



MEMORANDUM

January 6, 2014

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: The Pig Race (Harlinsdale Farm) – March 29, 2014

Purpose

The purpose of this memorandum is to outline recommendations for the Pig Race event at Harlinsdale Farm.

Background

The “Pig” Race is a European-Style cross country race that contains obstacles along the route. The name comes from the acronym for “Pride,” “Integrity,” and “Guts”. Obstacles along the route will include hay bales, logs, barn doors, and fences. Distances for the event are 5K, 8K, and 12K. Anticipated attendance is 1,000.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide Good Neighbor Letter which will be distributed to area residents.
- ***Risk Management:***
 - Applicant will provide certificate of insurance in the amount of \$2 million naming the City as additional insured. The Certificate of Insurance is due 30 days prior to event and needs to include the dates of set up through equipment pickups and cleanup.
- ***Building and Neighborhood Services:***
 - Special Event Electrical Permit may be required if generators are used.
- ***Police Department:***
 - Applicant will hire two extra-duty Franklin Police Officer to provide traffic control and security.
- ***Sanitation and Environmental Services:***
 - Applicant will have volunteers do cleanup during and after the event.
 - Dumpsters are available from the department at a cost of \$85 each
- ***Fire/EMS Department:***
 - Tent permit and inspection will be required for any tents larger than 200 square feet.
 - Department will provide bike medic team for the event.
- ***Parks Department:***
 - Applicant will work with Park staff for placement/location of obstacles, portable toilets, tent set up and any other equipment or stages.
 - Alternate date of May 3, 2014 is available if necessary.
 - Park Facility Usage Fees: **\$500**



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- Refundable Damage Deposit: **\$500**
- Parks Staff fees: **\$25 per hour** for one staff person for duration of event (minimum of four hours). This is due at the end of the event. Check should be made payable to City of Franklin.
- The park will remain open to the public during the event.
- Parking for the event participants in the cross country field will be supervised and monitored by the event organizers either with volunteers (over the age of 18) or a paid parking service. Appropriate safety gear required.
- Parks Dept. will supply six roll around trash receptacles. Excessive trash beyond these will need to be removed from the site or arrangements can be made with the Sanitation and Environmental Services Department for more receptacles or a dumpster.
- The Event organizer is responsible to rent portable toilets for their participants.
- Electrical boxes in the event space are available for use.
- Irrigation on the event pad will be marked prior to any tents being staked.
- A banner, no longer than 8 feet, can be placed on the fence at the entrance one week prior to the event.
- Course marking and directional signage will be the responsibility of the event organizer. Non-permanent field paint and temporary signs/arrows only.
- Spotters must be placed on the course for emergency situations and have cell phone or radio contact.

OFFICE USE ONLY:
Permit No:



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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:

<input type="checkbox"/> street closure	<input type="checkbox"/> parade
<input type="checkbox"/> other special event	<input type="checkbox"/> beer served (<i>separate permit required</i>)

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	<input type="checkbox"/> Eastern Flank Battlefield Park
<input type="checkbox"/> Fieldstone Farms	<input type="checkbox"/> Pinkerton Park	
<input type="checkbox"/> Jim Warren Park	<input checked="" type="checkbox"/> Harlinsdale Farm	Other: _____

2) Name/purpose of event: The Pig Race

3) Date or dates of event: Saturday, March 29, 2014

4) Time of Event: 10:00 am

5) Time of Street Closure (if applicable): _____

Set-Up Date/Time: 9:00 am Tear-down Date/Time: 1:00 pm

*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:

Blue Hedgehog Productions

a) Address: P.O. Box 82, Gridley, IL 61744

b) Phone: _____ c) Cell: 309-530-6019 d) Fax: _____

e) E-mail address: kent@bluehedgehog.org

7) Person in charge on day of event: Kent Robson

Cell: 309-530-6019 E-mail address: kent@bluehedgehog.org



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

Name: Karen Robson Cell: 309-530-7506 E-mail address: Karen@bluehedgehog.org

Name: Kia Robson Cell: 309-530-5767 E-mail address: Kia@bluehedgehog.org

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

See attached sheet titled: 'What is The Pig Race™?'

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:

Estimated number of participants: 500-750 Attendees: 1,000

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: IL) Currently in the process of relocating to the Nashville area.

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. Early Registration: \$35 Day of: \$40

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? A percentage of profits will

support 3 local non-profit organizations - See attached

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



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- 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.)?
For DJ + Announcements (and possible band entertainment)
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
DJ (and possible band)
- 23) During what time period is sound amplification requested? 9:00 am - 1:00 pm on day of
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). _____
- 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. Kent Robson - Blue Hedgehog - 309-530-6019
- 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.



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- 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.



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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: Kent Rolson - CEO BlueHedgehog Date: 10-9-13
(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) *
*
*



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FOR CITY USE ONLY				
Department		Date	Initials	Attach Any Comments
Administration				Comments: _____ Yes _____ No
Business Office				Comments: _____ Yes _____ No
Codes				Comments: _____ Yes _____ No
Engineering				Comments: _____ Yes _____ No
Finance				Comments: _____ Yes _____ No
Fire				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				Comments: _____ Yes _____ No
Water/Wastewater				Comments: _____ Yes _____ No

What Is The Pig Race™?

The Pig Race™ is a celebration of everything 'pig'. On March 29, 2014 in celebration of *National Pig Day*, we have designed a *porcine* event to give you the opportunity to *ham* it up and run for fun. *The Pig Race™* is a European Style Cross Country Race with a *pigs tail* twist. So, don't be a *boar*. Put on your *pig snout*; dig out your pink T-shirt. Put your hair in *pigtails*. Dress like a *pig*. Who cares? Show people that running puts you in *hog* heaven!

Runners are a bit of a unique breed and in honor of this solemn occasion we embrace the late great Steve Prefontaine, who said.

A lot of People run a race to see who
is fastest. Irun to see who has
the most Guts..." *Steve Prefontaine*

You see, even Steve Prefontaine was a *Pig Racer!*

A European Style Cross Country Race is NOT a mud race. It is more in the style of a Steeplechase. Certain knee high barriers like straw bales, barrels and sloshing through streams is indicative of what historically began in Ireland as cross country running. These obstacles give the cross country race a variation to your typical race.

Each runner can choose to run a 5k (3.1 m), 8k (4.2 m) or 12k (7.8 m). (The three races are run concurrently.) At packet pick-up, you will be given a different color bib according to the race you are running. The route is a 4k route. The 8k and 12k runners will run the route 2 and 3 times. (Consider that the first time around, you will not be aware of the obstacles that you come upon. The second time, you can adjust to any problems that you may have had the first time.)

The Pig Race™ will be held at The Park at Harlinsdale Farm in Franklin, TN. From the 1940's until the present, the farm had served mainly as a breeding operation for Tennessee Walking Horses and was owned by the Harlin Family. Today, Harlinsdale Farm is owned by the city of Franklin and has been used regularly for cross country running. The rolling hills on the 200 acre farm, along with the Bermuda grass that was used for the horse and is a great carpet for running, makes this location a perfect place for this type of race.

Overall male and female winners will be the recipients of the coveted *Piggy Bank*. (You may be surprised at what's inside.) Age group winners will receive *The Pig Race™* medallion and other gifts and second place winners will receive the medallion. All runners will get *The Pig Race™* pink T-shirt with *The Pig Race™* logo.

Age groups for prizes are:

14 & Under	40-44
15-19	45-49
20-24	50-54
25-29	55-59
30-34	60-64
35-39	65 & Over

In addition, all runners will receive a free pass to the after race *Spork*tacular. Local purveyors of the finest *pork* barbecue that the Nashville area has to offer will compete for your tastebuds and make you believe you are in *Hog Heaven*. It's *hogtastic!!!*

(Note: Chicken barbecue and a meatless barbecue will also be available for those who have special dietary needs. Just mark your preference on your application.)

The Pig Race™ is a creation of Blue Hedgehog Productions. The Mission of Blue Hedgehog is to 'celebrate the joy of life by providing creative and highly satisfying events that stir the heart, stretch the body and stagger the limits of the mind.'

Blue Hedgehog is creating running races that are unique in nature and different than the usual 5k. We are also seeking to manage existing races, either running, biking, triathlons or duathlons, that may already be in existence, but need to be taken to the next level.

A family owned company, Blue Hedgehog Productions is a 'tent making' business that helps us do those things that we feel called to do. Currently, we are organizing races in the Bloomington/Normal area of Illinois and the Nashville area.

A percentage of the proceeds will go to support local organizations, which include:

- **Both Hands Foundation:** Located in Brentwood, TN Both Hands helps people raise funds for orphans with one hand while serving a widow through home improvement projects with the other.
- **Narrow Gate Foundation:** Located in Duck River, TN Narrow Gate is dedicated to providing a life-transforming discipleship experience for young men ages 18-25.
- **4Families:** Currently relocating to the Nashville area, the mission of 4Families is to Empower, Encourage & Equip youth and families in crisis.

Organizers of The Pig Race™

1. Kent Robson, CEO of Blue Hedgehog Productions
305 E 5th St, PO Box 82, Gridley, IL 61744
309-530-6019
Responsibility on Day of Event: General oversight of all activities and specifically race activities
2. Karen Robson, President of Blue Hedgehog Productions
305 E 5th St, PO Box 82, Gridley, IL 61744
309-530-7505
Responsibility on Day of Event: Registration and Crisis Control
3. Kel & Sara Robson, Co-Directors of Event Logistics for Blue Hedgehog Productions
3502 Wegeng Dr, Bloomington, IL 61704
309-531-4947
Responsibility on Day of Event: All Event Details
4. Kathryn Robson, Director of Food Services for Blue Hedgehog Productions
211 S McLean Apt 2, Bloomington, IL 61701
309-530-2700
Responsibility on Day of Event: All Food Details
5. Kia Robson, Director of Creative Design for Blue Hedgehog Productions
211 S McLean Apt 2, Bloomington, IL 61701
309-530-5762
Responsibility on Day of Event: All Marketing and Prize Details



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The Park at Harlinsdale Farm Rental Policy

TERMS & CONDITIONS

<u>OPERATING HOURS:</u>	Monday-Sunday	8am-Dusk
<u>RENTAL HOURS:</u>	Sunday - Thursday	8am - 10pm (including setup & cleanup)
	Friday - Saturday	8am - 11pm (including setup & cleanup)
<u>FEES:</u>		
Application Fee:		\$100 Non Refundable
Rental Fee/Williamson County Resident		\$500 per day Friday - Sunday \$300 per day Monday - Thursday
Rental Fee/Non-Resident		\$700 per day Friday - Sunday \$500 per day Monday - Thursday
Rental Fee/ Williamson County 501(c)(3) Organizations		\$250 per day Friday - Sunday \$150 per day Monday - Thursday
Rental Fee/Non-Williamson County 501(c)(3) Organizations		\$350 per day Friday - Sunday \$250 per day Monday - Thursday
Refundable Damage Deposit		\$500.00
Parks Dept. staff hour's (4 hour minimum)		\$25/hour 4pm-10pm Monday - Friday \$25/hour 8am-11pm Saturday \$25/hour 8am-10pm Sunday
Reserved/Overflow Parking vehicles		\$100/hour, minimum 4 hours, Maximum 300 \$ 50/ hour after 4 hours until park closes

****Rental Space and Reserved/Overflow Parking Space areas designated by Parks Department.**

In Compliance with the Conservation Easement, quitclaimed August 2007, by the City of Franklin to the Land Trust For Tennessee, for the purpose of permanently conserving the Conservation Values of The Park at Harlinsdale Farm, the City of Franklin Parks Department has developed guidelines for events/activities for public use of the park. The Conservation Easement directs the "Grantor" (City of Franklin) to:

"Maintain the Property in large part as a passive public park assuring that under the perpetual stewardship of Grantee (The Land Trust for Tennessee), the equestrian activities and related agricultural uses, the open space character, educational value, wildlife habitat, recreational uses, historic significance and scenic values of the Property will be conserved and maintained permanently, and that the uses of the Property that are inconsistent with these conservation purposes will be prevented or corrected."

"The preservation of the Property for passive outdoors recreation and the education of the general public. The Grantor's intention is that the Property will be designated as a passive public park and thereafter open to the general public for educational uses and passive recreation."



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CONTRACT/DEPOSITS

- ✓ A Parks Event Permit Application and Agreement must be completed and returned to the City of Franklin Parks Dept. Programming Division, along with a non refundable application fee of \$100.00 (checks or cash only). *Note: Filing this application does not guarantee that your request will be granted.*
- ✓ One half (1/2) of the rental fees and \$500 refundable damage deposit will be due upon approval of event in the form of two separate checks. A Certificate of Insurance and remaining one half (1/2) rental fee will be due 30 days prior to rental date, no advance reminders will be given by the Parks Dept./Programming Division. City of Franklin Parks reserves the right to cancel the event if the fees, damage deposit and Certificate of Insurance, (naming the City of Franklin as the additional insured in an amount of not less than one million dollars \$1,000,000.00) have not been received in the Parks Dept. Administrative Office 30 days prior to the scheduled reservation date.
- ✓ The Damage Deposit will be refunded within 10 working days after the event has occurred providing no damage or unreasonable cleaning is required as determined by City of Franklin Park staff.
- ✓ In order to receive a full refund of fee's cancellations must be made in writing to the City of Franklin Parks Department, P.O. Box 305, Franklin, TN 37065, 30 days prior to the date of your event. If written cancellation is received in our office less than 30 days prior to your event the Parks Department will retain 15% of the rental fee, and refund the damage deposit in full. All application fees are non-refundable.

AVAILABILITY, DECORATIONS AND DISPLAYS (Indoor/Outdoor)

- ✓ Applicants/Event organizers must be 21 years or older. Events organized specifically for age groups under 21 must be chaperoned at a ratio of 1 adult per 10 youth.
- ✓ Event application may be made up to 364 days in advance of the activity and no less than 30 (thirty) days of requested reserved date for group participation of 199 or less; 90 (ninety) days for group participation of 200 or more.
- ✓ City of Franklin and City of Franklin Parks sponsored events have precedence over all groups.
- ✓ All live entertainment, DJ's and any amplified sound may be permitted only after getting prior written approval from the Parks Dept. Director. Noise must be maintained within City of Franklin Codes and Ordinance acceptable levels at all times. Ordinance #10-301.2 & #301.3 stipulates that amplified sound must not exceed 60 decibels and be silenced at 10:00pm. City of Franklin reserves the right to monitor and regulate the volume of amplified sound.
- ✓ Glass containers including drinking glasses, bottles, jars, etc. are prohibited on the property.
- ✓ A copy of this signed Facility Rental Policy/Terms and Conditions must be provided to any vendors, planners, and related parties associated with the event to insure they are familiar with guidelines.
- ✓ Parks Dept. employees are NOT authorized to sign for or accept any deliveries or pickups. A person involved with the activity must accept all deliveries within their reserved time.



- ✓ City of Franklin Parks does not provide any storage for equipment or supplies. All rental equipment must be removed from the premises immediately following the event.
- ✓ City of Franklin Parks does not provide tables or chairs for any event. The City of Franklin Parks Dept. has compiled a "Preferred Vendor" list that is available upon request.
- ✓ Smoking is prohibited inside any barns and buildings and within 25 feet of any doorway or window. Please use cigarette urns provided. **DO NOT THROW CIGARETTES, CIGARS, ETC. ON THE GROUND. IN THE FLOWER BEDS OR INTO THE GRASS.**
- ✓ Decorations may be permitted however Parks Programming Division must approve all plans for decorations. All props must be free standing. Nails, staples, tacks etc. may not be used on the walls, ceiling, or windows. Masking tape or Gaffers tape is allowed but no clear tape. Decorations must be approved 30 days prior to the event.
- ✓ All candles must be contained in a globe. No open flames are allowed under any circumstances. Wax drippings causing damage or clean up labor will result in the loss of the Damage Deposit.
- ✓ Only birdseed and real flower petals may be thrown outside. Rice, glitter, confetti, smoke or bubble effects, airborne streamers and the like are prohibited.
- ✓ Set up and cleanup is the responsibility of the Client and/or Caterer. Everything brought onto the premises is to be removed at the conclusion of the event. If usage exceeds the agreed upon rental time period, a late fee will be charged at a rate of \$100 per hour beyond the booked end time.
- ✓ All trash must be bagged and placed in containers provide by the Parks Dept. All boxes need to be flattened and placed in the containers. Do not leave trash on top of the containers or on the ground.
- ✓ Any tents and/or awnings must be inspected and permitted by the City of Franklin Fire Department. It is the responsibility of the Client to obtain these permits prior to the event. Please call (615) 791-3270 Monday through Friday, 8am-5pm
- ✓ Any additional power supply or generator must be inspected and permitted by the City of Franklin Codes Department. It is the responsibility of the Client to obtain the application forms, pay application fees, acquire permit and arrange for inspection prior to the event. Please call (615) 794-7012 for more information.
- ✓ Event signage may be placed in locations, designated by the Parks Dept, the day of the event. All signage MUST be removed at the conclusion of the event.



FOOD AND BEVERAGE

- ✓ Alcoholic beverages may only be sold by an ABC licensed caterer or a non-profit organization that has received a Special Occasion Permit from the Tennessee Alcoholic Beverage Commission, contact may be made by calling 741-1602.
- ✓ Alcoholic beverages may only be served to persons 21 years or older and must be served by a licensed bartender (this includes champagne toasts). Open container law will be strictly enforced.
- ✓ If a non-profit chooses to sell beer or take donations on beer, a special permit must be obtained by applying with the City of Franklin Beer Board, contact may be made by calling 791-3217.
- ✓ When alcohol is served, the client is required to add the City of Franklin as the additional insured and include an Alcohol Liability Insurance Rider to the Certificate of Liability showing coverage of a minimum of \$1,000,000.
- ✓ The term "sold" refers to: (1) cash bar, and (2) events that charge admission and serve, give away, or sell alcohol during the event, including previous ticket sales.
- ✓ Client must take all reasonable precautions to ensure the safety of all guests with regard to alcohol consumption. City of Franklin Parks reserves the right to evict from the premises any member of any party, who because of intoxication or other consideration, may be found to be creating a disturbance or threatening the peace, tranquility, or safety of guests or property. Clients are held responsible for the behavior of their guests, and any damage to the property caused by a guest.
- ✓ Client may choose to use any fully licensed and insured caterer. All caterers must have a business license and possess the proper permits required by the City of Franklin. Caterer shall comply with all city, county, and state foodservice and/or health regulations and laws.
- ✓ All catering and food suppliers must provide a minimum \$1,000,000.00 per occurrence Certificate of Liability Insurance with the City of Franklin named as the additional insured. Certificate of Insurance must also include Workers Compensation.
- ✓ The Park at Harlinsdale Farm DOES NOT have a kitchen, therefore, all caterers must come prepared to serve and cleanup on a "self-contained" basis. All catering and food supplies must be removed at the conclusion of the event. City of Franklin is not responsible for any items left on the premises.
- ✓ Outdoor grilling is confined to a specific area, designated by the Parks Department. Commercial size charcoal grills and gas/propane grills only. Do not leave grills unattended. Disposal of hot or cold coals on the property is prohibited.

OVERFLOW PARKING

- ✓ Overflow/grass parking areas will be designated by Parks Department. Parks Department retains right to cancel/deny approval of overflow/grass parking due to weather conditions as early as the day of the event.
- ✓ Parks Department does not provide lighting or parking attendants.

LIABILITY AND INSURANCE

- ✓ The City of Franklin has the right to full access to the facility at any time.
- ✓ Client does 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, including death, to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, 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
- ✓ **IMPORTANT:** All guests must stay in rented areas of The Park at Harlinsdale Farm at all times, (before, during & after) the event.
- ✓ Use of amusement rentals or props (e.g. carnival games and rides, dance floors, stages, sumo wrestling suites, inflatable attractions, casino nights, etc...) must have prior written approval from the Parks Director accompanied by a Certificate of Insurance for general liability naming the City of Franklin as additionally insured in an amount of not less than one million dollars (\$1,000,000.00) and when applicable, a Certificate of Worker's Compensation (if operators will be on site) by the rental company.
- ✓ The City of Franklin Parks Dept. at its sole discretion may cancel/suspend the use of the facility by the group or individual if found to be in non-compliance with the established policies and procedures. The City of Franklin Parks Dept. reserves the right to refuse clients the privilege of renting the facility if the client and/or client's guest rental history was disruptive, out of compliance or the requested use is unacceptable to the Parks Director.
- ✓ Individuals and organizations must be able to demonstrate a reasonable degree of control and responsibility for the conduct of all guests. The City reserves the right to require one or more City of Franklin police officers or other emergency personnel are present at any and all events that occur within the city limits. Please budget for this request at a rate of \$40.00 per hour at a minimum of two (2) hours.

The signing of these Guidelines means you have reviewed these Guidelines and accept them in their entirety.

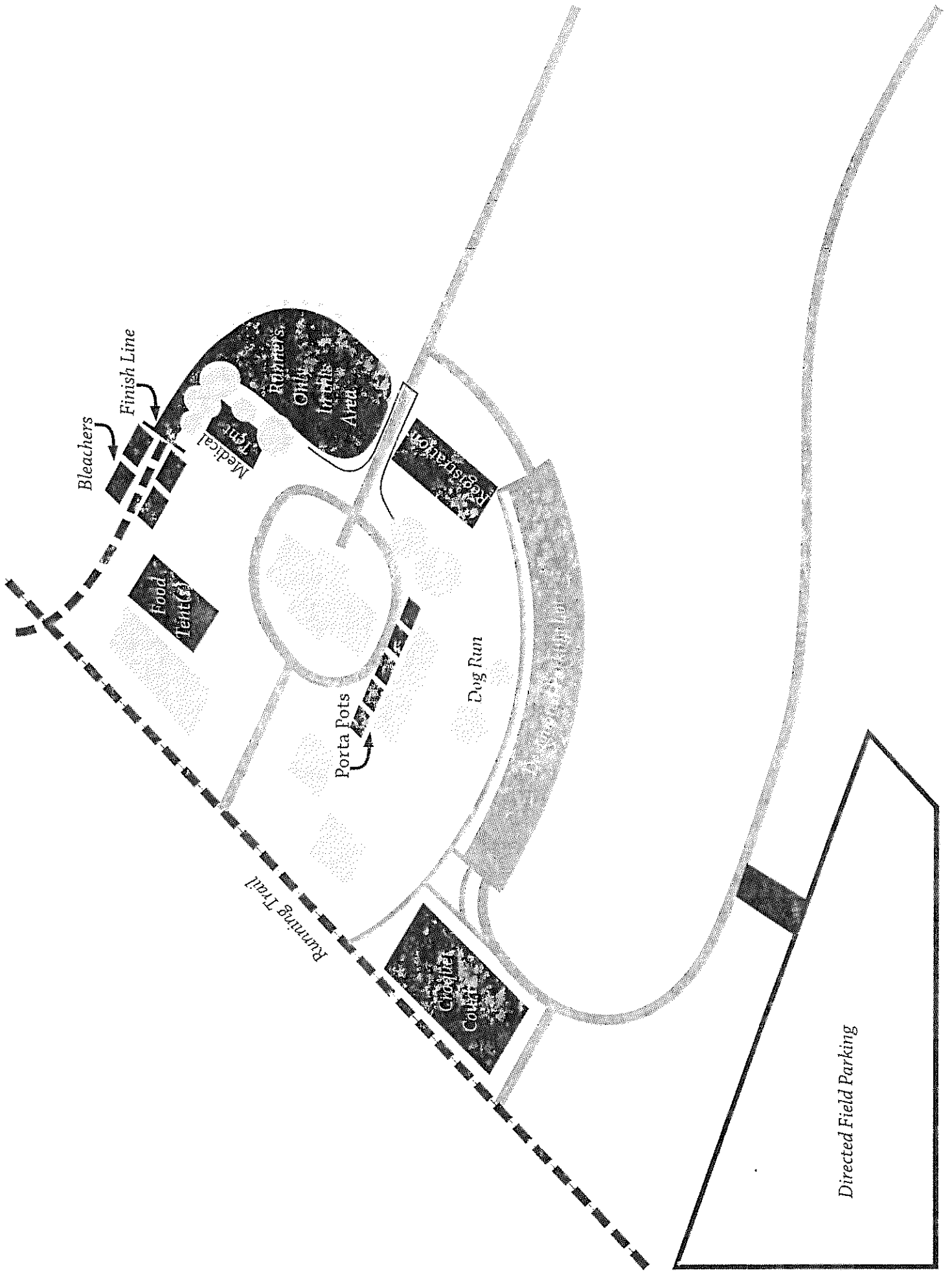
FORCE MAJEURE: The City of Franklin is not responsible for any occurrence beyond our control including but not limited to Acts of God, outbreak of hostilities, insurrection, riot, civil disturbance, fires, floods or other natural disasters, the results of which may not be charged against the City of Franklin.

Kent Robson DATE: 10-8-13
Event Coordinator/Client (Please print name)

Kent Robson
Event Coordinator/Client Signature

DATE: _____
Deanna Scheffel, Program Specialist

Signature



Bleachers

Finish Line

Medical Tent

Food Tent

Porta Pots

Dog Run

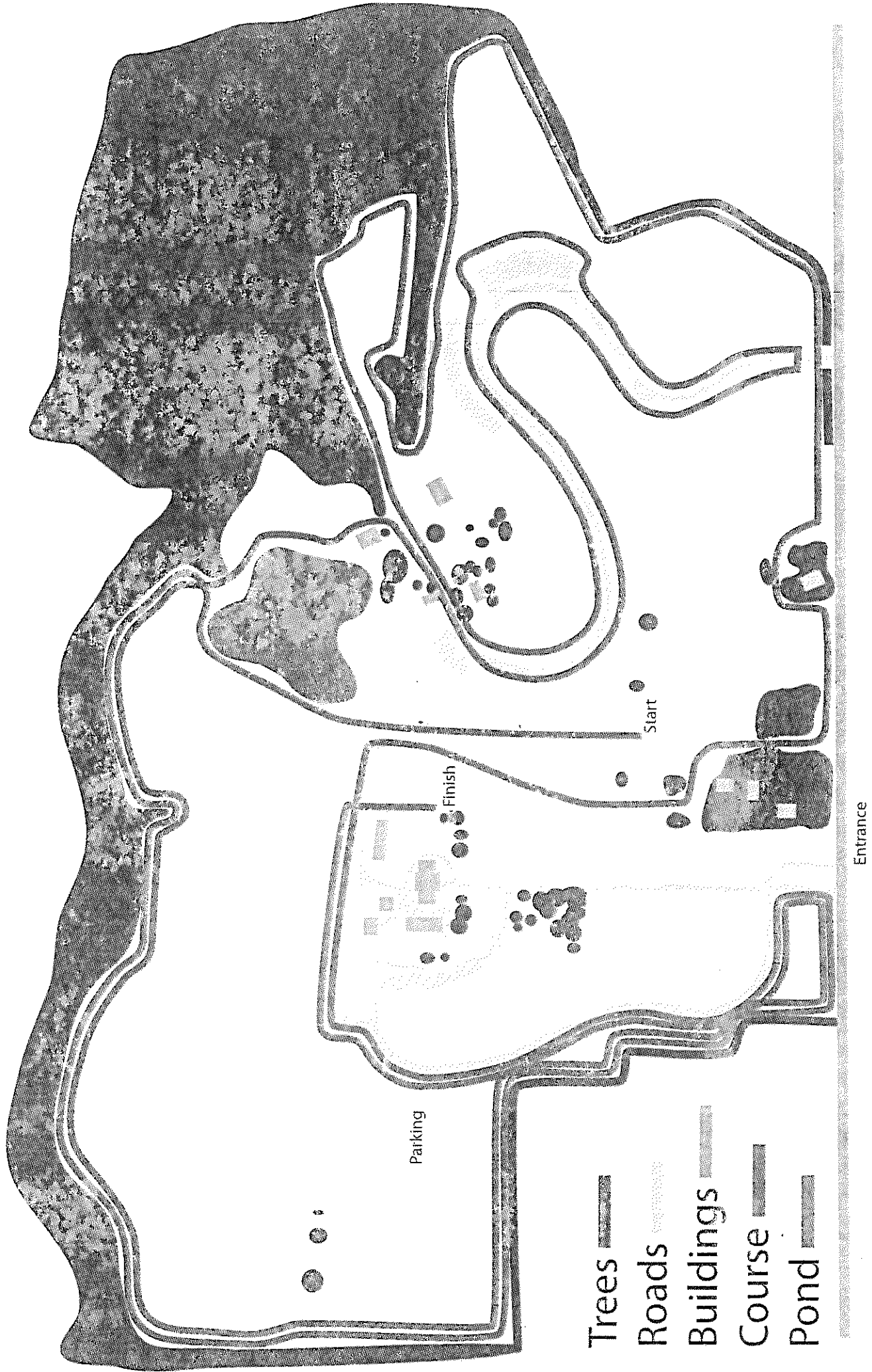
Registration

Running Trail

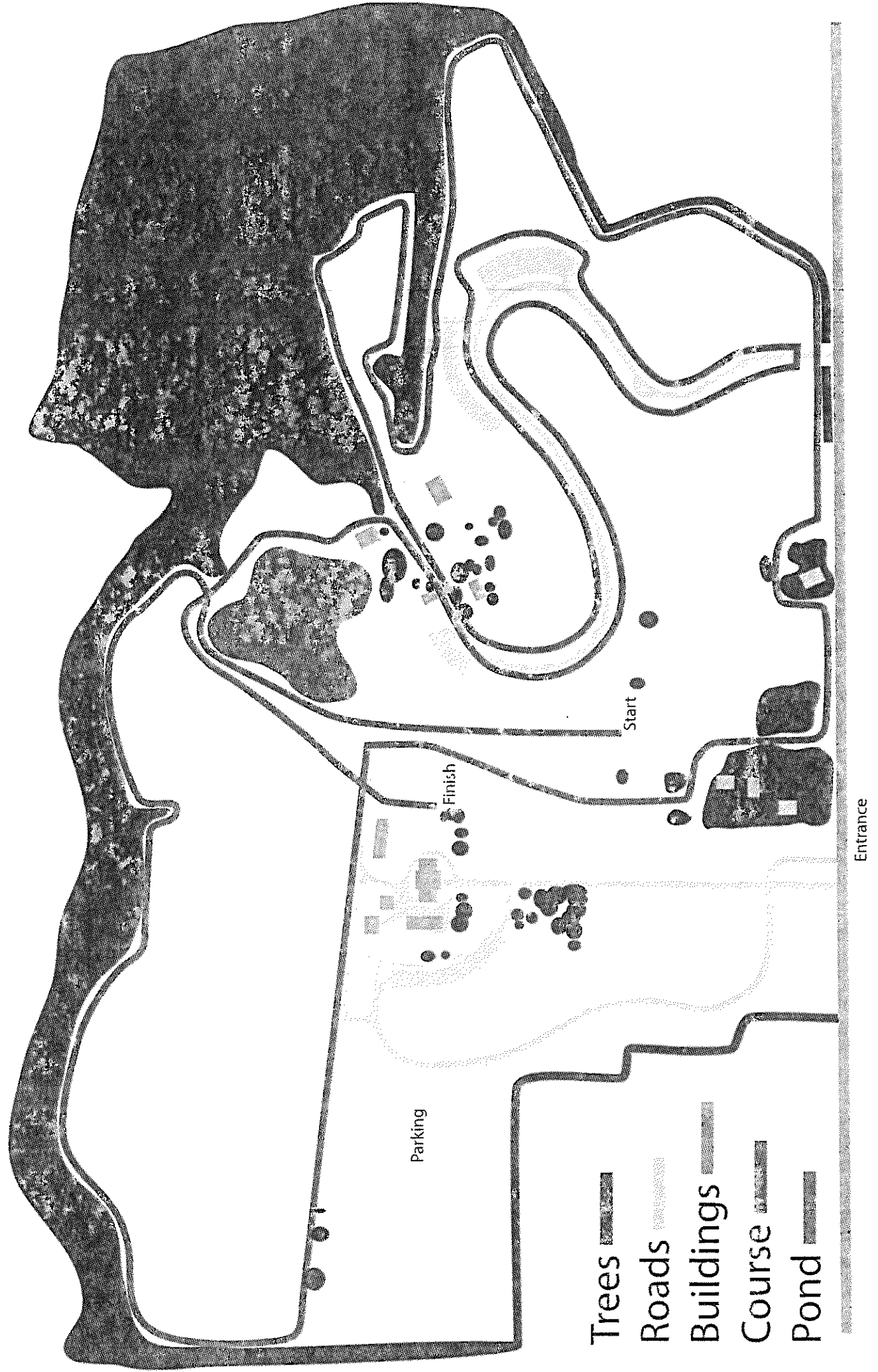
Runners Only In this Area

Directed Field Parking

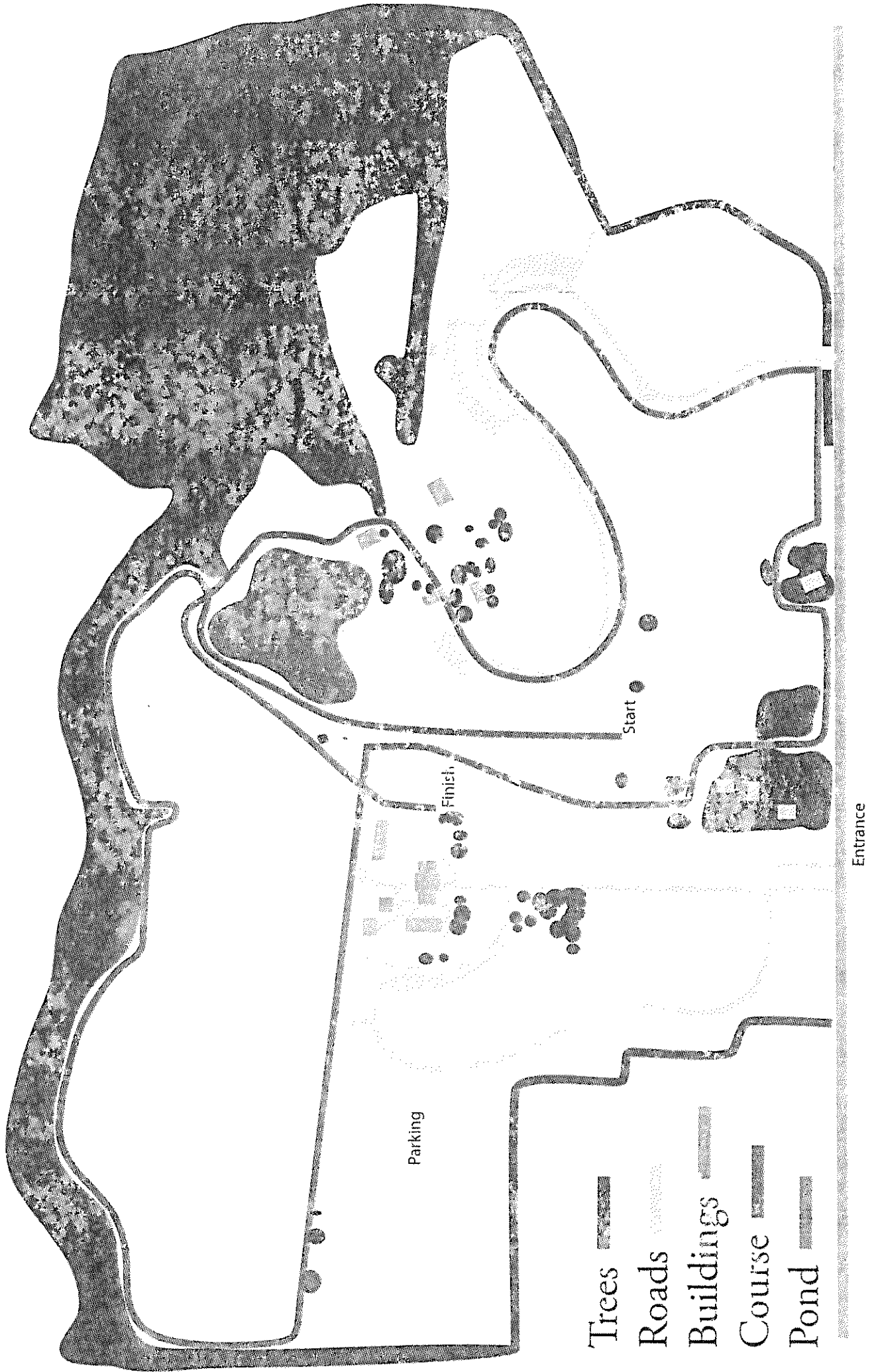
Harlinsdale Farm Park The Pig Race 12k Route



Harlinsdale Farm Park The Pig Race 8k Route



Harlinsdale Farm Park The Pig Race 5k Route



Harlinsdale Farm Park The P.I.G. Race Obstacle Layout

