

OFFICE USE ONLY  
Permit No. \_\_\_\_\_

ITEM #31  
BOMA  
06/10/14



HISTORIC  
FRANKLIN  
TENNESSEE

## 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:
- street closure       parade
- other special event       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     | <input type="checkbox"/> Eastern Flank BattleField Park |
| <input type="checkbox"/> Fieldstone Farms                                   | <input type="checkbox"/> Pinkerton Park   |   |
| <input checked="" type="checkbox"/> Jim Warren Park<br><i>run around it</i> | <input type="checkbox"/> Harlinsdale Farm | Other: <u>Square - Downtown Franklin</u>                |

2) Name/purpose of event: Franklin Classic 5k and 10k

3) Date or dates of event: Labor Day, September 1 2014

4) Time of Event: 7:00 am 10k starts 8:30 am 5k starts

5) Time of Street Closure (if applicable): 3:00 am - 11:00 am

Set-Up Date/Time: 5:00 am (3:00 am)      Tear-down Date/Time: 10:00 am (12 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:

Start & Finish LLC and Mercy Community Health Care

a) Address: 1712 Hillsboro Rd Franklin TN 37069

b) Phone: 615-567-6671      c) Cell: 615 803 5936      d) Fax: \_\_\_\_\_

e) E-mail address: kat@szfnashville.com

7) Person in charge on day of event: Katherine Williams

Cell: same      E-mail address: same



HISTORIC  
FRANKLIN  
TENNESSEE

- 8) Name and Cell Number of at least two others available on day of event:
- Name: Tracie Dycus Cell: 417-0315 E-mail address: traced@mercytn.org
- Name: Cindy Dycus Cell: \_\_\_\_\_ E-mail address: cindykdycus@gmail.com
- 9) DETAILED description of event (use additional sheets):
- Running and walking race with 3,000 plus participants. Kids zone, and kids 1k along with band and vendors. Mercy's largest fundraiser of the year.
- 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:
- 4,000 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. yes
- 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. \$250 per vendor ; \$30-50 per runner
- 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?  
Mercy Community Health Care
- 19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.



HISTORIC  
FRANKLIN  
TENNESSEE

- 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.)?  
Band, Announcements and awards ceremony.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Band and DJ
- 23) During what time period is sound amplification requested? 6:00 am - 10:30 am
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Exact details will be provided, last year Scott band played.
- 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. Kids Zone with games  
Will provide 2013 list. Current list under development
- 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. Boy Scouts, volunteers, and  
Start2Finish will oversee. city trash cans are requested and recycle containers
- 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.



HISTORIC  
FRANKLIN  
TENNESSEE

- 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:  

---

Mellow Mushroom - will request permission from them

---
- 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.



HISTORIC  
FRANKLIN  
TENNESSEE

**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: Katherine Williams Date: March 26, 2014  
(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) \*  
 \*\*\*\*\*





HISTORIC  
FRANKLIN  
TENNESSEE

<b>FOR CITY USE ONLY</b>				
<b>Department</b>		<b>Date</b>	<b>Initials</b>	<b>Attach Any Comments</b>
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

# 10K / 5K Routes

———— = 10k Race Course

———— = 5k Race Course

☾ = Water Station Location

X = Mile Marker

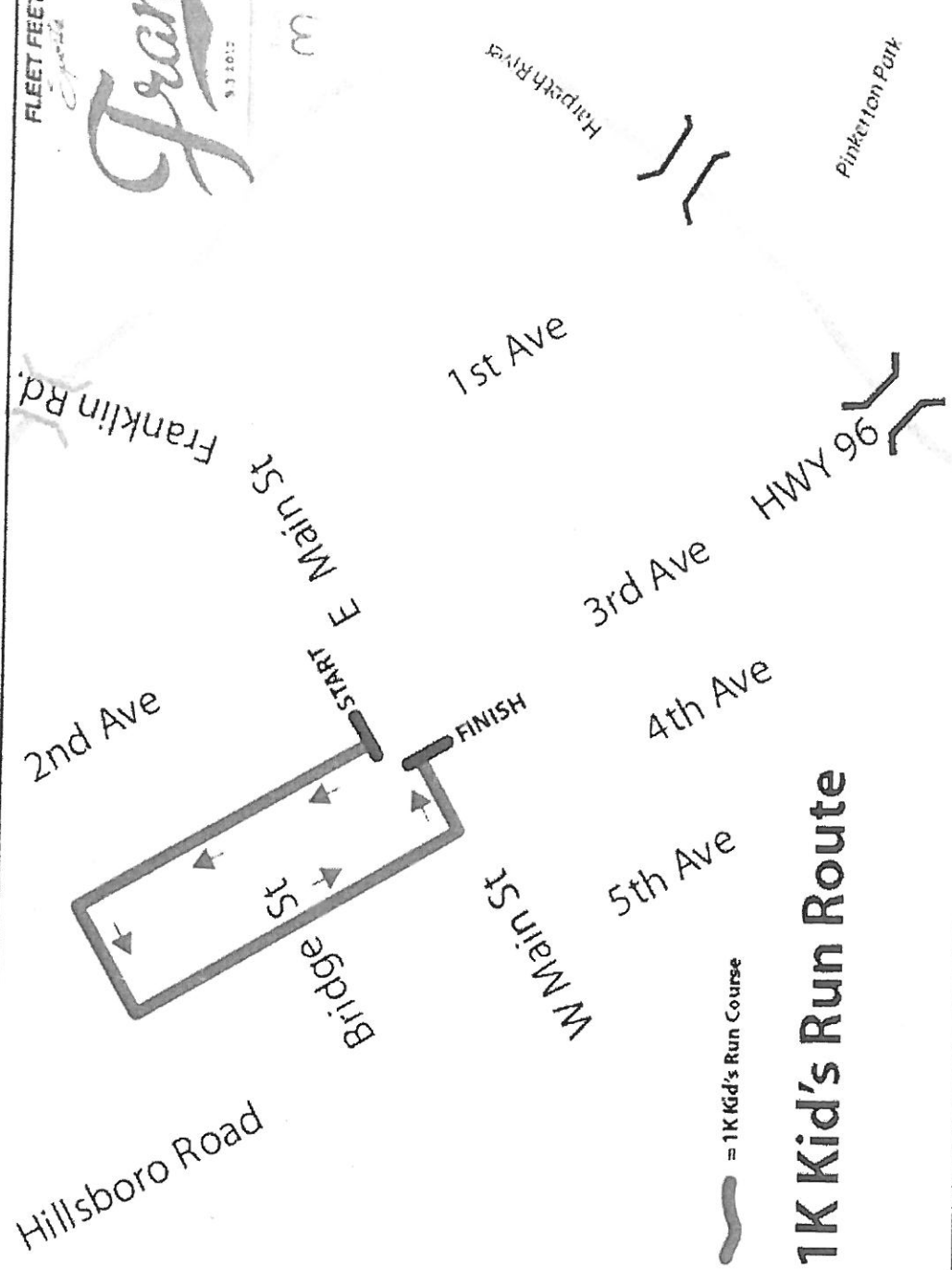


**FLEET FEET**  
*Franklin*  
CLASSIC  
9.3.2013



1/17/13

FLEET FEET  
*Franklin*  
CLASSIC  
9.1.2012



 = 1K Kid's Run Course

# 1K Kid's Run Route



<DATE>

Dear Neighbor,

We are writing to let you know of an event coming to your neighborhood this fall. We are holding the 36<sup>th</sup> Annual Franklin Classic benefiting Mercy Community Healthcare on Monday September 1, 2014 in Historic Downtown Franklin and surrounding area. The Franklin Classic will begin at 7:00 am at the Downtown Franklin Square and set up will begin at 4:00 am. The proposed map route is attached to this letter. The runners will have a coned, designated lane to run in and streets will be opened to traffic once the runners have passed. We are looking forward to hosting the 36<sup>th</sup> Annual Franklin Classic in your neighborhood and hope that you will raise the excitement level in your neighborhood by getting involved.

The 36<sup>th</sup> Annual Franklin Classic is being held to raise awareness and provide vital program funding for our organization, Mercy Community Healthcare. Mercy is a 501(c)(3) nonprofit organization that provides complete primary healthcare, including sick and urgent care, counseling and social services, chronic illness management, and psychiatry services to patients of all ages, both insured and uninsured in Franklin, Tennessee. Our mission statement is: Mercy Community Healthcare exists to reflect the love and compassion of Jesus Christ by providing excellent healthcare for all and support to their families. Vision statement: Mercy Community Healthcare will transform the physical, mental and spiritual health of individuals through the healing power of Jesus Christ to the glory of God for generations to come. We hope you will get excited and join us in participating on September 1<sup>st</sup>!

If you need to contact the event organizer, you may contact Katherine Williams by phone at (615) 567-6671 or by email, [kat@s2fnashville](mailto:kat@s2fnashville). If you would like to contact someone in the Franklin Special Events office regarding the event, you may contact Monique McCullough, by email [MONIQUEM@franklintn.gov](mailto:MONIQUEM@franklintn.gov), or by phone 615-791-3217

We would personally like to thank you in advance for any support that you can provide for the 36<sup>th</sup> Annual Franklin Classic and we hope you will help raise the excitement level about this event in your neighborhood!

Sincerely,

Tracie Dycus  
Marketing & Events Coordinator  
Mercy Community Healthcare

## 2014 Franklin Classic Committee

**Tracie Dycus**

tracied@mercytn.org  
615-417-0315

**Cindy Dycus**

cindykdycus@gmail.com  
615-406-2063

**Tony Van Belkom**

tvanbelkom@bellsouth.net  
615-478-1876

**Christa Gonzales**

christa@activenow.com  
615-364-7655

**Brittany Self**

brittanys@mercytn.org  
615-720-0863

**Elizabeth Wilmore**

elizabethw@mercytn.org  
615-330-7400

**Jordan Hall**

jordanphall@yahoo.com  
281-750-2090



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #5  
WRKS  
05/27/14

## MEMORANDUM

---

May 16, 2014

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator *E.S.*  
Special Events Advisory Team

**SUBJECT:** Franklin Classic Event Application

### Purpose

The purpose of this memo is to outline recommendations for approval of the Franklin Classic Event.

### Background

The Franklin Classic is an annual event held in Franklin that benefits the Mercy Children's Clinic. The event, which will be held this year on Monday, September 1, 2014, includes a 5K Run/Walk and a 10K Run. All runs & walks begin and end in Downtown Franklin. The organizer anticipates 4,000 participants. The route has been adjusted this year due to road construction projects that are currently or will be underway at the time.

### 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.
- **Risk Management:**
  - Applicant will provide certificate of insurance naming the City as additional insured.
- **Police Department:**
  - Applicant will hire twenty-one (22) extra-duty Franklin Police Officers to provide street closures and traffic control during the event.
  - Applicant will provide volunteers to assist with event.
  - Applicant has requested amplification on stages located on the Square. Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.
- **Building & Neighborhood Services Department:**
  - Electrical permit may be required.
- **Sanitation and Environmental Services Department:**
  - Department will provide extra roll-outs and recycling bins/bags for the applicant to use.
  - Applicant shall return all roll-outs (full or empty) and all recycling bags and frames to the alley behind Mellow Mushroom.