



HISTORIC
FRANKLIN
TENNESSEE

ITEM #24
BOMA 03/09/2010

MEMORANDUM

February 17, 2010

TO: Board of Mayor & Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Franklin First's Fiddlin' Fish 5K/1 Mile Run (May 15, 2010)

Purpose

The purpose of this memo is to outline recommendations for the Franklin First's Fiddlin' Fish 5K/1 Mile Run sponsored by Franklin First United Methodist Church.

Background

This is an annual event coordinated by the Works In Progress Sunday School Class of Franklin First United Methodist Church.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide updated Good Neighbor Letter which will be distributed to area residents within the approved course.
- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.

Risk Management:

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

Police Department:

- Applicant will hire eight (8) extra-duty Franklin Police Officers to secure the course and to provide security and traffic control.
- Traffic barricades will be provided by applicant; the placement and removal of barricades will be coordinated by the applicant utilizing the extra-duty officers to close and open the streets.
- Applicant will provide at least a 72-hour advance notice to CSX.

Solid Waste Department:

- Applicant will provide volunteers to pick-up any trash associated with the event.

OFFICE USE ONLY

Permit No: _____



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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):

____ Aspen Grove Park
____ Fieldstone Farms
____ Jim Warren Park

____ Liberty Park
____ Pinkerton Park
____ Winstead Hill Park

Other: First United Meth. Church

2) Name/purpose of event: Franklin First's Fiddlin' Fish 5K/1 mile walk

3) Date or dates of event: Saturday, May 15, 2010

4) Time of Event: 8 am until 10 am

5) Time of Street Closure (if applicable): 7:45 until ~~8:00~~ 9:15

Set-Up Date/Time: no closure prior to event **Tear-down Date/Time:** _____

*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:

Mike Gill

a) Address: 9101 Sebastiani Court 37067

b) Phone: 771-4040 **c) Cell:** 969-5356 **d) Fax:** _____

e) E-mail address: jamegill@deloitte.com

7) Person in charge on day of event: Mike Gill

Cell: 969-5356 **E-mail address:** jamegill@deloitte.com



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

Name: Kim Dedman Cell: 668-2097 E-mail address: _____

Name: Dan Williamson Cell: 512-8083 E-mail address: _____

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

1 mile walk beginning at 8 am from FUMC .5 down and back on Lewisberg
5K run beginning at 8:30 am from FUMC down Lewisberg, right on
Carnton, turn around at Carnton Plantation and run back to FUMC

✓ 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:

300

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. Listed on line 6 and 8

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. Approx \$20 per participant and between \$100 - \$400 for donations

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? We will give profits to families who

are affected by children's illness/cancer. 100% charity.

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



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- 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 a bluegrass or Christian band
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
- 23) During what time period is sound amplification requested? 7:45 - 9:30
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). bluegrass or Christian
- 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.) NO **Please provide detailed list.** Use additional sheets. No vendors
- 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. Gatorade : fruit will be provided. Mike Gull - 916955356
- 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.



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- 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: *Michael Gied* Date: 1/15/10
(Signature and title – must be officer of organization)

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

John C. Schroer, 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

Date

Dear Resident:

On behalf of Community Child Care Center, Inc., the Works in Progress Sunday School Class of Franklin First United Methodist Church will sponsor the Franklin First's Fiddlin' Fish 5K Run on Saturday, April 19, 2008 from 8:00 a.m. until 10:00 a.m. The 1 mile fun run and 5K run/walk will follow a course beginning on 5th Avenue in downtown Franklin, continue to Carnton Lane and return on the same route. We hope to have over 500 participants, with proceeds going to benefit the Community Child Care Center.

We hope that you will join us in our inaugural race and support Community Child Care Center. Runners, walkers and spectators are all welcome and encouraged!

The Race will run through some parts of your neighborhood. If your road must be closed, it should be only for a short period of time, and we have taken precautions to keep any traffic issues to a minimum. Additionally, police officers and street monitors will be stationed at key intersections on the route helping to manage traffic flow.

We are optimistic that this special event can be accomplished with minimal inconvenience to residents, and we sincerely appreciate your cooperation with this event.

If you have questions or concerns, please visit the Franklin First United Methodist Website, Franklin First's Fiddlin' Fish link – www.ffumc.org/_____ for details and a map of the race route.

Franklin First's Fiddlin' Fish Race Committee
Mike Gill (615) 969-5356
143 Fifth Avenue South
Franklin, TN 37064
(615) 794-2734

Works in Progress Sunday School Class
Franklin First United Methodist Church

List of Addresses for Good Neighbor Letter

Application for Franklin First's Fiddlin' Fish 5K

Fifth Avenue South

201	Frances Haynes
209	William E. Walton
215	Christian Friesinger
217	Margaret Scruggs
219	James Redford
221	Suntrust Bank
223	Suntrust Bank
225	Suntrust Bank
202	James Smith
210	Mamie McArthur
216	Edward Jordan
218	Robert Rowland
220	Stephanie Jenkins
222	Rebecca Hicks
226	John D. Wood
515 Church Street	Peter Furler
438 S. Margin	Suntrust
501 S. Margin	Lillian Stewart
1102 Adams St.	Betty Horn
303 Berry Cir.	O'More School of Design
305 Berry Cir.	Frank Irvin
307 Berry Cir.	Nancy Berry
311 Berry Cir.	Kenneth Moore
306 Berry Cir.	A&B Investments
302 Berry Cir.	Bobby Hatchett

Lewisburg Avenue

101	O'More School of Design
103	O'More School of Design
105	O'More School of Design
109	O'More School of Design
111	Michael Tanner
115	Linda McGory
117	Harry Billington
119	Ronald Payne
121	Matthew J. Hill
123	Timothy Adgent
201	Boardman Stewart
203	Curtis Gibbs
205	Ryan Rettler
207	David Foster
209	Robert Crosby
211	Robert Crosby Sr.
213	Gale Haddock
215	Robert Garner
217	Historic Home Builders LLC
219	Linda Stubblefield
221	D'Lorah Lane
301	James Green
403	Maye Hill
405	Mable Stewart
407	Arthur Hodge Est\
417	Aundria Reed
419	Aundria Reed
421	Mariah Blakely
102	Daniel Cremin
104	Curtis Nicholson
106	Ned Jones
108	James Jewell Jr.
110	Eulalie Jefferson
112	Catherine Burns
114	Daniel Klatt
116	Larry Cognata
118	John Pavlejc
120	Danny Nelms
122	William Adair Jr.
200	Sherman Anderson
202	A D Haber III
204	Robert Bass
206	Edmund Nance Jr.
208	Simon Waterlow

Lewisburg Avenue

210	Salli Lagrone
212	William Ewin Jr.
300	Margaret Macpherson
302	Laurel Aiello
418	Save the Franklin Battlefield Inc.
422	Bonsal American Inc.
424	James Huskey
428-30	Ron Taylor

Thompson Alley

1136	Leonard Jones
1140	Maye Hill
1142	Verlia Burns
1143	Frank Roberson
1144	Euford Miller
125	McPhail Scruggs
126	Lee Jenkins
129	Tom Scruggs

Carnton Lane

1132	David Grow
1136	Kirk McCaleb
1140	Billy Etue
1200	Paul Hoppe
1204	David Jackewicz
1208	James Parker
1212	Walter Latture
1216	Christopher Campbell
1220	Eric Ross
1224	Jimmy Moore
1228	Luke Dunn
1300	Newton Walker
1304	David Mrozinski
1310-16	Frances Erwin
1328	Thomas Miller
1344-46	David Carr
1115A-1 through A-5	Eloise North
1119	James VonGruenigen
1123	Ronald Taylor
1127	Gary Carrigan
1131	Anthony Greer
1135	Glen Hunter

Carnton Lane

1139	Kenneth Burbage
1143	Joanie Abernathy
1201	Jeff Bradford
1205	Michael Trailov
1207	Todd Hardy
1211	Mary Howard
1215	Darlene Rebowe
1219	Ronnie Johnson

Kinnard Drive

1304	Bryan Brand
1308	John Marshall
1312	Robert Sillaman
1316	William Knight
1320	Christian Belzunce
1324	Scott Seybold
1328	David Palmer
1400	Wilda McMeans
1404	John Fisher
1408	Tipton Evans
1412	Virginia Williams
1500	Joe Templeton
1504	Matthew Giblin
1508	Michael Martin
1512	Carl Coleman
1516	Kathryn Cherico
1520	Douglas Beard
1524	Christopher Schneider
1528	Robert Ferris
1532	Charles McNish
1536	Darrel Emerson
1540	Charles Lafont
1544	Jimmy Stephens
1548	Timothy Layne
1552	David Scott
1556	Vernon Pieper
1560	James Brown
1564	Davie Praet
1568	Jason Gilliam
1600	Gregory Duke
1604	Lawrence Sellers
1608	Paul Butts Jr.
1612	Joseph Doughty
1616	William Lasater
1620	Ronald Williams

Kinnard Drive

1624	Michael Hines
1628	Morris Sammons
1632	Jerry Shockey
1636	John Cain
1640	William Large
1627	Morton Stein
1617	Joseph Sessions
1557	Elmer Matto Jr.
1553	David Beeny
1549	Anthony Johnson
1545	Gary Moody
1541	Gary Peevely
1537	Anthony Dainora
1529	Hugh Coltharp
1525	Brent Moelker
1521	Russel Carrigan
1517	Daniel Blevins
1509	Michael Weeks
1505	Mark Traxler
1409	Edward Goehner
1405	William Rodgers
1401	Marshel Spitzer
1321	David Sullivan
1313	John Altshuler
1305	Shay Evans

St. Michaels Court

1000	Margaret Southgate
1004	Denise Andre
1008	Joseph Hale
1012	David Boyd
1013	James Thomson
1009	Ronald Spaid
1005	Donald Welch

Brandon Drive

1100	Jason Houser
1104	Frank Minter Jr.
1108	Carroll Roose
1112	John Trew Jr.
1116	Ryan McNeary
1120	Roger Cathey
1124	James Cunningham
1121	Robert Zimmerman
1113	Mark Tornow
1109	Maurine Alexander
1105	Christopher Jackson
1101	Richard Yuill

Holmes Circle

1504	Neal Miller
1508	Alex Marks
1512	Terry Thomas
1516	L. Ollen Crowder Jr.
1520	Larry Pruitt
1524	Wallace Post Jr.
1528	Steven Shaver
1532	Ronald Ellis
1536	Richard Billings
1525	Fred Oettel
1521	Andrew Hanscom
1517	Elizabeth Yates
1513	Dan Sanderson
1509	Robert Marrero
1505	Edward Strong II

Cabot Drive

1504	James Lanier III
1508	Frederic Pepin
1512	Betty Parker
1516	Ralph Genoble Jr.
1520	Kevin Adams
1524	Robert Nichols
1528	David Maddox
1604	Thomas Jackson
1608	Kenneth Morrow
1616	Cheryl Landis
1620	Robert Johnson
1624	Franklin Bayse
1629	Adolph Vedder
1625	Alma Ashby

Cabot Drive

1621	Robert Gill
1617	Wesley Brown Jr.
1613	William Ewen
1609	Lewis Howell
1605	Craig Brent
1601	Kevin Neely
1533	Michael Passmore
1529	Juliet Stockstill
1525	Todd Lewis
1521	Ludovino Diaz
1517	Thomas Clark
1513	Connie Puryear
1509	Steven Pruter
1505	Neal Smith

Ruth Court

1000	Jerry Brannon
1004	John Cottrell
1008	Jacob Kready
1009	William Bickley III
1005	Hector Blair

Others

Downtown Franklin Association
Nancy Williams, Director
P.O. Box 807

Downtown Neighborhood Association
Beverly Roberts, President
215 4th Avenue South

Carnton
1345 Carnton Lane

Heath Place HOA
Jenny Rodgers
1405 Kinnard Drive



TENNESSEE DEPARTMENT OF REVENUE

Certificate of Exemption

FIRST UNITED METHODIST CHURCH
143 5TH AVE S
FRANKLIN TN 37064-2627
|||||

July 13, 2003

Account Type: S&U EXEMPT

Account No.: 100161175

Under the provisions of T.C.A. Section 67-6-322, the organization named above is granted authority from the Tennessee Department of Revenue to make purchases, without payment of the Sales or Use Tax, of tangible personal property or taxable services to be used or consumed by the organization itself or to be given away.

The organization must furnish the suppliers of goods and services with a COPY of this exemption certificate. The lower portion of the certificate must be properly completed. The organization MUST retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of exemption. Later purchases do not require the submission of additional copies. Invoices must contain the name of the organization and the number given above.

This authority does not extend to purchases made by representatives of the organization when the items purchased or services rendered are paid for with personal funds. It does not extend to items purchased to be resold.

THE ORGANIZATION MUST NOTIFY THE DEPARTMENT IMMEDIATELY IF IT CEASES TO EXIST, MOVES, OR IN ANY WAY CHANGES THE ORGANIZATION FROM ITS PRESENT FORM.

EFFECTIVE DATE July 1, 2003

Loren L. Chumley
COMMISSIONER OF REVENUE

TO BE COMPLETED BY THE ORGANIZATION (please print)

TO: SUPPLIER'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

I _____ as an authorized representative of the organization named above affirm that the purchases made under this authority will be used and consumed by the organization or will be given away. I further affirm that the organization will not use this authority to purchase items for resale.

Under penalty of perjury, I affirm this to be a true and correct statement.

PRINT NAME OF ORGANIZATION: _____

PRINT NAME OF PURCHASER: _____

SIGNATURE OF PURCHASER: _____