



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #6  
WRKS 05/25/2010

## MEMORANDUM

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May 19, 2010

**TO:** Board of Mayor & Aldermen

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

**SUBJECT:** Race 4 the Cape Event Application

### **Purpose**

The purpose of this memo is to outline recommendations for the Race 4 the Cape Race.

### **Background**

The Rolling Hills Community Church would like to host a 5K Run on November 13, 2010. The Race benefits the Church's Living Hope Community Centre in Cape Town, South Africa. The applicant is anticipated over 300 attendees and spectators.

### **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:***
  - Applicant will hire extra-duty Franklin Police Officers to provide street closures and traffic control during the event.
  - Applicant will check with CSX Railroad to determine their schedule for date and time of event.

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

REC'D  
3/30/2010



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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:  
 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	Other: <u>Columbia Ave. (partial closure)</u>
  - 2) Name/purpose of event: Race for the Cape 5K
  - 3) Date or dates of event: November 13, 2010
  - 4) Time of Event: 8:00 a.m.
  - 5) Time of Street Closure (if applicable): 8:00 a.m., periodic until end of race  
 Set-Up Date/Time: 11/13: 5:00 a.m.      Tear-down Date/Time: 11/13: 10:00 a.m.
- \*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.  
\* most set-up is on our property and not city-related
- 6) Name of Applicant and Organization Requesting Permit:  
Brent Hutchinson & Lesli Crawford, Justice & Mercy International
    - a) Address: 1810 Columbia Ave., Ste. 100, Franklin, TN 37064
    - b) Phone: 615-861-3663      c) Cell: 615-202-4412      d) Fax: 615-861-3664
    - e) E-mail address: brent@rollinghillscommunity.org
  - 7) Person in charge on day of event: Lesli Crawford  
 Cell: 615-403-5763      E-mail address: leslicrawford@yahoo.com



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

Name: Brent Hutchinson Cell: 615-202-4412 E-mail address: brent@rollinghillcommunity.org

Name: Jason Hale Cell: 615-823-0217 E-mail address: jason@rollinghillcommunity.org

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

see additional sheet

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 ppl - 200 participants + spectators

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: \_\_\_\_\_)

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. yes - app. \$30/person participation fee

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? Living Hope Community Centre, 95% ; Justice and Mercy International, 5%

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.)?  
Announcements and entertainment, but only on our property, not throughout the race route
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Microphone, speakers, iPod play list
- 23) During what time period is sound amplification requested? 7:30 a.m. - 9:45 a.m.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). music will be played on our speakers at a reasonable level, all on our property
- 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. N/A
- 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. water, fruit, bagels; our volunteer team will handle all clean-up as it is on-site
- 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

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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: *Eric S. Stuckey, E.T.* Date: 3/25/10  
 (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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## Description of Event

The 2<sup>nd</sup> Annual **Race for the Cape** is a community-oriented 5K run organized to benefit Living Hope Community Centre, located in Cape Town, South Africa and Justice and Mercy International, a Franklin-based non-profit founded to provide opportunities to connect middle Tennesseans with orphans and vulnerable children in our own backyard and around the world. Living Hope, Rolling Hills Community Church, and Justice and Mercy International have been in partnership since 2006, with teams from our church community going to serve in impoverished areas all over the Western Cape as an outreach of the Living Hope Centre. Recent funding cuts are forcing Living Hope to eliminate what we mutually agree are vital, life-altering services to literally thousands of recipients. Just three years ago, Living Hope was named the recipient of the prestigious World Vision Courageous Leadership Award, and is now facing a drastic change due to these funding changes. As a church partner, we are planning to organize an annual attention-rallying and fundraising event to benefit our friends in South Africa, to help them continue their important holistic work.

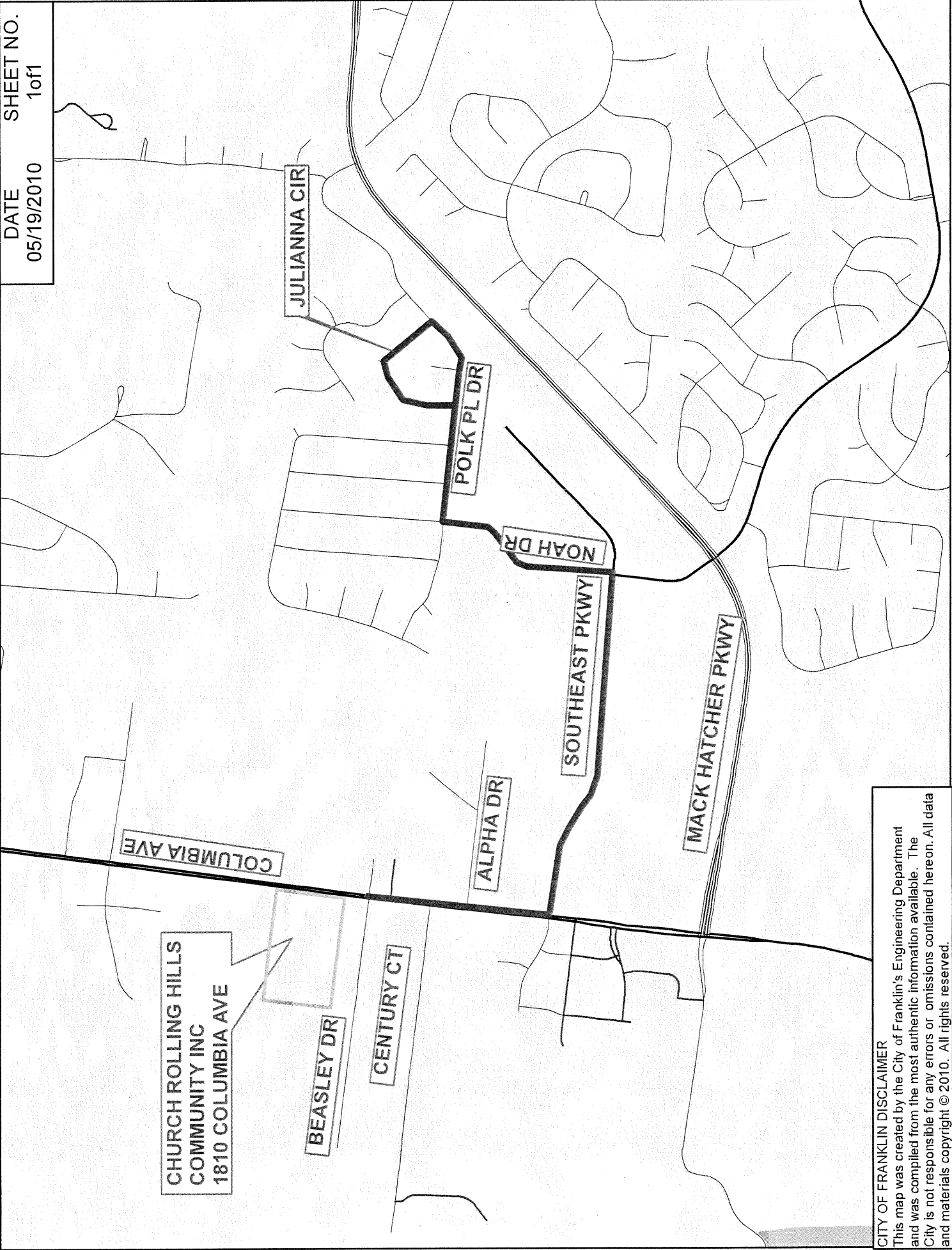
Specifically, the money we raise will go to support HIV prevention programs and after school programs for children ages 4-14, and support groups for people in the Cape Town area. After event expenses, JMI will retain between 5-10% of proceeds to help offset local costs of training and equipping our middle Tennessee volunteers, with the vast majority of proceeds going directly to Living Hope, in an effort to stave off pending program elimination due to other funding constraints caused by changes in PEPFAR (President's Emergency Plan for AIDS Relief)/USAID (United States Agency for International Development) funding guidelines.

More information about our church, JMI, Connect Ministries, and Living Hope can be found at the following websites:

[www.rollinghillscommunity.org](http://www.rollinghillscommunity.org)

[www.justiceandmercy.org](http://www.justiceandmercy.org)

[www.livinghope.co.za](http://www.livinghope.co.za)



CHURCH ROLLING HILLS  
COMMUNITY INC  
1810 COLUMBIA AVE

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 hereon. All data and materials copyright © 2010. All rights reserved.



# JMI Board of Directors

7/21/2009

4:32 PM

## Rolling Hills Community Church People Directory

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C

**Cravens, Mrs. Danette**  
941 Lawn View Lane  
Franklin, TN 37064  
Primary Ph: 615-599-2645  
Danette DOB: 07/02  
Mobile Ph: 615-519-8400  
Personal E-mail: danettecravens@bellsouth.net

*Secretary*

**Loyd, Ms. Becky**  
2177 Blake Dr.  
Antioch, TN 37013  
Primary Ph: 615-832-8106  
Becky DOB: 12/20  
Business Ph: 615-210-2919  
Mobile Ph: 615-500-4232  
Business E-mail: becky.loyd@lifeway.com  
Personal E-mail: speck268@gmail.com

D

**Davis, Mr. Steve**  
1024 Fitzroy Circle  
Spring Hill, TN 37174  
Primary Ph: 615-302-8248  
Steve DOB: 01/23  
Mobile Ph: 210-240-2707  
Business E-mail: steve@rollinghillscommunity.org

*Executive Director*

M

**Meriwether, Mr. Scott**  
413 Vienna Ct.  
Franklin, TN 37067  
Primary Ph: 615-472-8577  
Scott DOB: 05/04  
Mobile Ph: 615-289-5251  
Personal E-mail: scott.meriwether@gmail.com

*Treasurer*

P

**Duke, Mrs. Alva**  
1127 Deer Lake Rd.  
Franklin, TN 37069  
Primary Ph: 615-794-6231  
Alva DOB: 10/24  
Mobile Ph: 615-554-1452  
Personal E-mail: dukaj@aol.com

*Chair*

**Pinto, Mr. Harold C.**  
9508 Midlothian Drive  
Brentwood, TN 37027  
Primary Ph: 615-771-3811  
Harold DOB: 08/26  
Business Ph: 615-251-2208  
Mobile Ph: 352-425-9776  
Personal E-mail: hrpinto@comcast.net

F

**Fox, Dr. Dick**  
9305 Concord Rd.  
Brentwood, TN 37027  
Primary Ph: 615-370-8355  
Dick DOB: 02/17  
Personal E-mail: dikjoanfox@comcast.net

**Powell, Mr. Brandon**  
6917 Sunnywood Drive  
Nashville, TN 37211  
Brandon DOB: 03/26  
Mobile Ph: 615-336-4062  
Personal E-mail: b.powell11@gmail.com

*Vice Chair*

H

**Hunt, Miss Mary Katharine**  
1840 Primrose Ave.  
Nashville, TN 37212  
Primary Ph: 615-292-7138  
Mary Katharine DOB: 02/01  
Business Ph: 615-251-3797  
Personal E-mail: mkhunt7@comcast.net

S

**Shurson, Mr. Dave**  
3050 Westerly Dr.  
Franklin, TN 37067  
Dave DOB: 06/20  
Mobile Ph: 615-498-0540  
Personal E-mail: dave.shurson@comcast.net

**Hutchinson, Mr. Brent**  
1115 McDonough Circle  
Thompson's Station, TN 37179  
Primary Ph: 615-591-4384  
Brent DOB: 06/05  
Business Ph: 615-377-3787  
Mobile Ph: 615-202-4412  
Business E-mail: brent@rollinghillscommunity.org

**Simmons, Mr. Jeff**  
1304 Pemberton Heights Dr.  
Franklin, TN 37067  
Primary Ph: 615-595-8375  
Jeff DOB: 02/24  
Mobile Ph: 615-944-3000  
Business E-mail: jeff@rollinghillscommunity.org

*President*

L



# TENNESSEE DEPARTMENT OF REVENUE

## Certificate of Exemption

JUSTICE AND MERCY INTERNATIONAL INC  
9019 OVERLOOK BLVD STE D3  
BRENTWOOD TN 37027-2740  
[Barcode]

April 22, 2009

Account Type: S&U EXEMPT

Account No.: 780267365

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.

**Reagan Farr**  
COMMISSIONER OF REVENUE

EFFECTIVE DATE April 1, 2009

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: \_\_\_\_\_



ROLLING HILLS COMMUNITY CHURCH  
1810 Columbia Avenue, Suite 100 • Franklin, TN 37064  
615.861.3663 • [www.rollinghillscommunity.org](http://www.rollinghillscommunity.org)

Dear Franklin Merchant and/or Resident:

An exciting event is coming to downtown Franklin! The 2<sup>nd</sup> **Annual Race for the Cape** is scheduled to take off at 8:00 a.m. on **Saturday, November 13, 2010**, on a scenic route through a portion of historic south Franklin. This event is sponsored by Rolling Hills Community Church and Justice & Mercy International. Proceeds from this fun 5K Run/Walk will benefit Living Hope Community Centre in Cape Town, South Africa, whose work seeks to impact South Africa's Cape Peninsula with a holistic approach that affects spiritual, physical, economic and political change as well as does everything possible to prevent the spread of HIV and AIDS.

We wanted to let our neighbors in the area know of this event for a few reasons:

1. Due to the nature of the event, there will be temporary street closures to allow our runners/walkers to participate in the morning's event as safely as possible. Registration for the event begins at 7:00 a.m., and we anticipate everything to be completely wrapped up no later than 9:30 a.m. A map of the run route has been included for you.
2. We'd love for you to participate! The work that Living Hope does in Cape Town is remarkable and has received global acclaim for ingenuity, creativity and grit in the face of remarkable odds (South Africa has the highest rate of HIV infection of any country in the world). We value their partnership and the work they do, and we want you to know about it. Not only that, but as our neighbors in the downtown Franklin community, we'd love to get to know you better and give you a chance to get to know us, too.
3. If you'd like to run in the race, that would be fantastic! Go to [www.active.com](http://www.active.com) and enter "Race for the Cape." You will be taken to the registration portal from there.

Again, thank you for your cooperation and understanding in helping us make this a great community event where people can enjoy themselves in the beauty of downtown Franklin, all in the name of a worthy cause. We love being a church in the Franklin area and look forward to years of ministry and providing many more community-friendly events in the years to come. Feel free to contact me with any questions you have about our church or this event.

Sincerely,

Brent Hutchinson  
Community Life Pastor, Rolling Hills Community Church  
Director, Justice & Mercy International Board