

August 15, 2014

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator

Special Events Advisory Team

SUBJECT: Juvenile Diabetes Research Foundation Ride to Cure Event Application

#### Purpose

The purpose of this memo is to outline recommendations for approval of the Juvenile Diabetes Research Foundation (JDRF) Event application for the Ride to Cure scheduled for November 1, 2014.

## **Background**

The Ride to Cure is an annual event organized by the Juvenile Diabetes Research Foundation. This is the first time the event will be held in Williamson County. The event is hosted by the Marriott and will begin and end at their corporate headquarters on Saturday, November 1<sup>st</sup>.

There will be a mass start at 7:30 a.m. with cyclists returning to the Marriott intermittently throughout the day. All cyclists should return by 5:00 p.m.

# Recommendations

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:

o Applicant will provide certificate of insurance naming the City as additional insured.

#### • Police Department:

- Applicant will hire recommended number of Franklin Police Officers to provide traffic control at key intersections during departure. Cyclists will obey all traffic laws on return.
- Applicant will work with Williamson County Sheriff's Office for traffic control in areas outside of the City limits of Franklin.

## • Fire Department:

o Contact Franklin Fire Department for Tent and event inspections.

# • Streets Department

Applicant must use biodegradable markings on street (nothing permanent).

7)



# 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 □ street closure □ parade all that apply: ☑ 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. 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: Marriott (private property) Name/purpose of event: \_\_\_\_\_\_ JDRF Ride to Cure Diabetes Bicycle Ride 2) Date or dates of event: \_\_\_\_\_ Saturday, November 1, 2014 3) 4) Time of Event: \_\_\_\_ 7:30 am start - final rider @ 5:00 pm Time of Street Closure (if applicable): Temporary closures from 7:30 am-8:00 am 5) Set-Up Date/Time: 11/1 @ 0700 Tear-down Date/Time: 11/1 @ 1730 \*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. Name of Applicant and Organization Requesting Permit: 6) Alyson Levine - JDRF a) Address: \_\_\_\_\_ 26 Broadway, 14th Floor, New York, NY 10004 e) E-mail address: \_\_\_\_\_ chuckhodge@mac.com

Cell: 864-414-9290 E-mail address: chuckhodge@mac.com

Person in charge on day of event: Chuck Hodge



8)	Name and Cell Number of at least two others available on day of event:
	Name: Aly Levine Cell: 585-967-24-25 E-mail address: alevine@jdrf.org
	Name: Tom Gunther Cell: 707-688-7166 E-mail address: tomgunther@yahoo.com
9)	DETAILED description of event (use additional sheets):
	Fundraising bicycle event using the attached route. Riders start from the Marriott in waves - approximately
	200-300 participants expected. Requesting police support at key intersections on departure. Riders will
	be spread out and follow road rules on return.
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:
	200-300 riders with 15-20 staff.
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 o No
	(if no, please state where: New York) Local Chapter office in Nashville
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 Fundraising goals are \$2000-4000
17)	Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes of 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? Juvenile Diabetes Research Foundation
19)	Will parking in the area of the event need to be restricted or prohibited? Circle Yes o No.  Revised February 2014



20)	Will any sound amplification equipment be used during the event? please skip to Question #22.	Circle Yesor No. If no,	FRANKLIN TENTSTEE
	please skip to Question #22.		TEAMESEE

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

  Announcements at start line on Marriott property only.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

  DJ and small sound system.
- 23) During what time period is sound amplification requested? 0700-1730 on event day.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). no entertainment
- Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle Yes of 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.
- What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets.
- 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. Marriott to provide catering on their property handling all cleanup.
- 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.

<i>30)</i>	Will you require a	temporary v	water tap? (	Circle Yes	or No. If yes,	please list	exact locations
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- 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.
- 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

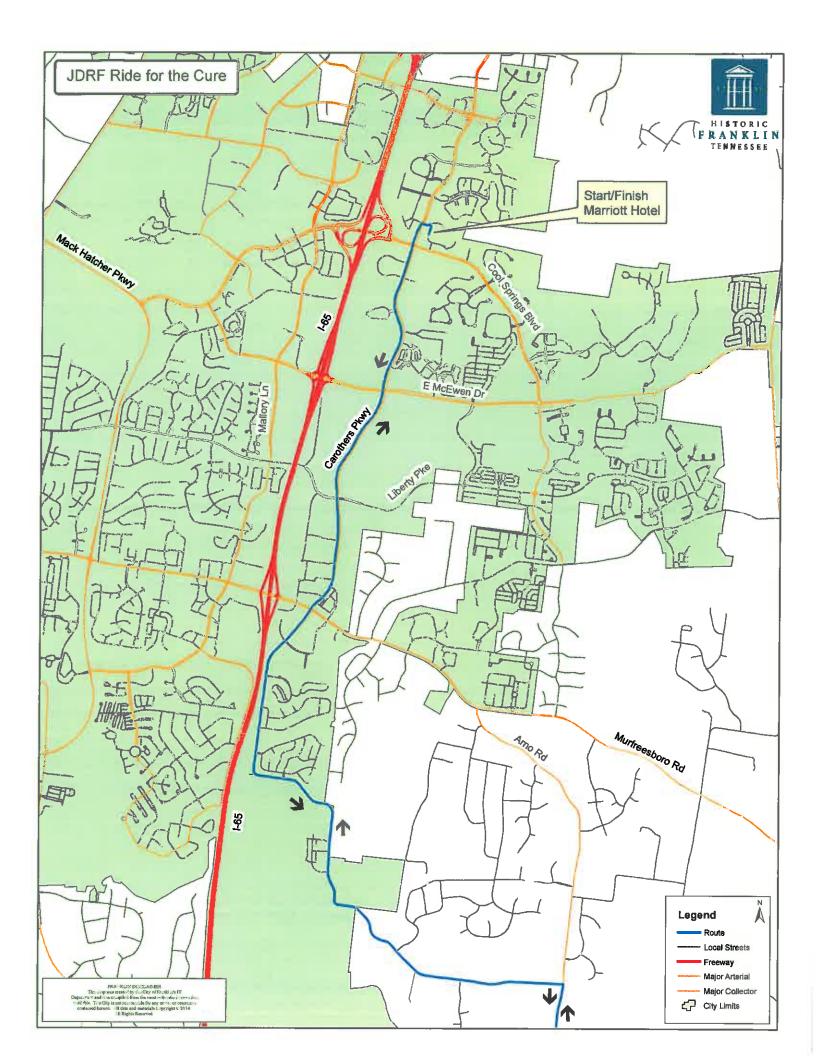
The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



# 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: <u>Olynow Levine - National Director</u> Date: <u>(Signature and title - must be officer of organization)</u>	-
Approved by the Board of Mayor and Aldermen on, 20	**************************************
Dr. Ken Moore, Mayor	City Administrator's Office City Hall 109 Third Ave South Franklin, TN 37065
Eric S. Stuckey, City Administrator	— \$ 615-791-3217 \$\frac{2}{3}\$ 615-790-0469 (FAX)
If you have questions concerning your request, please call 615-550-6606.	* * * * * * * * * * * * * * * * * * *



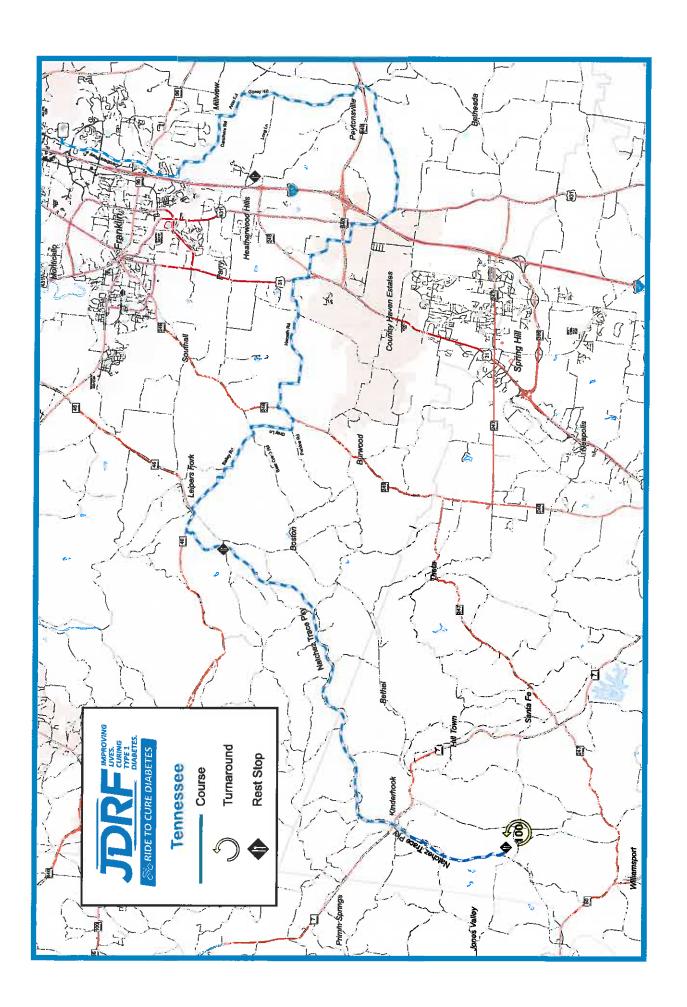
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JDRF Ride to Cure Diabetes - Tennessee Saturday, November 1, 2014

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ETA @ 20 MPH	9:45 AM	9:48 AM	9:49 AM	9:51 AM	9:54 AM	9:57 AM	10.00 A(M)	DOD AM	10.07 AM	10:10 AM	10:12 AM	10:13 AM	10:16 AM	10:18 AM	10:19 AM	10.22 AM	MA 02.01	10.20 AIVI	10.24 AM	10.36 AM	10:37 AM	10:40 AM	10:40 AM	10:43 AM	10:43 AM	10:46 AM	0:47 AM	10:49 AM	10:52 AM	0:52 AM	10:54 AM	10-55 AM	11:00 AM	1:05 AM	1:06 AM	11:10 AM	11.12 AM	1.24 AM	1-24 AM	1-28 AM	1.29 AM	11:30 AM	11:31 AM	11:34 AM	11:35 AM	11:38 AM	11.40 AM	11:42 AM	11:54 AM
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ETA @ 10 MPH	12:00 PM	12:06 PM		12:12 PM	12:18 PM 11:30 AM	12:24 PM 11:35 AM 10:34 AM 9:57 AM 12:31 PM 11:41 AM 10:38 AM 10:00 AM	45.55 DM	12.39 PM	12.45 PM	12:51 PM 11:57 AM 10:50 AM 10:10 AM	12:54 PM	12:56 PM 1	1:03 PM	1:07 PM 1	1:09 PM	4.00 PM		1.22 DM	1.38 PM	1.43 PM	1.45 PM	1:51 PM 1	1:51 PM 1	1:56 PM 1	1:57 PM 1	2:03 PM	2:05 PM 1	2:09 PM	2:14 PM	MAG DIV	2:10 PM		-	$\overline{}$		2:50 PM		+	-	-	-	3:30 PM			$\vdash$	- 4		3:54 PM	

JDRF Ride to Cure Diabetes - Tennessee Saturday, November 1, 2014

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Turning From	Harpeth Peytonsville Rd.		Pevtonsville Trinity Rd.	Pevtonsville Rd.		Gosev Hill	Amo Rd.							Carothers Parkway	
Location	Peytonsville Trinity Rd.	TN 840 ramps	Peytonsville Rd.	Gosey Hill Rd.	Long Lane	Arno Rd.	S Carothers Rd.	Murfeesboro Rd.	Liberty Pike	McEwen Dr.	Nissan Way	Cresecent Center Dr.	Cool Springs Blvd.	Corporate Center	Marriott
Action Taken	Left	క్ర	Left	Right	ន	Left	Left	8	ន	భ	S	SS	క	Right	Right
KM Action Ridden Taken	142.4	142.5	142.8	143,3	147.5	149.3	151.2	157.6	158.8	160.1	160,9	161.2	161.5	161.8	161.9
Mile G t	12.14	12.06	11.86	11.54	8.94	7.82	6.62	2.67	1.92	1.14	0.62	0.42	0.22	0.04	0.00
Miles Ridde n	88.46	88.54	88.74	89.06	91,66	92.78	93.98	97.93	98.68	99.46	99.98	20 100.18	.20 100.38	100.56	04 100.60
	0.15	80.0	0.20	0.32	2.60	1.12	1.20	3.95	0.75	0.78	0.52	0	0.20	0.18	0.04
ETA @ 20 MPH	11:55 AM	11:55 AM	1:02 PM 11:56 AM	11:57 AM	12:04 PM	12:08 PM	12:11 PM	12:23 PM	12:26 PM	1:42 PM   12:28 PM	1:44 PM 12:29 PM	1:45 PM 12:30 PM	12:31 PM	12:31 PM	12:31 PM
ETA @ 16 MPH	1:01 PM   11:55 AM	1:02 PM   11:55 AM	1:02 PM	1:03 PM 11:57 AM	1:13 PM 12:04 PM	1:17 PM   12:08 PM	1:22 PM   12:11 PM	1:37 PM   12:23 PM	1:40 PM   12:26 PM	1:42 PM	1:44 PM	1:45 PM	1:46 PM	1:47 PM	1:47 PM
ETA ® 12 MPH	2:52 PM	2:52 PM	2:53 PM	2:55 PM	3:08 PM	3:13 PM	3:19 PM	3:39 PM	3:43 PM	3:47 PM	3:49 PM	3:50 PM	3:51 PM	3:52 PM	3:53 PM
ETA @ 10 MPH	4:20 PM	4:21 PM	4:22 PM	4:24 PM	4:39 PM	4:46 PM	4:53 PM	5:17 PM	5:22 PM	5:26 PM	5:29 PM	5:31 PM	5:32 PM	5:33 PM	5:33 PM



0248153327 June 19, 2013 LTR 4168C 0 23-1907729 000000 00 00024550

JDRF INTERNATIONAL % GARY CURTO 26 BROADWAY FL 14 NEW YORK NY 10004

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

Sincerely yours,

Begand mark

Richard McKee, Department Manager Accounts Management Operations



26 Broadway, 14th Floa-New York, 14f 16:004 tt 212-476-7529 if 212-479-7587 froi free: 800-533-267? www.jdrf.org

February 25, 2014

Dear Sir/Madam:

Please be advised that the JDRF International ("JDRF") is a 501(c)(3) tax-exempt corporation, and is incorporated under the laws of the Commonwealth of Pennsylvania, and. The corporate headquarters of JDRF is located at 26 Broadway, 14th Floor, New York, NY 10004.

JDRF reports to the Internal Revenue Service using Form 990, under the tax identification No. 23-1907729. On August 29, 2003, JDRF was granted a special ruling that all chapters and branches would be treated as a single entity, thus requiring JDRF to file a single 990 tax return. Accordingly, all United States chapters and branches are covered under this umbrella and are considered to be in good standing.

To verify a chapter location, please see the chapter listing located on our website: <a href="www.idrf.org/index.cfm?page\_id=100687">www.idrf.org/index.cfm?page\_id=100687</a>

A copy of our financial reports can be found on the following website link: Tax information for donors: <a href="http://jdrf.org/about-jdrf/financials">http://jdrf.org/about-jdrf/financials</a>

If you need further assistance regarding this matter, please contact the JDRF Tax & Regulatory Compliance Manager, Mr. Gary Curto, at (212) 479-7551. gcurto@jdrf.org

Sincerely,

Edward Sebald

Chief Financial Officer