



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #30  
BOMA  
04/27/2010

## MEMORANDUM

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April 21, 2010

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Ragnar Relay Tennessee Event Application

### Purpose

The purpose of this memo is to outline recommendations for approval of the Ragnar Relay Tennessee Event.

### Background

The Ragnar Relay Series is the largest long distance running relays series in the world. They have partnered with Healthways to present the first race of this style in the State of Tennessee. The 180-mile relay race begins in Chattanooga and ends in Nashville. The race will pass through Franklin on November 6<sup>th</sup> between the hours of 5 AM and 6 PM at a rate of 20 runners per hour (an estimated total participation of 200). No street closures are requested; runners will remain on sidewalks, where available, or on the shoulder of the road (runners have been advised to run in single-file).

### Recommendation

Staff recommends approval of the event application with the following recommendations:

- Applicant will provide a \$1000 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:**
  - After reviewing original route with applicant, Police recommends slight changes to route that will allow for more sidewalks (applicant is agreeable).
  - Applicant will hire four (4) extra-duty Franklin Police Officers for safety and traffic control.

OFFICE USE ONLY:  
Permit No: \_\_\_\_\_

**received**  
3-5-2010



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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:
- |  |  |
|--|--|
| <input 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: _____                       |

**2) Name/purpose of event:** RAGNAR RELAY TENNESSEE

**3) Date or dates of event:** SATURDAY, NOVEMBER 6th

**4) Time of Event:** RUNNERS WILL BE PASSING THROUGH FRANKLIN BETWEEN THE HOURS OF 5AM-6PM  
**5) Time of Street Closure (if applicable):** N/A AT A RATE OF 20 RUNNERS/HOUR

**Set-Up Date/Time:** \_\_\_\_\_ **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:**

RAGNAR EVENTS

**a) Address:** 1188 W SPORTSPLEX DR SUITE 201 KAYSVILLE UT 84037

**b) Phone:** 801-913-4197 **c) Cell:** \_\_\_\_\_ **d) Fax:** 801-491-5023

**e) E-mail address:** leslie@ragnarrelay.com

**7) Person in charge on day of event:** LESLIE KEENER

**Cell:** 801-913-4197 **E-mail address:** leslie@ragnarrelay.com



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

Name: TANNER BELL Cell: 801-608-2486 E-mail address: tanner@ragnarrelay.com

Name: RYAN MYERS Cell: 210-365-6880 E-mail address: ryanmyers@ragnarrelay.com

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

SEE ATTACHED INFO

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:

ESTIMATE 200 RUNNERS AND 2400 OVERALL ATTENDEES SPREAD OUT OVER 13 HOURS

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: UTAH )

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. THERE IS AN ENTRY FEE FOR RACE PARTICIPANTS THAT IS ~~1000~~ \$80/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? CHARITY TBD IN NEXT 2 WEEKS



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- 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.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_
- 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? \_\_\_\_\_
- 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. 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. YES, VENDORS FOR FOOD + MERCHANDISE WILL BE PRESENT AT EXCHANGE #30 BEING HELD AT THE HEALTHWAYS BUILDING. THIS IS THE ONLY LOCATION FOR VENDORS
- 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*



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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:  
YES, ONLY AT EXCHANGE 30 (HEALTHWAYS BUILDING) THIS SET UP  
WILL BE PROVIDED BY HEALTHWAYS
- 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



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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: [Signature] RACE DIRECTOR Date: 3/1/10  
(Signature and title – must be officer of organization)

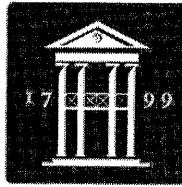
Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
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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<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

# **Ragnar Relay Tennessee Presented by Healthways 2010**

## **Franklin**

### WHO IS RAGNAR EVENTS

Our company, Ragnar Events, organizes long distance, overnight running adventures that take teams of 12 runners on an unforgettable journey through some of the most scenic landscapes in the country. In the span of two days, team or families, friends, and business associates strengthen relationships, build camaraderie, and compete in a 180-mile relay race. The Ragnar Relay Series began in 2004 when 22 teams came together to run 180 miles through the Wasatch Mountains of Northern Utah. Six years later the series has grown to 13 races across the country, making the Ragnar Relay Series the largest long distance running relay series in the world. In 2009, the Ragnar Relay Series had 10 races nationwide and over 24,000 active participants spread across the United States and the World.

### WHAT IS THE RAGNAR RELAY TENNESSEE

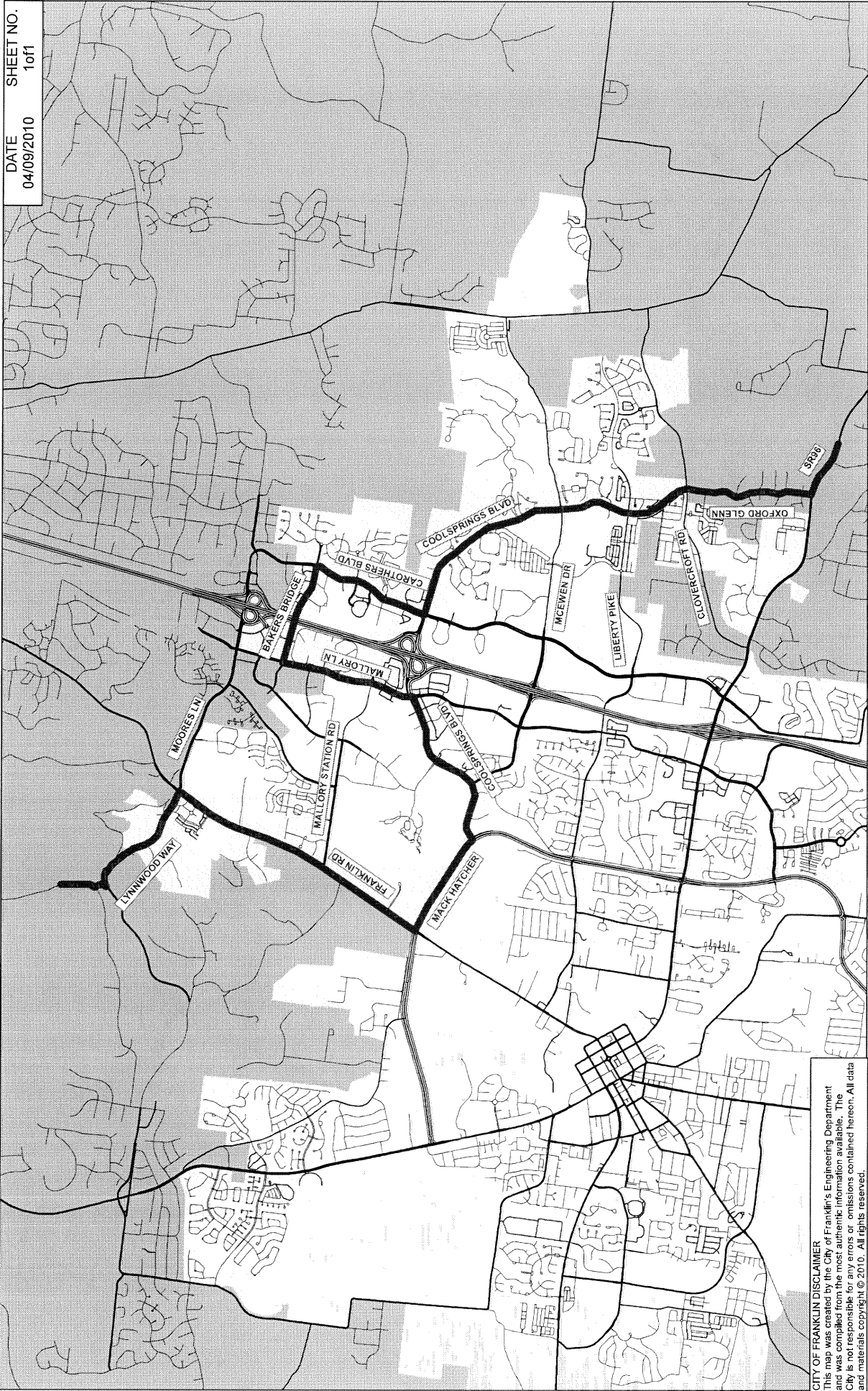
This is the first year for the Ragnar Relay Tennessee. The Ragnar Relay Series has partnered with Healthways, a multi-national corporation located in Franklin, Tennessee to present the first race of this style in the state of Tennessee. Our goal is to stage a successful and fun running race while also promoting a healthful lifestyle to communities in Tennessee as well as bringing commerce to communities that our race passes through. We are writing to request your help in approving a portion of our race, which we propose to run through the City of Franklin.

The 180-mile race starts in Chattanooga on Friday morning (11/5/10) and finishes in Nashville on Saturday afternoon (11/6/10). Our 200 runners (anticipated) will be passing through the City of Franklin, spread out between the hours of 5:00am and 6:00pm on Saturday, November 6th. During these hours, a runner will be passing through at a rate of approximately one runner every 5-15 minutes.

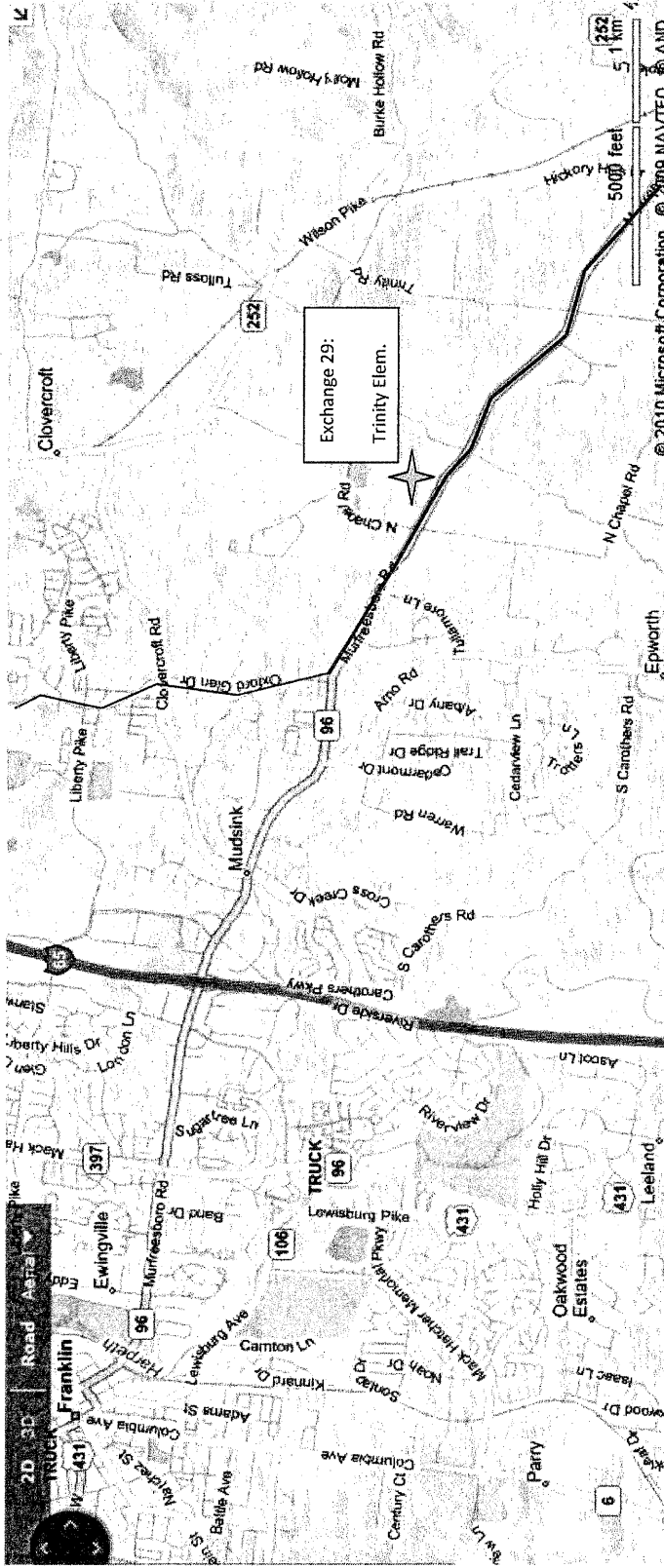
### ROUTE AND TRAFFIC CONTROL

There will be no street closures. The attached images depict the race course through the Franklin area.





**CITY OF FRANKLIN DISCLAIMER**  
This map was created by the City of Franklin's Engineering 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 © 2010. All rights reserved.

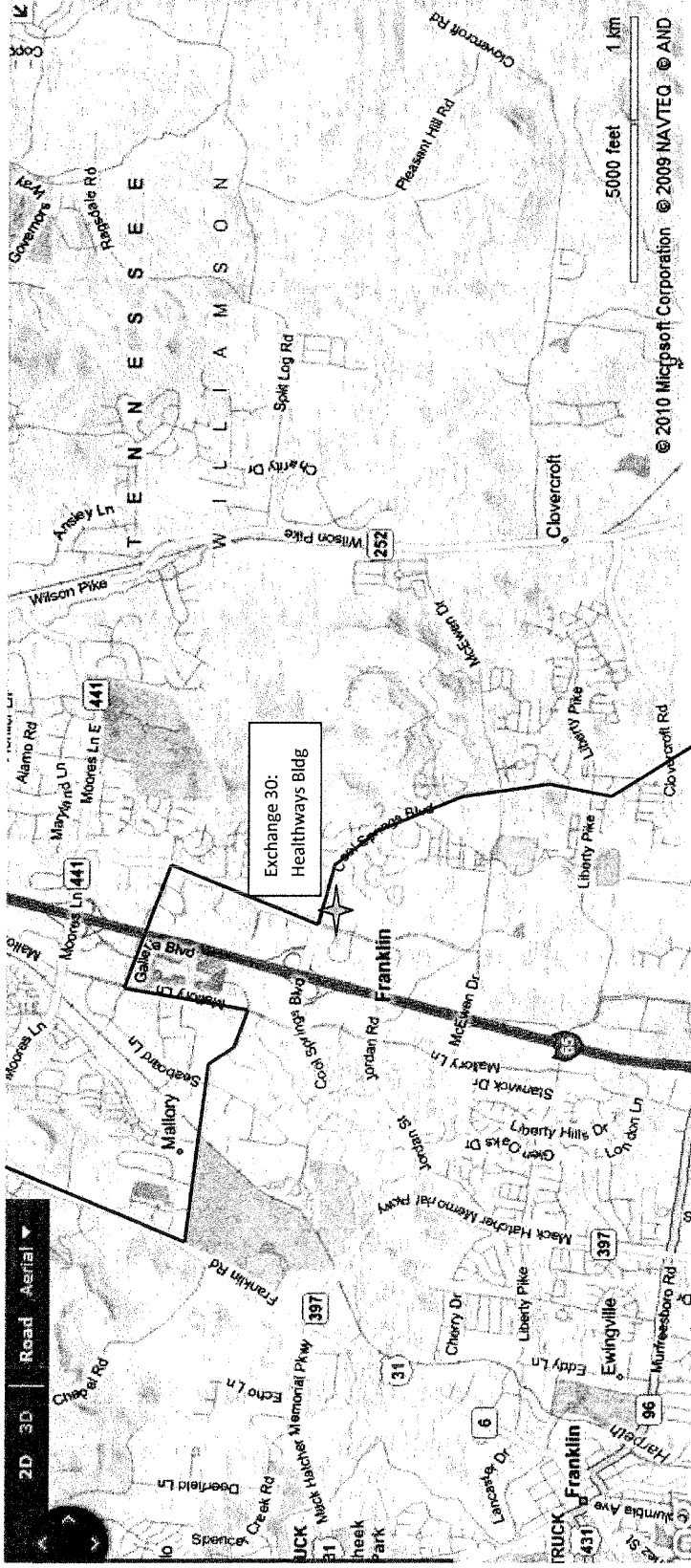


-Runners will enter the city of Franklin from the east running on Murfreesboro Rd, running against traffic

-Runners will cross Murfreesboro Rd at Trinity Elementary School for Exchange 29

-Runners will exit the school and continue running west on Murfreesboro Rd, running with traffic

-Runners will then turn Right onto Oxford Glen Dr and run against traffic



-Runners will be traveling North on Oxford Glen Dr, which then turns into Cool Springs Blvd. Runners will be running against traffic on the sidewalks

-Runners will then enter the driveway for the Healthways Building located at

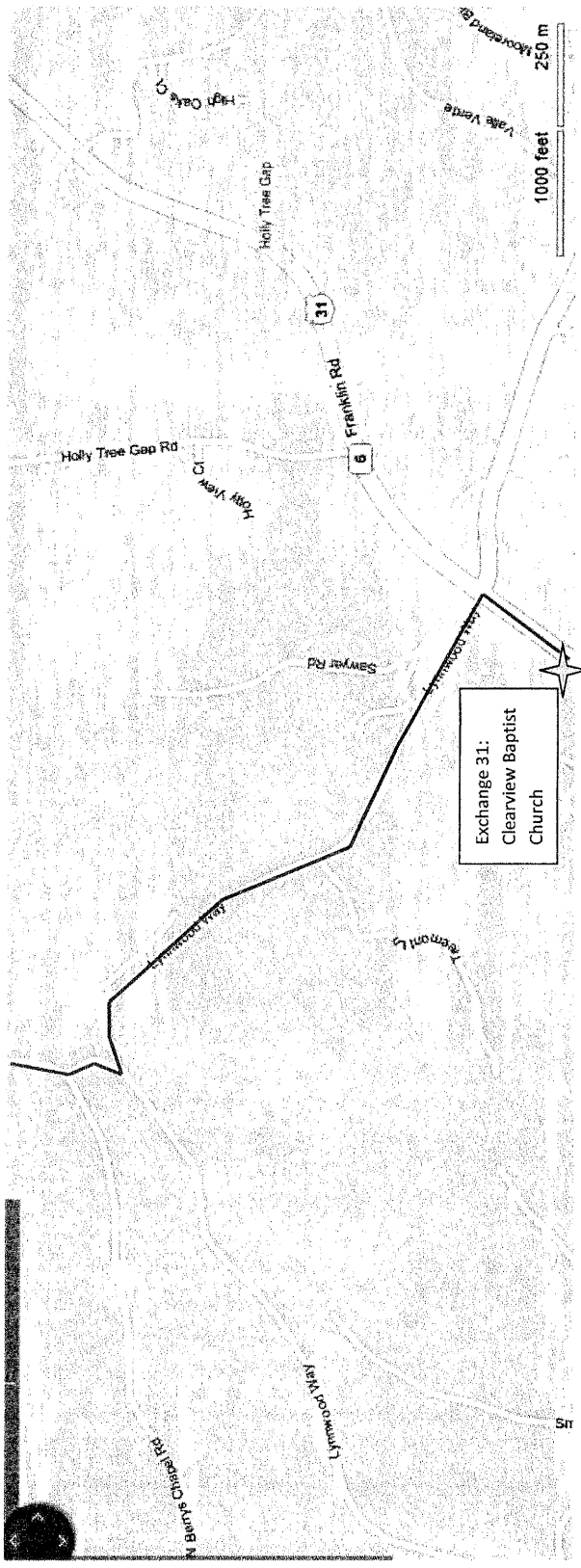
-Runners will exit Healthways heading North on Carothers Parkway, running on sidewalks, facing against traffic

-Runners will then turn Left on Bakers Bridge Ave, running on sidewalks, facing against traffic

-Runners will then turn Left on Mallory Ln, running on sidewalks, facing against traffic

-Runners will then turn Right on Mallory Station, running on sidewalks, running with traffic

-Runners will then turn Right on Franklin Rd, running on sidewalks, running against traffic



-Runners will continue running North on Franklin Rd, running against traffic.

-Runners will enter ClearView Baptist Church for Exchange 31

-Runners exiting ClearView Baptist will then turn left continuing North on Franklin Rd, running against traffic

-Runners will turn Left on Lynnwood Way, and continue to run against traffic

-Runners will turn Right on North Berry's Chapel Way and continue to run against traffic

## Ragnar Events, LLC

<b>Ragnar Events, LLC</b>		
Address:	<b>1188 W. Sportsplex Dr., Suite 201</b>	
	<b>Kaysville, UT. 84037</b>	
Phone: line 1	<b>(801) 499-5024</b>	
Toll Free:	<b>(877) 837-3529 / 877-83-RELAY</b>	
Fax:	<b>(801) 499-5023</b>	
	Cell #	email address
<b>All</b>	(801) 499-5024	<a href="mailto:all@ragnarrelay.com">all@ragnarrelay.com</a>
<b>office</b>		<a href="mailto:office@ragnarrelay.com">office@ragnarrelay.com</a>
<b>Executives</b>		
Dan Hill	(801) 633-5984	<a href="mailto:dan@ragnarrelay.com">dan@ragnarrelay.com</a>
Tanner Bell	(801) 608-2486	<a href="mailto:tanner@ragnarrelay.com">tanner@ragnarrelay.com</a>
Chris Infurchia	(203) 331-7747	<a href="mailto:chris@ragnarrelay.com">chris@ragnarrelay.com</a>
<b>Assistant</b>		
Adam Higham	(801) 310-9951	<a href="mailto:adam@ragnarrelay.com">adam@ragnarrelay.com</a>
<b>AR / AP</b>		
David Kunz	(801)471-7165	<a href="mailto:david@ragnarrelay.com">david@ragnarrelay.com</a>
<b>Race Director Department</b>		
Tanner Bell	(801) 608-2486	<a href="mailto:tanner@ragnarrelay.com">tanner@ragnarrelay.com</a>
<i>Jim Tschabrun</i>	(801) 358-7890	<a href="mailto:jim@ragnarrelay.com">jim@ragnarrelay.com</a>
Erin Pilkington	(801) 528-8395	<a href="mailto:erin@ragnarrelay.com">erin@ragnarrelay.com</a>
Jerrica Hall	(801) 458-8533	<a href="mailto:jerrica@ragnarrelay.com">jerrica@ragnarrelay.com</a>
Ben Eaton	(801) 682-9125	<a href="mailto:ben@ragnarrelay.com">ben@ragnarrelay.com</a>
Kent Phippen	(801) 879-7790	<a href="mailto:kent@ragnarrelay.com">kent@ragnarrelay.com</a>
Joe Pulizzano	(608) 219-4613	<a href="mailto:jpulizzano@yahoo.com">jpulizzano@yahoo.com</a>
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Chris Thresher	(801) 358-8240	<a href="mailto:thresher@ragnarrelay.com">thresher@ragnarrelay.com</a>
Janessa Black	(801) 318-6660	<a href="mailto:janessa@ragnarrelay.com">janessa@ragnarrelay.com</a>
Sunnie Hansen	(801) 835-1101	<a href="mailto:sunnie@ragnarrelay.com">sunnie@ragnarrelay.com</a>
Steven Aderholt	(801) 746-9848	<a href="mailto:steven@ragnarrelay.com">steven@ragnarrelay.com</a>
Carrie Meng	(352) 514-1283	<a href="mailto:carrie@ragnarrelay.com">carrie@ragnarrelay.com</a>
Leslie Keener	(801)913-4197	<a href="mailto:leslie@ragnarrelay.com">leslie@ragnarrelay.com</a>
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<b>Marketing Department</b>		
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John Malfatto	(760) 481-4276	<a href="mailto:john@ragnarrelay.com">john@ragnarrelay.com</a>
Kevin Elzey	(801) 735-1031	<a href="mailto:kevin@ragnarrelay.com">kevin@ragnarrelay.com</a>