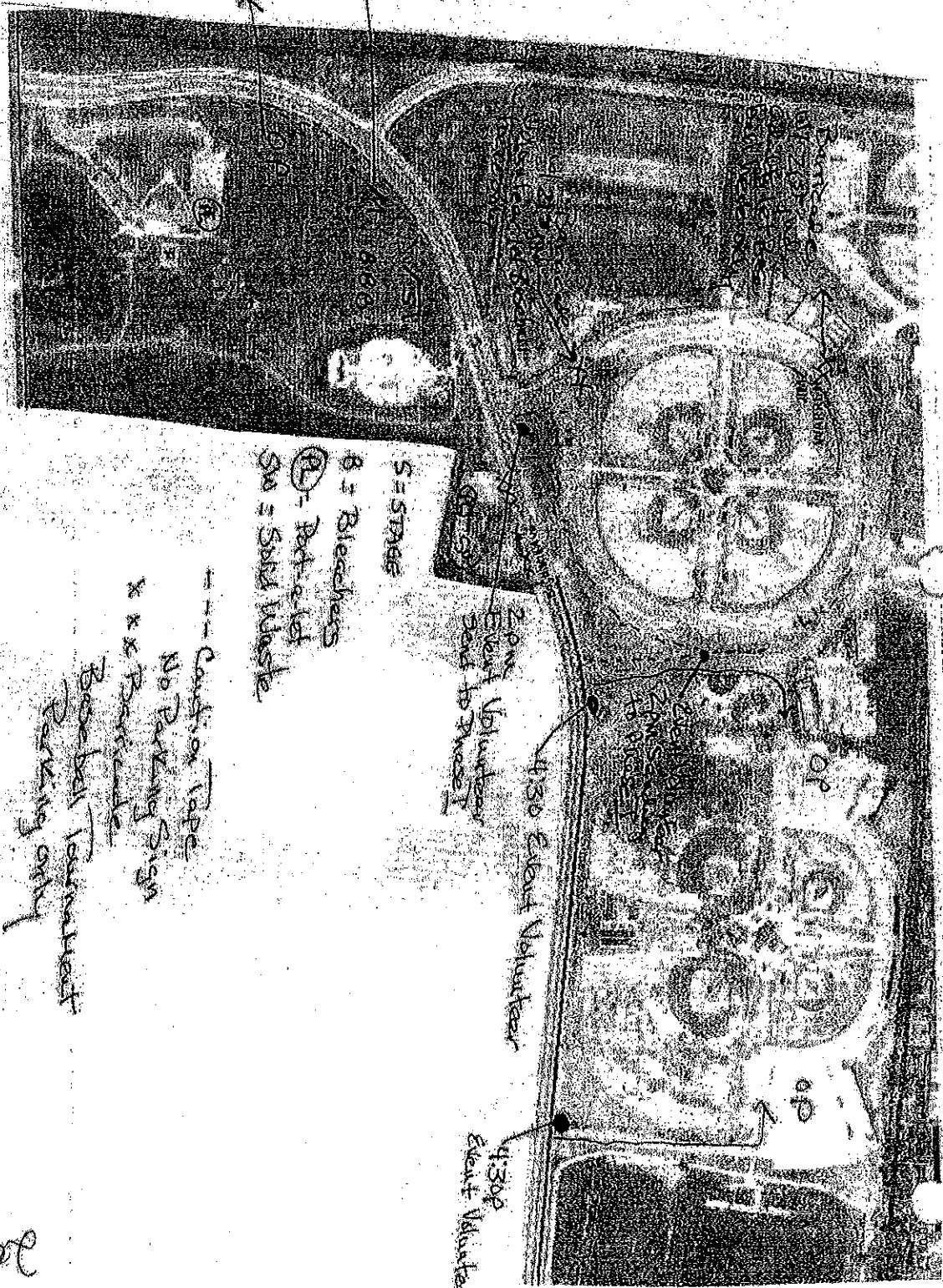
John C. Schroer, Mayor

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) *
 *
 *





Musicians
Taking only

over 100
parking

S = STAGE

B = Bleachers

P = Port-a-pot

SW = Solid Waste

2pm
Event Volunteer
Send to Annex

4:30 Event Volunteer

4:30p
Event Volunteer

--- Caution Tape

X X X No Parking Sign

Booths Tournament
Parking only

Pike 1p-10p

2009

ALEX LEVASSEUR MEMORIAL SKATE FESTIVAL

P.O. Box 214
Franklin, TN 37065
615-298-6770

To Our Franklin Neighbors

On January 28, 2007 a local 13-year-old named Alex LeVasseur passed away from a terrible accident. Alex was full of life, a friend to everyone he met, and set an excellent example to his peers to include everyone and make the most of each moment. A memorial bench for Alex is located on the square, just outside the Mellow Mushroom and stands as a reminder to us all to be more like Alex.

On **June 27th 2009** the Alex LeVasseur Foundation is planning to hold a festival in his memory at Jim Warren Park in Franklin, TN. The event is targeting the teenage community and their families. There are several activities lined up including a skate demo team, live music, rock wall and much more. We will have live music from 2PM to 9:00PM. Alex was passionate about skating and enjoyed sharing the sport with others. He made many friends at the camps and parks nearby and learned not only how to be a great friend but how to be a great leader and bring others into a group and help them!

The Alex LeVasseur Fund and the Community Foundation hopes that we can share Alex's love and example through this annual event to fund the Alex LeVasseur Skate Scholarship. The scholarship program gives incentive to young adults needing motivation in life and gives them a healthy safe environment to make new friends and meet mentors through the staff at 6th Ave Skate Park in Nashville, TN.

Alex's parents, Jeffrey Steele and Stephanie LeVasseur, want nothing more than to create an event that gives back to the very place that gave so much to their son. Jim Warren Park and 6th Ave Skate Park were the places Alex and so many of the local teenagers go to skate and hang out and be friends. The music community in Nashville has shown so much support to Jeffrey and Stephanie during this time, and has already come forward to help with this event with sponsorship and volunteer support. All the money raised will go toward the scholarship program and future donations that the family wishes to make in Alex's name.

My priority is to make sure we do what is best for the city, as well as provide a unique and popular community event. If you have any questions or concerns regarding this event please contact me directly at 615-289-6770 or 3ringcircusmusic@gmail.com. I will be happy to address any issues you may have regarding the event. If you would like to get involved in the event and help with sponsorship or planning, please contact me at the number or e-mail above.

Sincerely,
Casey LeVasseur
Event Planner/Alex LeVasseur Fund
To learn more about Alex please visit www.rememberalex.com

ALEX LEVASSEUR MEMORIAL SKATE FESTIVAL

P.O. Box 214
Franklin, TN 37065
615-298-6770

To Our Franklin Neighbors

On January 28, 2007 a local 13-year-old named Alex LeVasseur passed away from a terrible accident. Alex was full of life, a friend to everyone he met, and set an excellent example to his peers to include everyone and make the most of each moment. A memorial bench for Alex is located on the square, just outside the Mellow Mushroom and stands as a reminder to us all to be more like Alex.

On **June 27th 2009** the Alex LeVasseur Foundation is planning to hold a festival in his memory at Jim Warren Park in Franklin, TN. The event is targeting the teenage community and their families. There are several activities lined up including a skate demo team, live music, rock wall and much more. We will have live music from 2PM to 9:00PM. Alex was passionate about skating and enjoyed sharing the sport with others. He made many friends at the camps and parks nearby and learned not only how to be a great friend but how to be a great leader and bring others into a group and help them!

The Alex LeVasseur Fund and the Community Foundation hopes that we can share Alex's love and example through this annual event to fund the Alex LeVasseur Skate Scholarship. The scholarship program gives incentive to young adults needing motivation in life and gives them a healthy safe environment to make new friends and meet mentors through the staff at 6th Ave Skate Park in Nashville, TN.

Alex's parents, Jeffrey Steele and Stephanie LeVasseur, want nothing more than to create an event that gives back to the very place that gave so much to their son. Jim Warren Park and 6th Ave Skate Park were the places Alex and so many of the local teenagers go to skate and hang out and be friends. The music community in Nashville has shown so much support to Jeffrey and Stephanie during this time, and has already come forward to help with this event with sponsorship and volunteer support. All the money raised will go toward the scholarship program and future donations that the family wishes to make in Alex's name.

My priority is to make sure we do what is best for the city, as well as provide a unique and popular community event. If you have any questions or concerns regarding this event please contact me directly at 615-289-6770 or 3ringcircusmusic@gmail.com. I will be happy to address any issues you may have regarding the event. If you would like to get involved in the event and help with sponsorship or planning, please contact me at the number or e-mail above.

Sincerely,
Casey LeVasseur
Event Planner/Alex LeVasseur Fund
To learn more about Alex please visit www.rememberalex.com

**The Community Foundation of Middle Tennessee, Inc.
2009-2010 Board of Directors Roster**

Mr. Howard L. Stringer, *Chairman*

Ms. Deborah F. Turner, *Vice-Chairman*
NewsChannel 5 Network

Mr. Kevin P. Lavender, *Secretary*
Fifth Third Bank

Mr. Charles W. Cook, Jr., *Treasurer*

Mrs. Ellen E. Lehman, *President*
The Community Foundation of Middle Tennessee

MEMBERS

Mr. Ben Cundiff
Cundiff Farms

Mr. Mark A. Emkes
Bridgestone Americas Holding

Mr. Farzin Ferdowsi
MRCD

Mr. John Ferguson

Mr. Darrell Freeman
Zycron Inc.

Dr. Thomas F. Frist, Jr.

Mr. Edward George

Mr. Kerry Graham
Bohan Advertising/Marketing

Mr. Francis Guess
The Danner Company

Mrs. Catherine T. Jackson
Community Volunteer

Dr. Harry Jacobson
Vanderbilt University Medical Center

Mr. William B. King
Board Member, Inc.

Honorable William C. Koch, Jr.
Tennessee Court of Appeals

Mr. Bert Mathews
The Mathews Company

Mr. Stuart McWhorter
Clayton Associates.

Mrs. Donna D. Nicely
Nashville Public Library

Mrs. Linda Rebrovick

Mr. Michael Shmerling
Choice Food Group, Inc

Mrs. Deborah Taylor Tate

Mrs. Betsy Walkup
Community Volunteer

Mr. David Williams, II
Vanderbilt University

The Community Foundation of Middle Tennessee
3833 Cleghorn Avenue, #400
Nashville, TN 37215-2519
615 321 4939

Management Staff

Ellen Lehman, President
Lani Rossmann, Vice President
Melisa Currey, Comptroller

Communications Staff

Rebecca Finley
Kallie Bienvenue

Staff Liaison for Alex LeVasseur Memorial Advised Fund

Tracey Williams



OGDEN UT 84201-0046

In reply refer to: 0423371862
Sep. 19, 2007 LTR 3064C E0
62-1471789 000000 00 000
00015298
BODC: TE

THE COMMUNITY FDN OF MIDDLE TN INC
3833 CLEGHORN AVE STE 400
NASHVILLE TN 37215-2519005



13015

Dear Taxpayer:

Thank you for the inquiry of Aug. 08, 2007, to resolve your account with the IRS.

We have updated your account as requested.

Thank you for bringing to our attention the correction in your organization's name. Due to our procedures, we are unable to add commas, periods, parentheses, or apostrophes. Additionally, limited printing space may prevent the entire name from showing on your mail.

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

0423371862
Sep. 19, 2007 LTR 3064C E0
62-1471789 000000 00 000
00015299

THE COMMUNITY FDN OF MIDDLE TN INC
3833 CLEGHORN AVE STE 400
NASHVILLE TN 37215-2519005

We apologize for any inconvenience we may have caused you, and thank you for your cooperation.

Sincerely yours,

Karen E. Peat

Karen E. Peat
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):
Copy of this letter

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
401 W. PEACHTREE ST, NW
ATLANTA, GA 30365-0000

DEPARTMENT OF THE TREASURY

Date:

APR 09 1996

NASHVILLE AREA COMMUNITY FOUNDATION
INC
210 23RD AVENUE
NASHVILLE, TN 37209

Employer Identification Number:
62-1471789
Case Number:
586093098
Contact Person:
EP/EO CUSTOMER SERVICE UNIT
Contact Telephone Number:
(410) 962-6050
Our Letter Dated:
February 25, 1992
Addendum Applies:
Yes

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

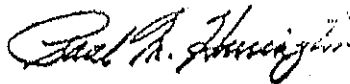
Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

Letter 1050 (RG/CG)

NASHVILLE AREA COMMUNITY FOUNDATION

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

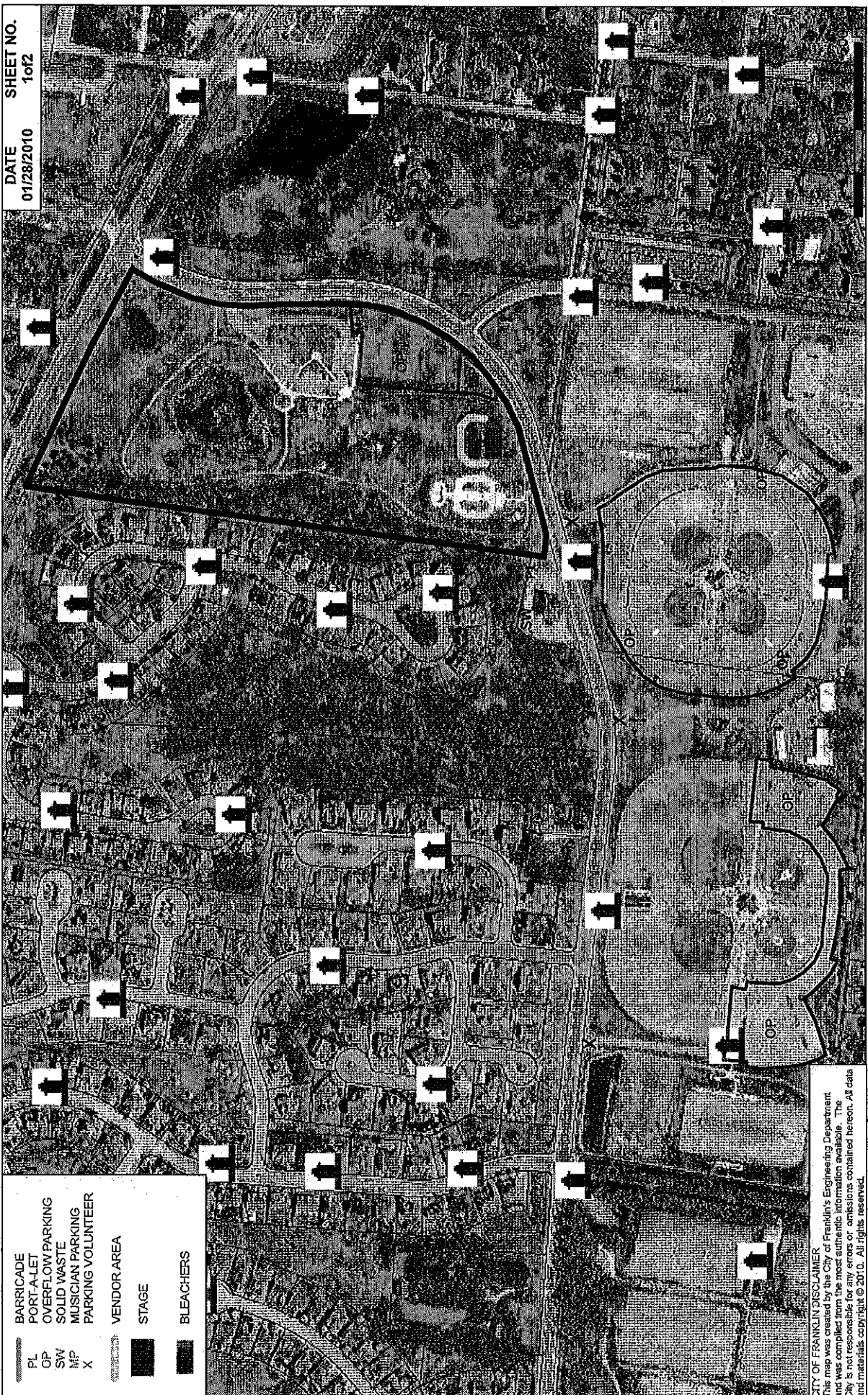
A handwritten signature in cursive script, appearing to read "Paul A. Herring".

District Director

Enclosure:
Addendum

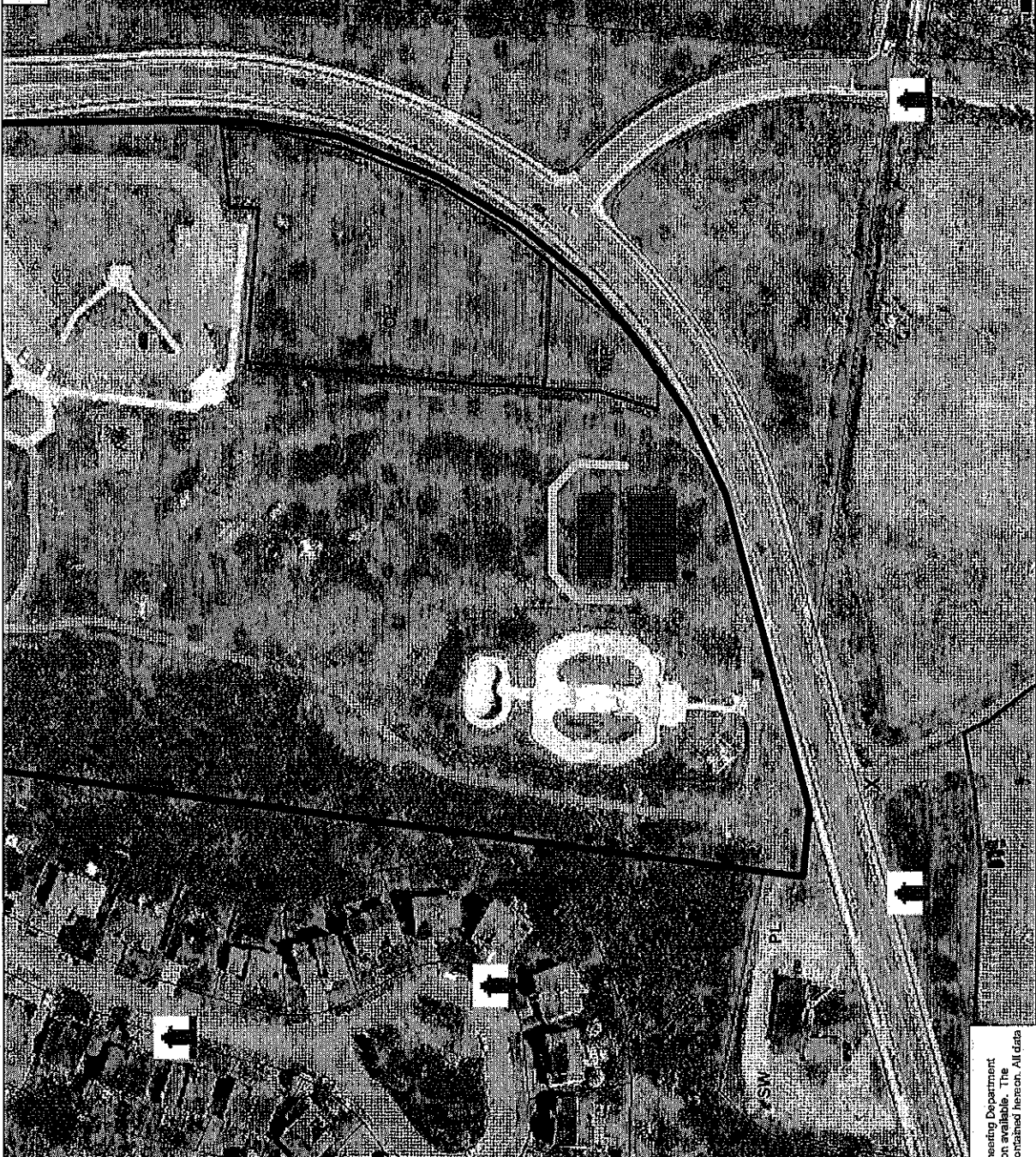
NASHVILLE AREA COMMUNITY FOUNDATION

Your classification as an organization described in sections 170(b)(1)(A)(vi) and 509(a)(1) of the Code is contingent upon you continuing to meet the public support requirements of these Code sections. Please refer to Publication 557, Qualifying As Publicly Supported, under Chapter 9, for further details concerning these requirements. If your sources of support change significantly in the future, you should notify your Key District Director so that we can consider the effect if any on your foundation status.



- PL PORT-A-LET
- OP OVERFLOW/PARKING
- SW SOLID WASTE
- MP MUSICIAN PARKING
- X PARKING VOLUNTEER
- VENDOR AREA
- STAGE
- ▨ BLEACHERS

CITY OF FRANKLIN DISCLAIMER
 This map was created by the City of Franklin's Engineering 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 © 2010. All rights reserved.



- BARRICADE
- PORT-A-LET
- OVERFLOW PARKING
- SOLID WASTE
- MUSICIAN PARKING
- PARKING VOLUNTEER
- VENDOR AREA
- STAGE
- BLEACHERS

CITY OF FRANKLIN DISCLAIMER
 This map was created by the City of Franklin's Engineering 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 © 2010. All rights reserved.