



HISTORIC
FRANKLIN
TENNESSEE

ITEM #12
WRKS 04/27/2010

MEMORANDUM

April 21, 2010

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Harpeth River Ride/Bicycle Ride Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Harpeth River Ride Event application.

Background

The Harpeth River Ride is an annual event organized by the Harpeth Bicycle Club. The event is hosted by Nissan and will begin and end at their corporate headquarters on June 12th. There will be a mass start at 7:30 AM with cyclists returning to Nissan intermittently throughout the day. Event time is 7:30 AM – 4:30 PM; estimated attendance is 1,500.

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 twelve (12) Franklin Police Officers to provide traffic control.
 - Applicant will work with Williamson County Sheriff's Office for traffic control in areas outside of the City limits of Franklin.

OFFICE USE ONLY:
Permit No:



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):

- | | | |
|------------------------|------------------------|--|
| _____ Aspen Grove Park | _____ Liberty Park | _____ Eastern Flank BattleField Park |
| _____ Fieldstone Farms | _____ Pinkerton Park | |
| _____ Jim Warren Park | _____ Harlinsdale Farm | <u>Other: NISSAN North Americas Campus</u> |

2) Name/purpose of event: HARPOTH RIVER RIDE / BICYCLE RIDE

3) Date or dates of event: 6/12/2010 (EVENT DAY)

4) Time of Event: 7:30 AM (MASS START) - 4:30 PM (FINISH)

5) Time of Street Closure (if applicable): 7:30 AM @ CAROTHERS & NISSAN WAY

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:

HARPOTH Bicycle Club / TOM SPEAR - TREASURER

a) Address: 1306 Knox Valley Drive

b) Phone: 661-4254 c) Cell: 414-4721 d) Fax: _____

e) E-mail address: tomspear@hotmail.com

7) Person in charge on day of event: MIKE WILLMAN (EVENT CO-CHAIR)

Cell: 579-8587 E-mail address: MIKEWILLMAN@COMCAST.NET



HISTORIC
FRANKLIN
TENNESSEE

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

Name: John Toney Cell: 833-3107 E-mail address: john.toney@comcast.net

Name: Alice Forrester Cell: 294-5014 E-mail address: forrester.alice@hotmail.com

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

SEE Attachment # 1
- OR -
www.NARPETHRiverRIDE.COM

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.* Attachment # 2

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 Participants

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. Attachment # 5

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. Attachment # 4

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. \$ 40 / 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? (1 & 2)
What percentage of funds will they receive? (3)

(1) TENNESSEE ASSOCIATION OF BLIND ATHLETES

(2) UNITED STATES ASSOCIATION OF BLIND ATHLETES

(3) FUNDS DISTRIBUTION BY HBC BOARD OF DIRECTORS



HISTORIC
FRANKLIN
TENNESSEE

- 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.)?
Announcement
Background Music
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Event Announcer
- 23) During what time period is sound amplification requested? 6:45 AM - 3:50 PM
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). None

- 25) Will any possible stage for announcements 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.

Attachment # 6

- 26) What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) **Please provide detailed list.** Use additional sheets.

Attachment # 7

- 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.

Alice Forrester 294-5014

- 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*

MAIN event held on PRIVATE property



HISTORIC
FRANKLIN
TENNESSEE

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.* WA
- 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.*

Attachment # 8

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



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: *John C. Schroer* Date: 3-9-10
 (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) *
 *
 *

Attachment #1

Description of Event



Harpeth Bicycle Club's 15th Annual Harpeth River Ride

Nissan North American Campus
One Nissan Way
Franklin, TN

www.harpethriverride.com

Date & Time

Saturday, June 12, 2010

7:30 am (mass start)

Address

One Nissan Way

Full Description

The Harpeth Bicycle Club's (HBC) annual HARPETH RIVER RIDE will begin the ride with a mass start at 7:30am CDT, Saturday June 12, 2010. Hosted this year by Nissan, the 15th Annual Harpeth River Ride is planned to be the best cycling event in Middle Tennessee.

RIDE VENUE

The venue for this year's Harpeth River Ride is the fabulous Nissan NA Corporate Headquarters campus located in the Cool Springs area of Franklin, TN. Ample on-site parking will be available.

BICYCLE PARTICIPANT SUPPORT

All routes will be fully supported by HBC member volunteers in Nissan SAG vehicles and Williamson County Medical Center staff.

BICYCLE ROUTES

As always, the Harpeth River Ride provides ride routes for every cyclist. Riders are strongly encouraged to select a ride distance based on their skill level and objective.

MILES _____ **ROUTE NAME** _____ **SUGGESTED RIDER LEVEL**

24Miles----->No Whinery Loop _____ Beginner/Casual Cyclists

42Miles----->Moover and Shaker _____ Intermediate Cyclists

62Miles----->Mighty Pull-Tighty _____ Intermediate/Advanced

100Miles----->Miles of Smiles _____ Advanced Cyclists

The Harpeth River Ride is a tour and not a race. Everyone is encouraged to Ride Safe, Ride Aware & Share the Road.

**Route cue sheets attached*

BIKE EXPO in the COURTYARD

The Nissan Experience Tent will anchor the BikeExpo and will be joined by local, regional and national bike related vendors and HRR sponsors.

POST-RIDE LUNCH

After the ride, lunch is served outside in the courtyard hospitality tent area. Participants and volunteers have a selection of post-ride food to choose from served by Aramark, Nissan's on-site food/beverage contractor.

REST-STOPS

The Harpeth River Ride is famous for its themed rest-stops and this year's event promises the same. Each stop will offer riders a broad selection of hydration and nutrition options, including plenty of home-baked goodies made by HBC members.

HRR BENEFITS ADAPTIVE SPORTS ATHLETES!

Cycling is for EVERYONE...including athletes with physical challenges. Once again, HRR will begin the ride with a one mile "parade pace start" led by the adaptive sport athletes. The ride is benefitting the United States Association of Blind Athletes and Tennessee Association of Blind Athletes.

1,500 RIDER LIMIT

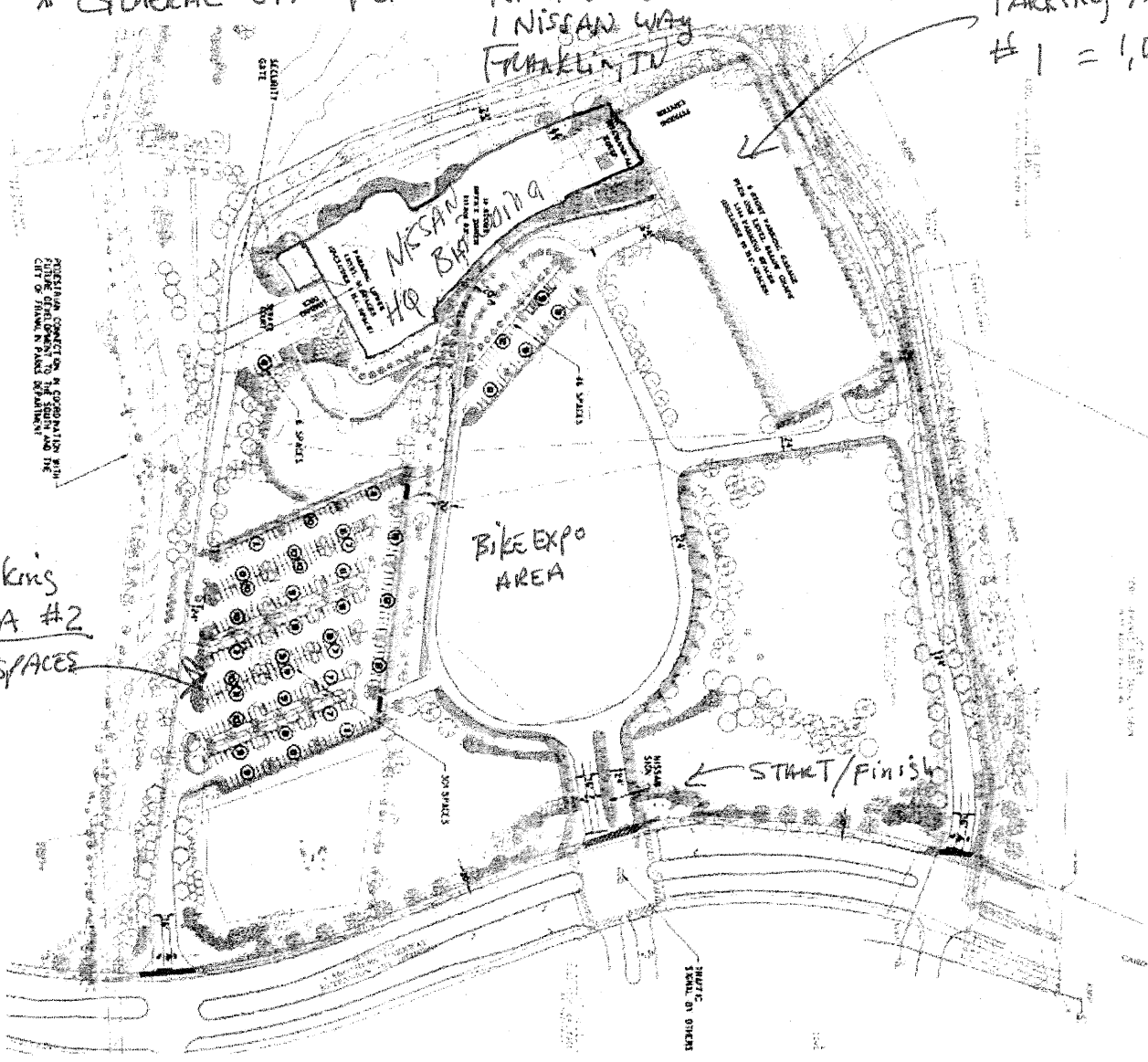
This year's Harpeth River Ride will be capped at 1500 registered riders.

HARVEY RIVER RIDE

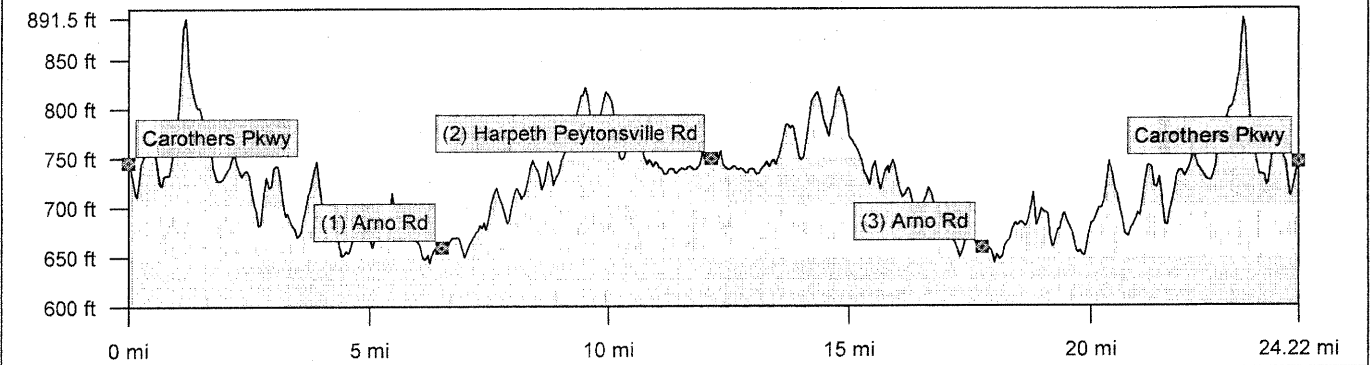
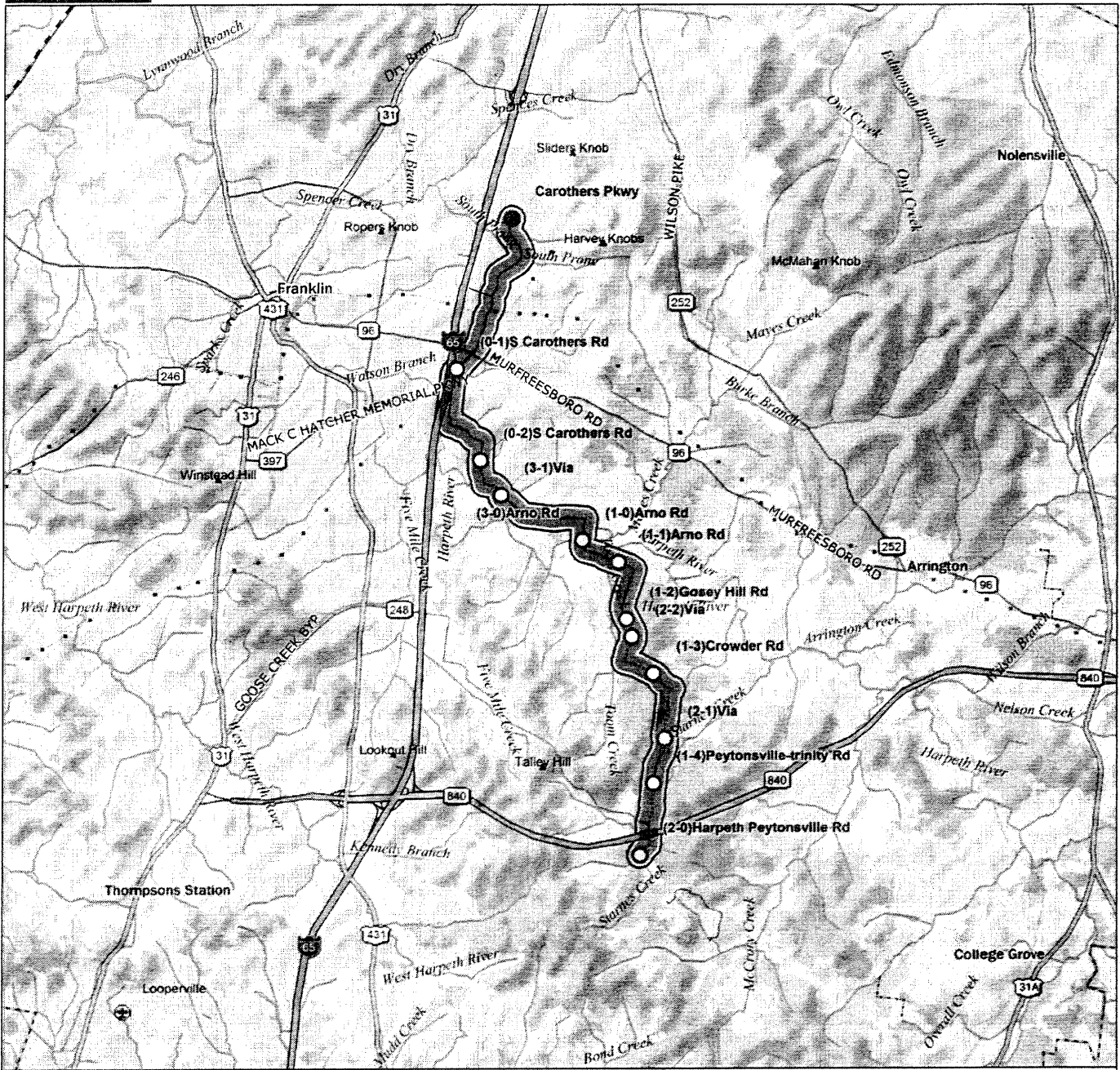
* GENERAL SITE PLAN - NISSAN NORTH AMERICA H.Q.
1 NISSAN WAY
FRANKLIN, TN

Parking Area
1 = 1,000 SPACES

Parking
Area #2
500 SPACES

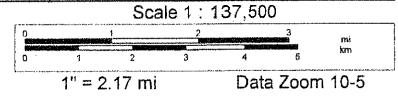


24 Mile Route



Lin Dist: 24.2 mi	Terr Dist: 24.2 mi	Elev Gain: -0 ft	Avg Grade: 3
Climb Elev: 1,949.3 ft	Desc Elev: 1,949.3 ft	Max. Elev: 891.5 ft	Min. Elev: 643.9 ft
Climb Dist: 12.1 mi	Desc Dist: 12.1 mi		

Data use subject to license.
 © DeLorme. Topo USA® 8.
 www.delorme.com



42-mile Route



Trip Distance: 42.03 mi

Trip Time: 03:12:55

Start: Carothers Pkwy

Total Stops: 3

Finish: Carothers Pkwy

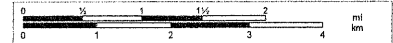
Data use subject to license.

© DeLorme. Topo USA® 8.

www.delorme.com

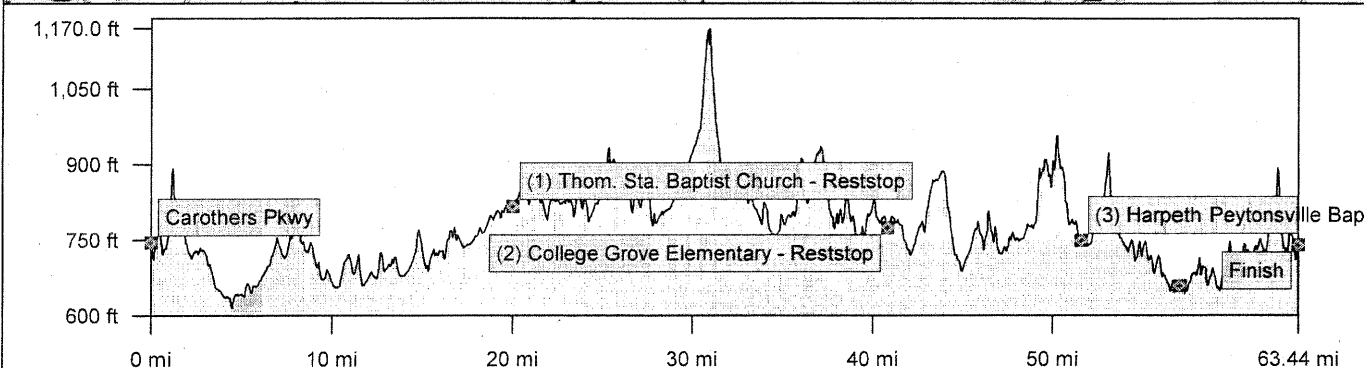
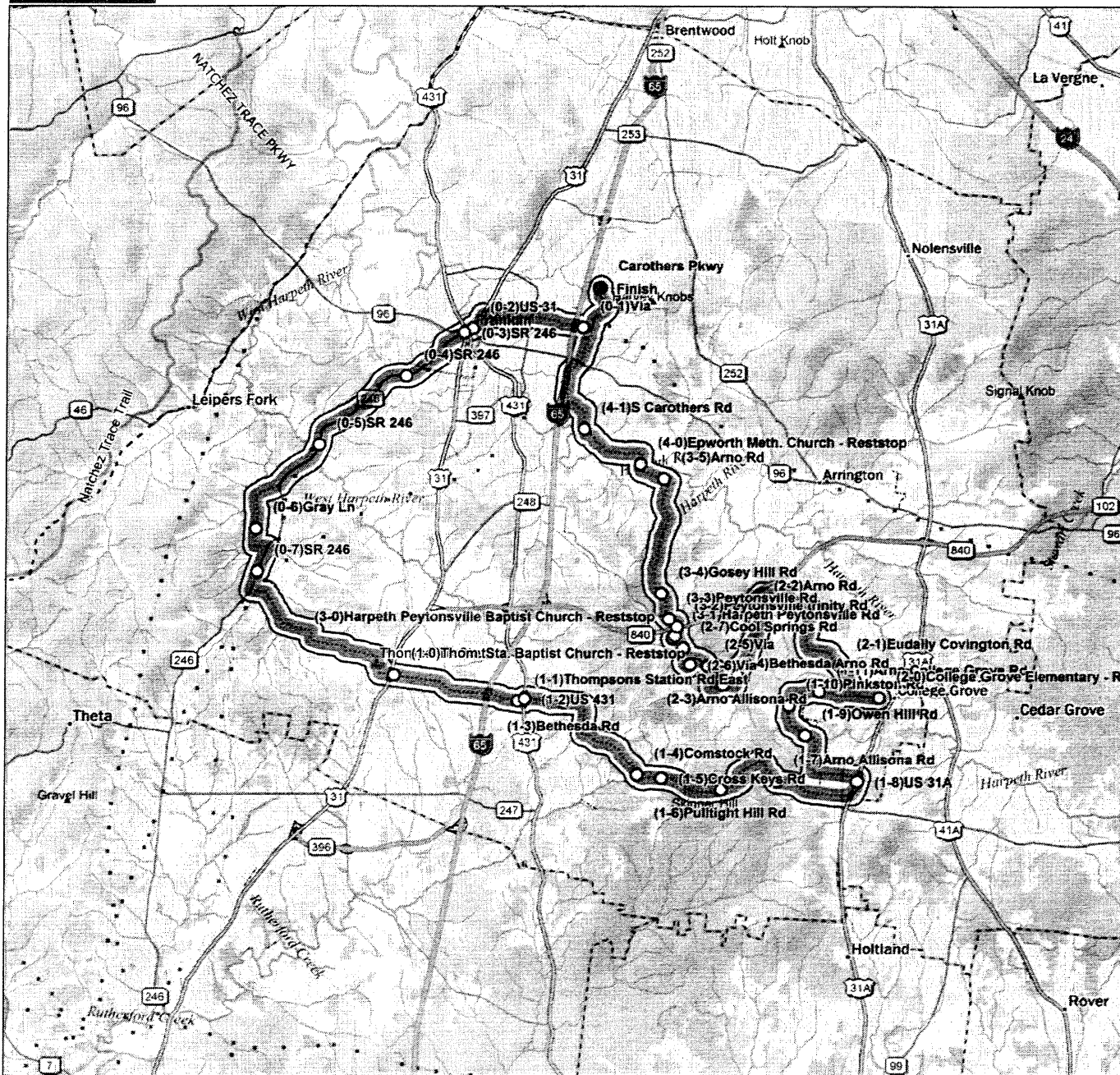


Scale 1 : 100,000



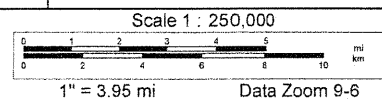
1" = 1.58 mi

62 mile route

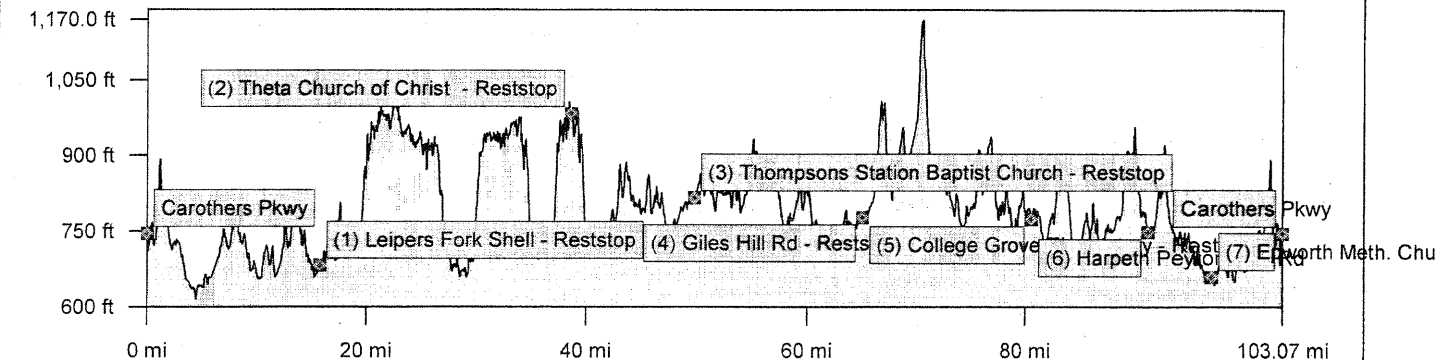
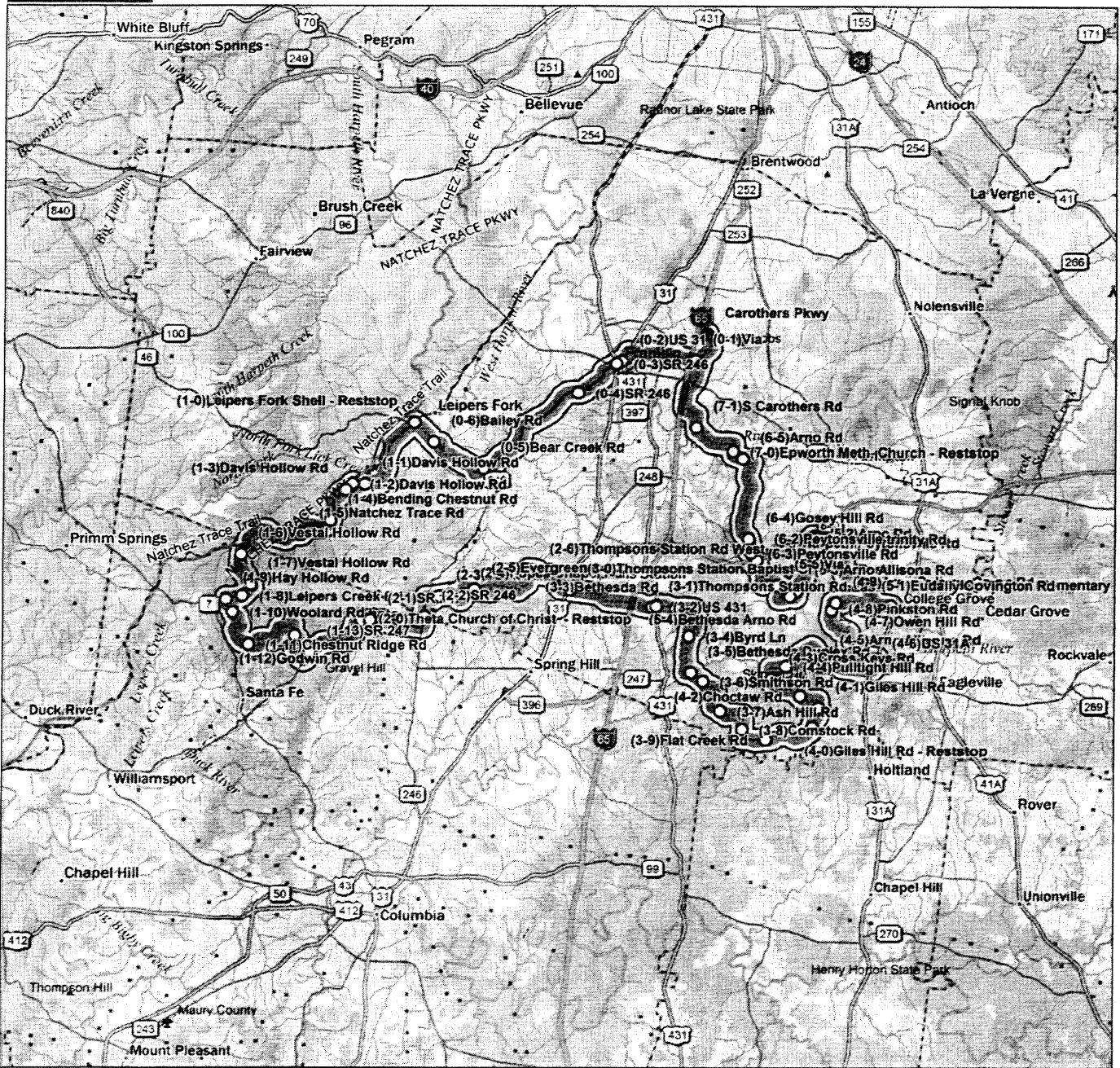


Lin Dist: 63.4 mi	Terr Dist: 63.4 mi	Elev Gain: -5.6 ft	Avg Grade: 2
Climb Elev: 4,845.7 ft	Desc Elev: 4,851.3 ft	Max. Elev: 1,170.0 ft	Min. Elev: 615.1 ft
Climb Dist: 32.5 mi	Desc Dist: 31.0 mi		

Data use subject to license.
 © DeLorme. Topo USA® 8.
 www.delorme.com



100 Mile Route

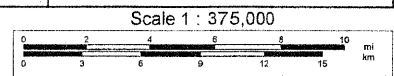


Lin Dist: 103.0 mi	Terr Dist: 103.1 mi	Elev Gain: -0 ft	Avg Grade: 3
Climb Elev: 8,717.9 ft	Desc Elev: 8,718.2 ft	Max. Elev: 1,170.0 ft	Min. Elev: 615.1 ft
Climb Dist: 52.2 mi	Desc Dist: 50.9 mi		

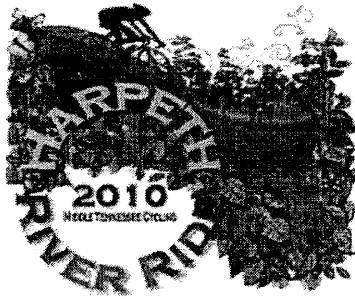
Data use subject to license.

© DeLorme. Topo USA® 8.

www.delorme.com



Data Zoom 9-1



Attachment #5 List of Event Organizers

Harpeth Bicycle Club's 15th Annual Harpeth River Ride

Nissan North American Campus
One Nissan Way
Franklin, TN

Question #12

List containing 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.

Harpeth Bicycle Club

Position	Name	Address	Phone
President	Fredia Barry	876 Lakemont Drive, Nashville	969-2081
Treasurer	Tom Spear	1306 Knox Valley Drive Brentwood	414-4721
Event Co-Chair	Mike Willman	608 German Lane, Franklin	579-8587
Event Co-Chair	John Toney	5513 Granberry Heights Drive, Brentwood	390-9804

CERTIFICATE OF INSURANCE

03/04/2010

PRODUCER

American Specialty Insurance & Risk Services, Inc.
142 North Main Street
Roanoke, Indiana 46783

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW.

INSURED

League of American Wheelmen dba League of American Bicyclists
612 K Street NW, Suite 800
Washington, DC 20006

INSURERS AFFORDING COVERAGE

INS. A: AXIS Insurance Company
INS. B:
INS. C:

HARPETH BICYCLE CLUB
P.O. BOX 680802
FRANKLIN, TN 37068

CERT NUMBER: 1000863420

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITION OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	POLICY TYPE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS	
A	GL	AXGL01:102049-10	02/01/2010 12:01 a.m.	02/01/2011 12:01 a.m.	General Aggregate	3,000,000
					Products-Completed Operations Aggregate	3,000,000
					Personal and Advertising Injury	1,000,000
					Each Occurrence	1,000,000
					Damage to Premises Rented to You (Any One Premises)	1,000,000
					Medical Expense Limit (Any One Person)	Excluded

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The Certificateholder is only an additional insured with respect to liability caused by the negligence of the Named Insured as per Form AXIS 1003-Additional Insured-Certificateholders with respect to HARPETH RIVER RIDE on June 12, 2010.

CERTIFICATE HOLDER

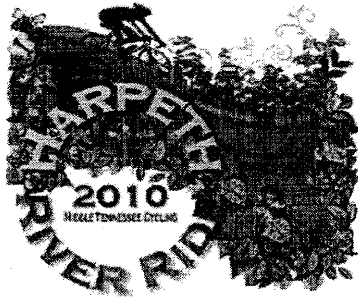
CITY OF FRANKLIN
09 THIRD AVENUE SO., SUITE 103
FRANKLIN, TN 37064

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Anthony L. White



Attachment #8
Good Neighbor Letter

Harpeth Bicycle Club's
15th Annual Harpeth River Ride

Nissan North American Campus
One Nissan Way
Franklin, TN

DOWNTOWN FRANKLIN EVENT NOTICE

15th Annual Harpeth River Ride
Saturday, June 12 – 7:00 am – 9:00 am

February 22, 2010 (date distributed)

Franklin Mercantile
100 4th Avenue North
Franklin, TN 37064

To: The Franklin Business Owners and Franklin Community

The Annual Harpeth River Ride sponsored by the Harpeth Bicycle Club and Nissan North America will take place on Saturday, June 12, 2010 with over 900 cyclist planning to participate in this year's cycling event.

The event route for this year includes cyclist riding through downtown Franklin and enjoying this quaint area of Franklin. We believe this will give all cyclist who live here as well as cyclist from out of town and out of state a wonderful welcome to our community and they will want to come back to visit.

The time period that the cyclist will be in the downtown area is from approximately 7:00 am to 9:30 am on June 12. There will be traffic police who will be ensuring that traffic is routed efficiently during this time with as little impact as possible to the downtown area.

The areas directly affected are:

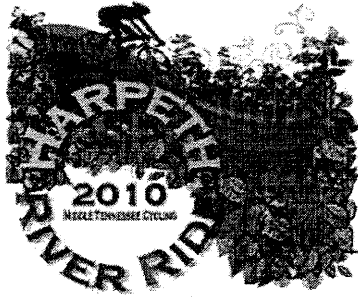
1. Businesses Downtown Franklin, Main Street
2. Residents within 2 blocks of downtown Main Street

The event organizers are Members of the Harpeth Bicycle Club with Nissan as presenting sponsor. (HBC Officer listed below)

Thank you for your support and assistance in this event.

To read more about the Harpeth Bicycle Club and the Harpeth River Ride, please go to
www.harpethbikeclub.com
www.harpethriverride.com

Harpeth Bicycle Club



Attachment #9
Good Neighbor List

Harpeth Bicycle Club's
15th Annual Harpeth River Ride

Nissan North American Campus
One Nissan Way
Franklin, TN

Flyers to be distributed as follows:

1. All Merchants within two blocks of Main Street
2. All Residences within two blocks of Main Street

1st Ave S, 2nd Ave N, 3rd Ave N, 4th Ave
Between N. Margin St and S. Margin St

N. Margin St, Bridge St, Main St, Church St, S. Margin St.
Between 1st Ave S and 5th Ave S.

See Map Attachment #10