



June 12, 2014

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Turkey Trot Event Application

Purpose

The purpose of this memo is to outline recommendations for the Turkey Trot 5K sponsored by Graceworks Ministries.

Background

Graceworks Ministries has submitted an application for their annual Turkey Trot 5K on November 27th (Thanksgiving Day). The event begins and ends at D1 Sports. Estimated attendance is 3,000 participants and 2,000 attendees. The route includes the Galleria Blvd, Mallory Lane, and Bakers Bridge. Street closure is from 6 a.m. until 10 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 coordinate with management of Cool Springs Galleria.
- ***Risk Management:***
 - Applicant has already provided a certificate of insurance naming the City as additional insured.
- ***Police Department:***
 - Applicant will hire 8 Officers plus 1 Supervisor (total of 9) to secure the route.
 - Event participants/spectators should not be allowed to park in the lower level parking lots.
 - No parking in Brew House South lot unless they are remaining for the duration of the event.
 - Event coordinator should notify all hotels that will be affected by the route.
 - Event coordinator should discuss and coordinate with Prairie Life Fitness their southern entrance which may not be accessible as an entrance/exit during the hours of the event.
- ***Sanitation and Environmental Services Department:***
 - Applicant will provide volunteers to clean up during and after event.

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 (<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: <u>COOL SPRINGS MALL AREA</u> |

2) Name/purpose of event: 2014 TURKEY TROT BENEFITTING GRACEWORKS

3) Date or dates of event: NOVEMBER 27, 2014

4) Time of Event: 6am - 10am

5) Time of Street Closure (if applicable): 8am - 10am

Set-Up Date/Time: NOV. 26, 2014 BY 10PM Tear-down Date/Time: NOV. 27, 2014 BY 10am

*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:

GRACEWORKS MINISTRIES

a) Address: 104 SOUTHWEST PEWY FRANKLIN, TN 37064

b) Phone: 615-794-9055 c) Cell: 615-423-4559 d) Fax: 615-794-2174

e) E-mail address: ksylvester@graceworksministries.net

7) Person in charge on day of event: KORRANO FUWA

Cell: 615-425-6312 E-mail address: kkfgwm@gmail.com



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

Name: KRISTI SYLVESTER Cell: 615-473-9599 E-mail address: ksylvester@graceworksministries.net

Name: TINA EDWARDS Cell: 615-838-9332 E-mail address: tedwards@graceworksministries.net

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

5K + 1K FAMILY RUN BENEFITTING GRACEWORKS
ANCHORED AT DJ FACILITY

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:

3000 PARTICIPANTS + 2000 ATTENDEES = 5000 TOTAL

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: _____)

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

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? GRACEWORK MINISTRIES 100%

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. ~~Yes~~ No

21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?

N/A

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

N/A

23) During what time period is sound amplification requested? N/A

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

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. N/A

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.

YES - IN HOUSE CLEAN-UP @ DJ

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.*

*BUSINESS EXPECTED WILL BE NOTIFIED & UPDATED BY
COOL SPRINGS WASTE MANAGEMENT*

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:

Risk Manager
City of Franklin
108 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: Kristi Stuckey Date: 5/5/14
 (Signature and title - must be officer of organization)

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

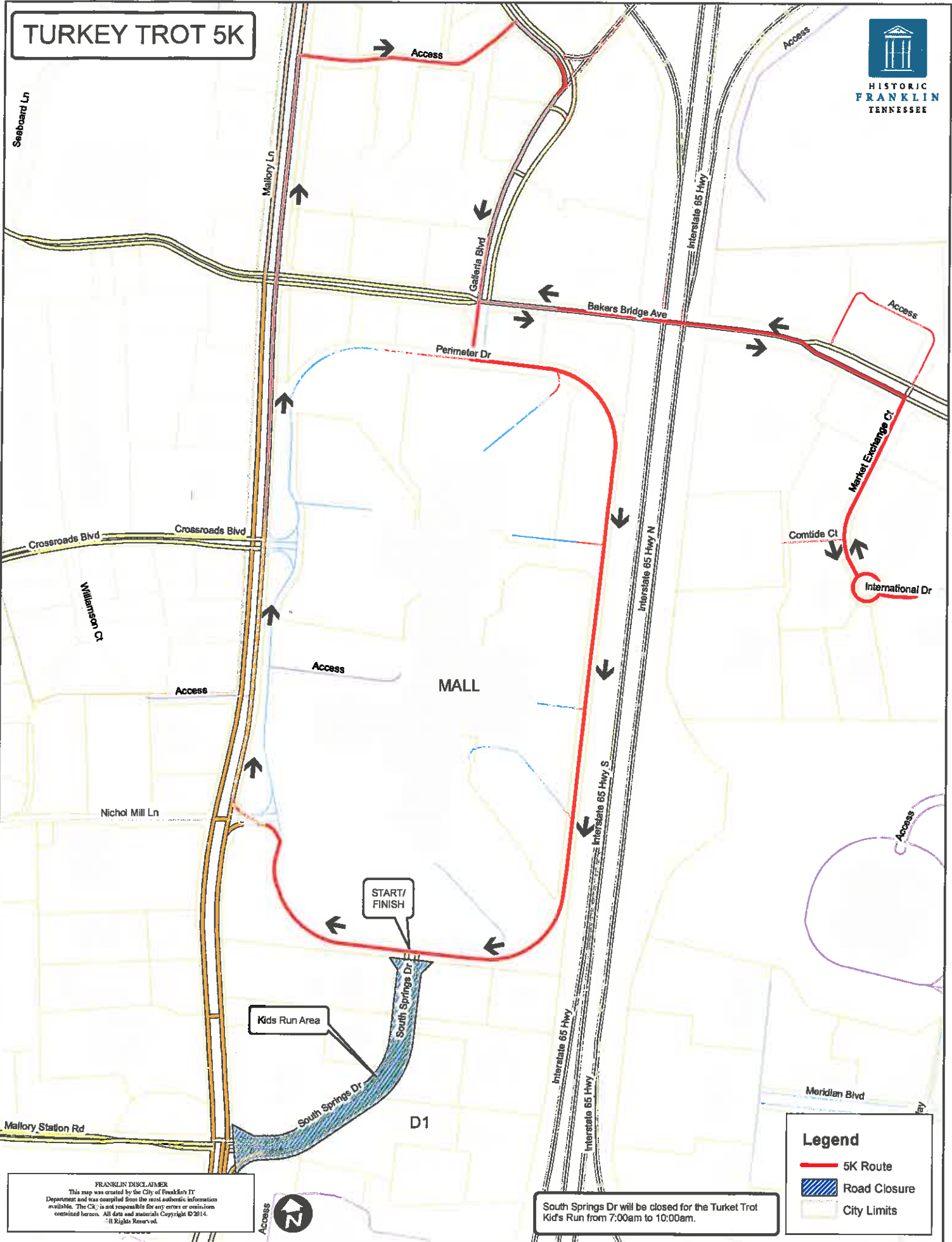
 Dr. Ken Moore, Mayor

 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) *
 * *****

TURKEY TROT 5K



Legend

- 5K Route
- Road Closure
- City Limits

South Springs Dr will be closed for the Turkey Trot Kid's Run from 7:00am to 10:00am.

FRANKLIN DISCLAIMER
 This map was created by the City of Franklin's IT 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 © 2014. All Rights Reserved.

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

DEPARTMENT OF THE TREASURY

Date: MAY 20 1999

GRACEWORKS MINISTRIES INC
C/O CHERYL A KING
PO BOX 438
FRANKLIN, TN 37065-0438

Employer Identification Number:
62-1584204
DIN:
17053093815039
Contact Person:
THOMAS E O'BRIEN ID# 31187
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
August 1995
Addendum Applies:
No

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.

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

Sincerely yours,



District Director

Letter 1050 (DO/CG)

1	Name: Nancy Baughman Employer: 4 th Ave. Ch of Christ Exa. Minister	Title: President Email: nanbaughman@gmail.com	Address: 1001 Evans St. Franklin TN 37064 Telephone: (M) 604-1524	Spouse: Carl
2	Name: Tim Costello Employer: Owner, Costello Construction	Title: Vice President Email: tkksc@yahoo.com	Address: 1694 Old Hillsboro Rd Franklin 37069 Telephone: 456-5349	Spouse: Karen
3	Name: Tom Halley Employer: Nissan Project Manager, retired	Title: Secretary/Treasurer Email: tomhalley@hotmail.com	Address: 1550 Lost Hollow Drive Brentwood 37027 Telephone: (H) 376-4175; (C) 424-3607	Spouse: Susan
4	Name: Mark Leuellen Employer: Financial Advisor, Edward Jones	Title: Email:	Address: Telephone:	Spouse:
5	Name: Kelvin Sales Employer: Wal-Mart Superstore Gen. Manager	Title: Retail Operations Email: kelsales25@bellsouth.net	Address: 3600 Mallory Lane Franklin 37067 Telephone: (W) 771-0829 (C) 430-4193	Spouse: Cynthia
6	Name: James Warren Employer: President, Ellsworth Systems	Title: Property Management Email: james@ellisworthsystems.com	Address: 103 Trace End Drive Franklin 37069 Telephone: (H) 377-9265; (C) 479-1118	Spouse: Ellen
7	Name: John Meyer Employer: Hospital Donor Development, retired	Title: Long Term Donor Development Email: jrm17543@aatt.net	Address: 236 Karnes Dr Franklin 37064 Telephone: 794-6897	Spouse: Glenda 37179
8	Name: Donna Choate Employer: HR Manager, HVL Packaging, retired	Title: Retail Relations Email: kdchoate@yahoo.com	Address: 4678 Harpeth Peytonsville Rd Thompson Station TN Telephone: (H) 591-3660 (C) 484-5094	Spouse: Kenneth
9	Name: Linda Decker Employer: Entrepreneur & Financial Advisor, retired	Title: Long Term Client Programming Email: K4LLD@comcast.net	Address: 263 Noah Dr Franklin 37064 Telephone: (H) 790-6631 (C) 516-7878	Spouse: Gary
10	Name: Tami Harris Employer: Web-Customer Experience Marketing Mgr., Magazines Inc.	Title: Email: tn4ua@yahoo.com	Address: Telephone:	Spouse:
11	Name: Carolyn Verge-Moore Employer: Senior Claims Supervisor, HCA, Inc.	Title: Legal Advisor Email: cmoore1029@gmail.com	Address: 805 Meadow Ridge Court Nashville 37221 Telephone: (H) 662-9651 ; (C) 337-4100	Spouse: Single
12	Name: Terry Appenzeller Employer: Vice Pres., Strategic Planning & Govt Affairs, AT&T, retired	Title: Email:	Address: Telephone:	Spouse:
13	Name: Bob Rudman Employer: Marketing for NBC, Johnson & Johnson, retired	Title: Marketing Email: rudman273@aol.com	Address: 1428 Primrose Lane Franklin TN 37064 Telephone: (H) 691-5819; (C) 476-9102	Spouse: Martha
14	Name: Cheryl Brown Employer: Exec. Director, Good Neighbor Fdtn.	Title: Community Relations Email: Cheryl@homeowncenter.com	Address: 500 Kilburn Court Franklin 37067 Telephone: (C) 870-6188	Spouse: Michael
15	Name	Title:	Address:	