



MEMORANDUM

January 21, 2014

TO: Board of Mayor & Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Snowball Express 5K – May 24, 2014

Purpose

The purpose of this memo is to outline recommendations for the Snowball Express 5K.

Background

Snowball Express supports the children and the surviving spouses of fallen soldiers who have died while on active duty since September 11, 2001. The mission of Snowball Express is to create hope and new memories for these families. They accomplish this mission through events hosted throughout the year, with a large event held in December every year. The Ponders, a local family who has benefitted from Snowball Express, is requesting an event permit for a 5K in Downtown Franklin on Saturday, May 24th. The applicant requested that the run start at Harlinsdale Farm. Staff has concerns about this route closing Franklin Road from Mack Hatcher to Fourth Avenue and the affect it might have on the Farmers Market at the Factory. The applicant expects 400 runners. One hundred percent of the proceeds will go to Snowball Express.

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 naming the City as additional insured.
- **Building and Neighborhood Services:**
 - Special Event Electrical Permit may be required.
- **Police Department:**
 - Applicant will hire 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.
- **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:**
 - If route that starts at Harlinsdale is chosen, applicant will work with Park on logistics include possible

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 checked="" type="checkbox"/> street closure | <input type="checkbox"/> parade |
| <input checked="" 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):

- | | | |
|----------------------|----------------------|------------------------------------|
| ___ Aspen Grove Park | ___ Liberty Park | ___ Eastern Flank BattleField Park |
| ___ Fieldstone Farms | ___ Pinkerton Park | |
| ___ Jim Warren Park | ___ Harlinsdale Farm | Other: _____ |

2) Name/purpose of event: Snowball Express 5 K

3) Date or dates of event: May 24, 2014

4) Time of Event: 7:30 am

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

Set-Up Date/Time: May 24/ **Tear-down Date/Time:** May 24/

*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:

Snowball Express

a) Address: 6505 W Park Blvd Ste 306 PMB 256
Plano, TX 75093

b) Phone: 214 334 1710 **c) Cell:** _____ **d) Fax:** _____

e) E-mail address: B.Kern@snowballexpress.org

7) Person in charge on day of event: Leslie Ponder

Cell: 931-220-7440 **E-mail address:** Treles0903@aol.com



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

Name: Tom Miller Cell: 615 456 3805 E-mail address: TomMillerFranklin@gmail.com

Name: Samantha Ponder Cell: 931 436 5568 E-mail address: S3Cinderella@aol.com

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

5 K foot race benefitting the organization Snowball Express which supports the children of fallen military service men and women

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:

400

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: TX)

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. Yes \$25 participation fee / \$30 late fee

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? Snowball Express
100% after expenses

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



- 20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
Announcements and start race
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Broadcast or recorded music
- 23) During what time period is sound amplification requested? Begin at 7am until 9:30am
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). No band - rest to be determined.
- 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. Race committee (Leslie, Tom, Samantha)
- 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

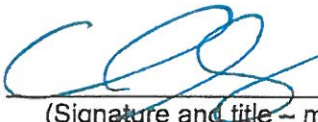
The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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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:  Vice-Chairman Snowball Express Date: 12/20/13
 (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

Event Permit Application for Snowball Express 5K

12. Snowball Express 5K Committee:

Leslie Ponder 544 Brixham Park Dr Franklin, TN 37069 931-220-7440

Samantha Ponder 544 Brixham Park Dr Franklin, TN 37069 931-436-5568

Tom Miller 1328 Carnton Lane Franklin, TN 37064 615-456-3805

26. Vendors at event:

Unsure at this time. Will have a medical tent (Williamson County EMT), water and snack tent for runners. I will ask running organizations like Fleet Feet, Nashville Striders, Team Red, White Blue if they would like to set up a table. Snowball Express will also have a table. I also am going to ask military units (like the 160th Nightstalkers, my husband/Samantha's father's unit and Franklin's adopted company) if they would like to set up a static display of military equipment. Any sponsors, I will see if they would like a table.

Internal Revenue Service
P.O. Box 2608
Cincinnati, OH 45201

Department of the Treasury

Date: APR 09 2008

SNOWBALL EXPRESS
2973 HARBOR BLVD STE 401
COSTA MESA CA 92626

Person to Contact:
Barb Herald
ID #31-02637
Toll Free Telephone Number:
877-829-5500
Employer Identification Number:
20-5627830
Advance Ruling Period Ends:
December 31, 2010

Dear Sir or Madam:

This is in response to your letter of August 25, 2007, regarding your tax exempt status. We have updated our records to reflect the name change as indicated above.

Our records indicate that a determination letter was issued in February 2007 that recognized you as exempt from Federal income tax, and reflect that you are currently exempt under section 501(c)(3) of the Internal Revenue Code. Our records also indicate that you are classified as a public charity under section(s) 509(a)(1) and 170(b)(1)(A)(vi) of the Code until the advance ruling period ending date shown above.

Within 90 days from the end of the advance ruling period, you must submit Form 8734, *Support Schedule for Advance Ruling Period*, in order for us to determine whether you meet the applicable public charity support tests.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Grantors and contributors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within 90 days, grantors and contributors may continue to rely on the advance determination until the Service makes a final determination of your public charity status.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Westcott
Manager, Exempt Organizations
Determinations

FEB-09-2007 04:37

TEGE 7825

5132634513 P.1

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

DEPARTMENT OF THE TREASURY

Date: FEB 9 2007

M. SCOTT KERR FOUNDATION INC
C/O SNOWBALL EXPRESS
28241 CROWN VALLEY PKY STE 401
LAGUNA NIGUEL, CA 92677

Employer Identification Number:
20-5627830
DLN:
17053005036027
Contact Person:
CARLY D YOUNG ID# 31494
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:
September 25, 2006
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2010

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. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)



Hurlins data

Access

Morningside Dr
Hooper Ln
Harperth Industrial Ct

Winslow Rd
Myles Manor Ct

Old Liberty Pke

Eddy Ct
Eddy Ln
Reyr

Glencoe C
Lucinda C
Rebecca C

Prairie View Dr
Prifer Ln

Mount Hope St
Johnson Al
Glass St
Green St

9th Ave N
7th Ave N
8th Ave N
Fairs St

11th Ave N

N Margin St
4th Ave N
5th Ave N

Main St
6th Ave N
7th Ave N

5th Ave S
6th Ave S

2nd Ave S
3rd Ave S

1st Ave S

priv

Inst

St

St

St

-cen



Submitted Route

Start/
Finish

Snowball Express

Legend

- Marathon Route
- City Limits

FRANKLIN DISCLAIMER
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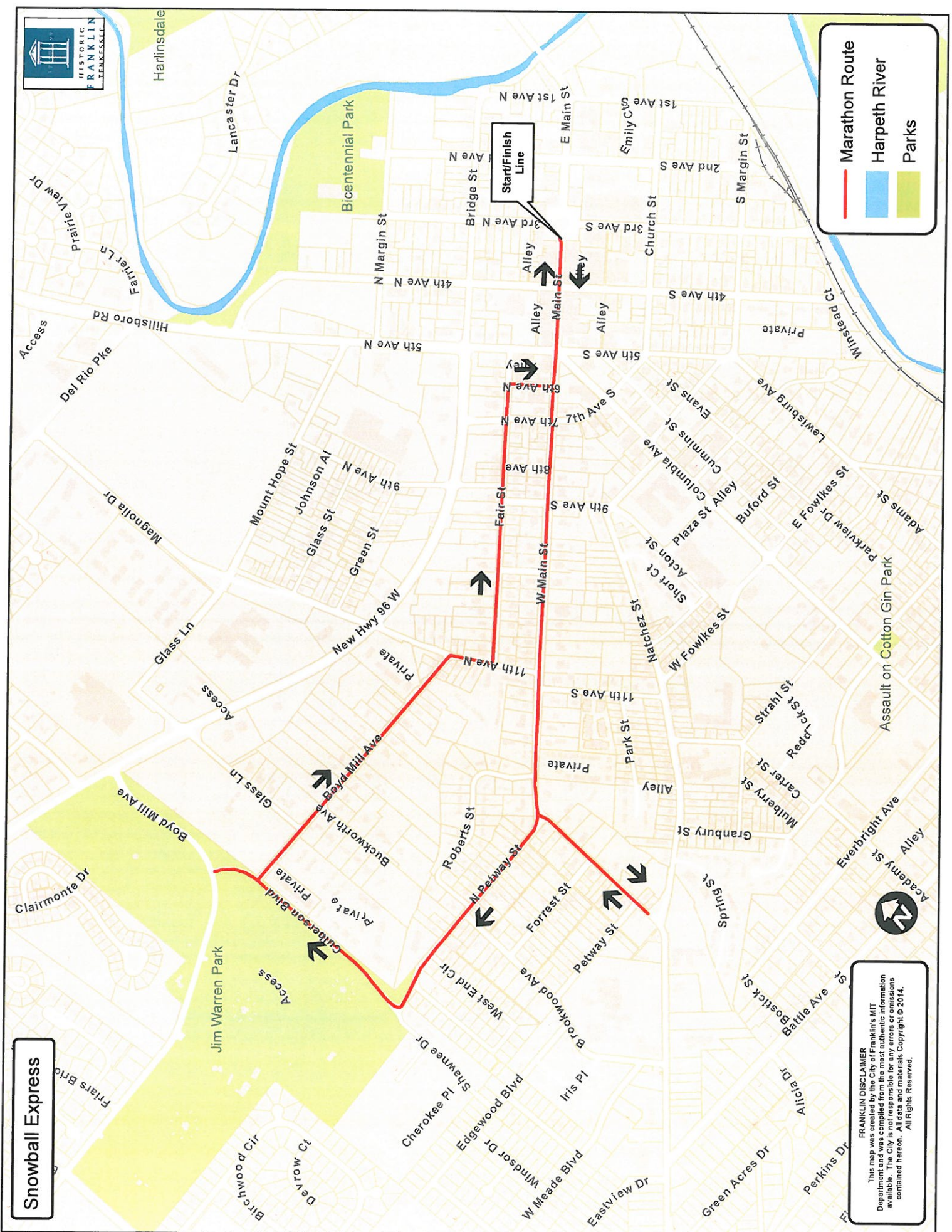


Snowball Express

Marathon Route

Harpeth River

Parks



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