



HISTORIC
FRANKLIN
TENNESSEE


08/26/14

ITEM #5
WRKS

MEMORANDUM

August 15, 2014

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Jingle Bell Run Event Application

Purpose

The purpose of this memorandum is to outline recommendations for approval of the Jingle Bell 5K Run scheduled for December 6, 2014.

Background

The Arthritis Foundation has requested an Event Permit for the fourth "Jingle Bell 5K" on December 6th. Estimated attendance is 1,500. As in the past, this event is scheduled for the same day as the Kiwanis Club Christmas Parade. Closure of the Square is requested from 5 a.m. until approximately 11 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 need permission from Williamson County to place tent and/or any activities on Courthouse property.
- **Risk Management:**
 - Applicant will provide certificate of insurance naming the City as additional insured.
- **Police Department:**
 - Applicant will hire thirteen (13) extra-duty Franklin Police Officers to provide security and crowd control.
 - Applicant will meet with Police Department before event for final look at route, timing of closure, and location of volunteers.
- **Building & Neighborhood Services Department:**
 - Electrical permit will be required.
- **Sanitation and Environmental Services Department:**
 - Applicant is responsible for clean-up.
 - Department will provide fifteen extra roll-outs and recycling bins/bags for the applicant to use.
- **Fire Department:**
 - Tent permits may be required.
 - EMS will be onsite providing medical assistance if needed.
- **Revenue Management:**
 - Applicant will provide list of vendors to City.

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 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>Downtown Square</u> |

2) Name/purpose of event: Jingle Bell Run/Walk

3) Date or dates of event: December 6, 2014

4) Time of Event: 6 am - 11 am

5) Time of Street Closure (if applicable): 8 am - 10:30 am

Set-Up Date/Time: 6 am - 8 am **Tear-down Date/Time:** 10 am - 11 am

*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:

Arthritis Foundation

a) Address: 209 10th Ave. S. Ste. 212A Nashville TN 37203

b) Phone: 615-806-8540 **c) Cell:** 832-797-1515 **d) Fax:** 615-254-8316

e) E-mail address: Kpickens@arthritis.org

7) Person in charge on day of event: Melissa LaBonge

Cell: TBD **E-mail address:** TBD



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

Name: Kate Pickens Cell: 832-797-1515 E-mail address: kpickens@arthritiss.org

Name: Kelly Rach Cell: 616-346-3330 E-mail address: kellymrach@gmail.com

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

5K chipped-timed run and walk, with 1 mile loop
Stage to be set-up in front of Green Bank. Start/Finish
located at W. Main Street & Square.

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:

1,000 - 1,500

12) Please **attach a list** containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee.

13) Is your organization based in Williamson County? Circle Yes or No
(if no, please state where: Davidson)

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. \$35 registration fee per person

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? _____

Arthritis Foundation - 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

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

Announcements and music

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

mix 92.9 and local AV company

23) During what time period is sound amplification requested? 8am-10:30am

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. Yes 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. Katie Pickens 832-797-1515

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) Yes 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:

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: Kate Rabus - Director of Development Date: 6/4/14
(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.

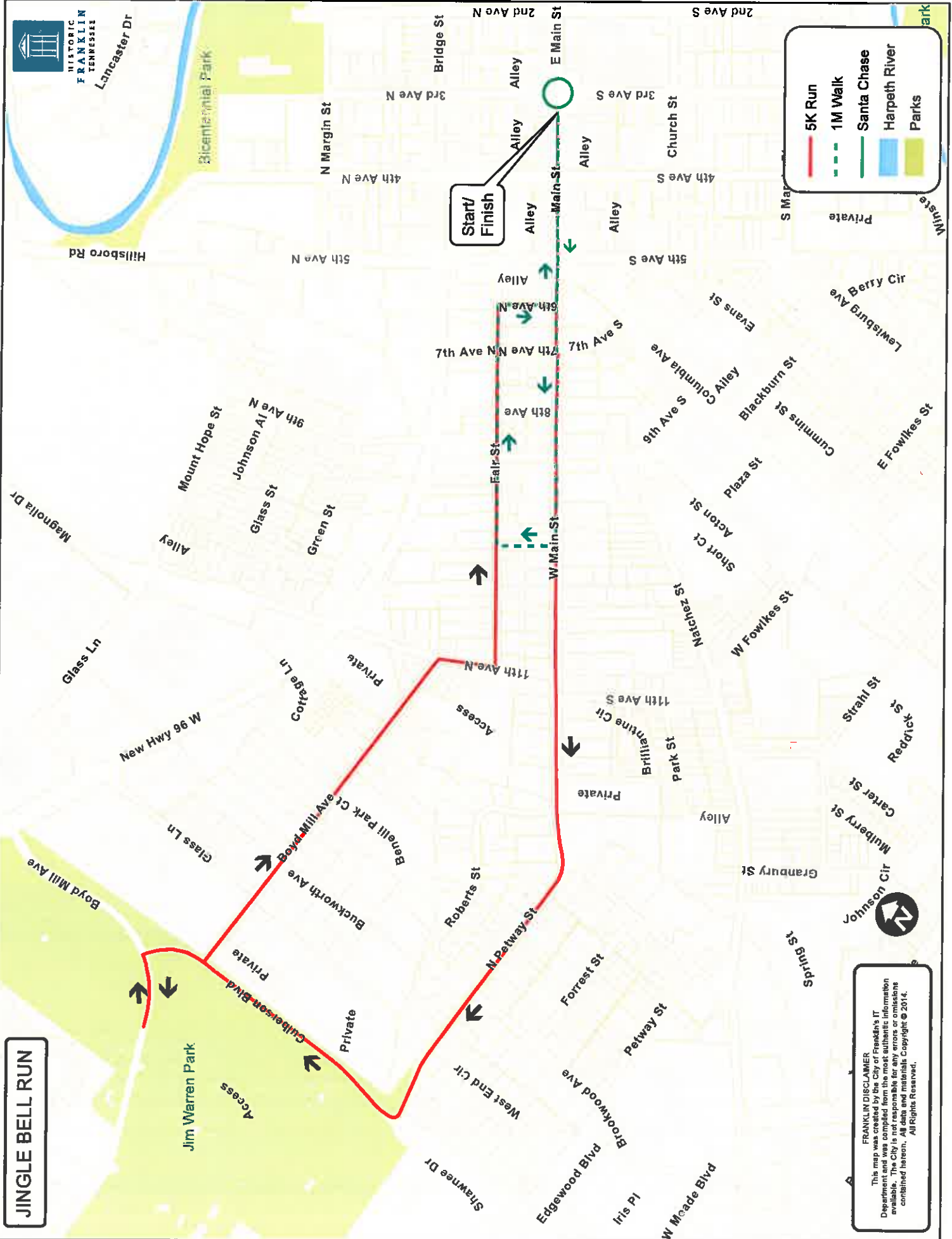
 *
 * **Return application to:** *
 * City Administrator's Office *
 * City Hall *
 * 109 Third Ave South *
 * Franklin, TN 37065 *
 * 615-791-3217 *
 * 615-790-0469 (FAX) *
 *
 *



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Lancaster Dr

JINGLE BELL RUN



Start/
Finish

5K Run
1M Walk
Santa Chase
Harpeth River
Parks

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.



**SOUTHEAST
REGION, INC.
MIDDLE
TENNESSEE**

Monday, December 1, 2014

Dear Neighbor,

I am writing to let you know of an event coming to your neighborhood at the end of this week. We are holding the 6th Annual Franklin Jingle Bell Run on Saturday, December 6, 2014 in the Downtown Franklin Area. The Jingle Bell Run is a 5K run/walk that includes a 1 mile family fun run. The 5k race will begin at 9:00am, the 1 mile walk will begin at 9:15am and the Santa Chase for children will begin at 8:30am. Registration will start at 7:30am at the Square. Roads will be closed to traffic starting at 7:00am and we will be out of the area by 11:00am.

The map route is attached to this letter. We are looking forward to having this event in your neighborhood and hope that you will join in our excitement by getting involved.

The Jingle Bell Run/Walk is the Arthritis Foundation's nationwide holiday event that raises funds to fight arthritis. This event will provide vital funds for research, advocacy, programs and services in your local area. In 2014, this event will take place in 150 markets from coast to coast, with almost 100,000 participants raising over \$3.5 million dollars to fund arthritis research as well as public health and public policy efforts to improve the lives of people with arthritis.

If you would like to get involved or need to contact the event organizer, you may contact Katie Pickens by phone at (615) 806-8540 or by mail at 209 10th Avenue South, Suite 212 A, Nashville, TN 37203. If you would like to contact someone in the City Administrator's office, you may reach them by phone at (615) 791-3217 or by mail at City Hall, 109 Third Ave South, Franklin, TN 37064.

I would personally like to thank you in advance for any support that you can provide for the 2014 Franklin Bell Run and hope you will help raise the excitement level about this event in your neighborhood!

Sincerely,

Katie Pickens
Arthritis Foundation, Southeast Region, Inc.
Middle Tennessee
Director of Development