



HISTORIC
FRANKLIN
TENNESSEE

ITEM #5
WRKS 05/25/2010

MEMORANDUM

May 19, 2010

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Franklin Classic Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Franklin Classic Event.

Background

The Franklin Classic, scheduled for September 6th, is an annual event held in Franklin that benefits the Mercy Children's Clinic. The event includes a 5K Run, 10K Run, 4K Walk, Kids Kilometer Run, and a Kids' Zone. All runs & walks begin and end in Downtown Franklin. The organizer anticipates over 3,000 participants and up to 8,000 attendees.

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 sixteen (16) extra-duty Franklin Police Officers to provide street closures and traffic control during 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:

<input checked="" type="checkbox"/> street closure	<input type="checkbox"/> parade
<input checked="" 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):

<input type="checkbox"/> Aspen Grove Park	<input type="checkbox"/> Liberty Park	Other: <u>Main Street, Boyd Mill Avenue, and more (See attached map)</u>
<input type="checkbox"/> Fieldstone Farms	<input checked="" type="checkbox"/> Pinkerton Park	
<input type="checkbox"/> Jim Warren Park	<input type="checkbox"/> Winstead Hill Park	

2) Name/purpose of event: 32nd Annual Franklin Classic (fundraiser for Mercy Children's Clinic)

3) Date or dates of event: Monday, September 6th, 2010 (Labor Day)

4) Time of Event: 4:30am - Noon

5) Time of Street Closure (if applicable): _____

Set-Up Date/Time: 4:30am Tear-down Date/Time: NOON

*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:
Jessica Perry / Mercy Children's Clinic

a) Address: 1113 Murfreesboro Road, Suite 319 Franklin TN 37069

b) Phone: 790-0567 c) Cell: 804-6397 d) Fax: _____

e) E-mail address: jessicap@mercyTN.org

7) Person in charge on day of event: Jessica Perry

Cell: 804-6397 E-mail address: jessicap@mercyTN.org



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

Name: KorHand Fuqua Cell: 425-6312 E-mail address: KorHandFuqua@bellsouth.net

Name: Larry Holmes Cell: 202-4953 E-mail address: larry.holmes@comcast.net

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

5K, 10K run, 4K walk, Kids Kilometer run
with start and finish at square; kids zone
(see attached)

- 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:

3,000+ participants ; additional 6-8,000 attendees

- 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; \$10-25 per participant

- 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? Mercy childrens clinic
100% of profit after expenses

- 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 & entertainment

22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

DJ, emcee, starting race

23) During what time period is sound amplification requested? 6-11 am

24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). Scott Springs

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.

multiple volunteers & City of Franklin waste disposal (garbage & recycling)

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 Act 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: Jessica Perry Date: 2/16/2010
(Signature and title - must be officer of organization)

Community Relations Specialist

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



Additional answers & attachments:

1. Description of the Franklin Classic (question #5)
2. Maps of the Four Courses for Street Closure (question #10)
3. 2010-Franklin Classic Committee (question #12)
4. IRS Tax Exempt Letter (question #15)
5. Certificate of Insurance Coverage (question #14)- will email as soon as I receive
6. Good Neighbor Letter (question #19)

DESCRIPTION OF THE FRANKLIN CLASSIC (QUESTION #5)

The 32nd Annual Franklin Classic road race will be Monday, September 6, 2010 in historic downtown Franklin. The Franklin Classic includes a 10K, 5K, and a 1K Kids run as well as a 4K Walk. This event will benefit Mercy Children's Clinic, a non-profit organization that provides pediatric and primary care to the community, but especially to children who are either enrolled in TennCare or are without health insurance. The clinic offers complete primary and pediatric health care including well child care, immunizations, acute care, chronic illness management, psychiatric care, counseling, social work, and parent and patient education.

For more information please call, Jessica Perry at 615.790.0567 ext. 237 or visit our website at www.franklinclassic.org

10K / 5K Routes

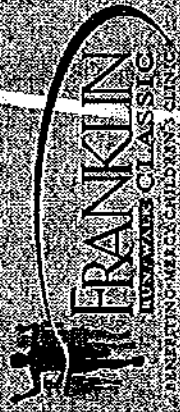
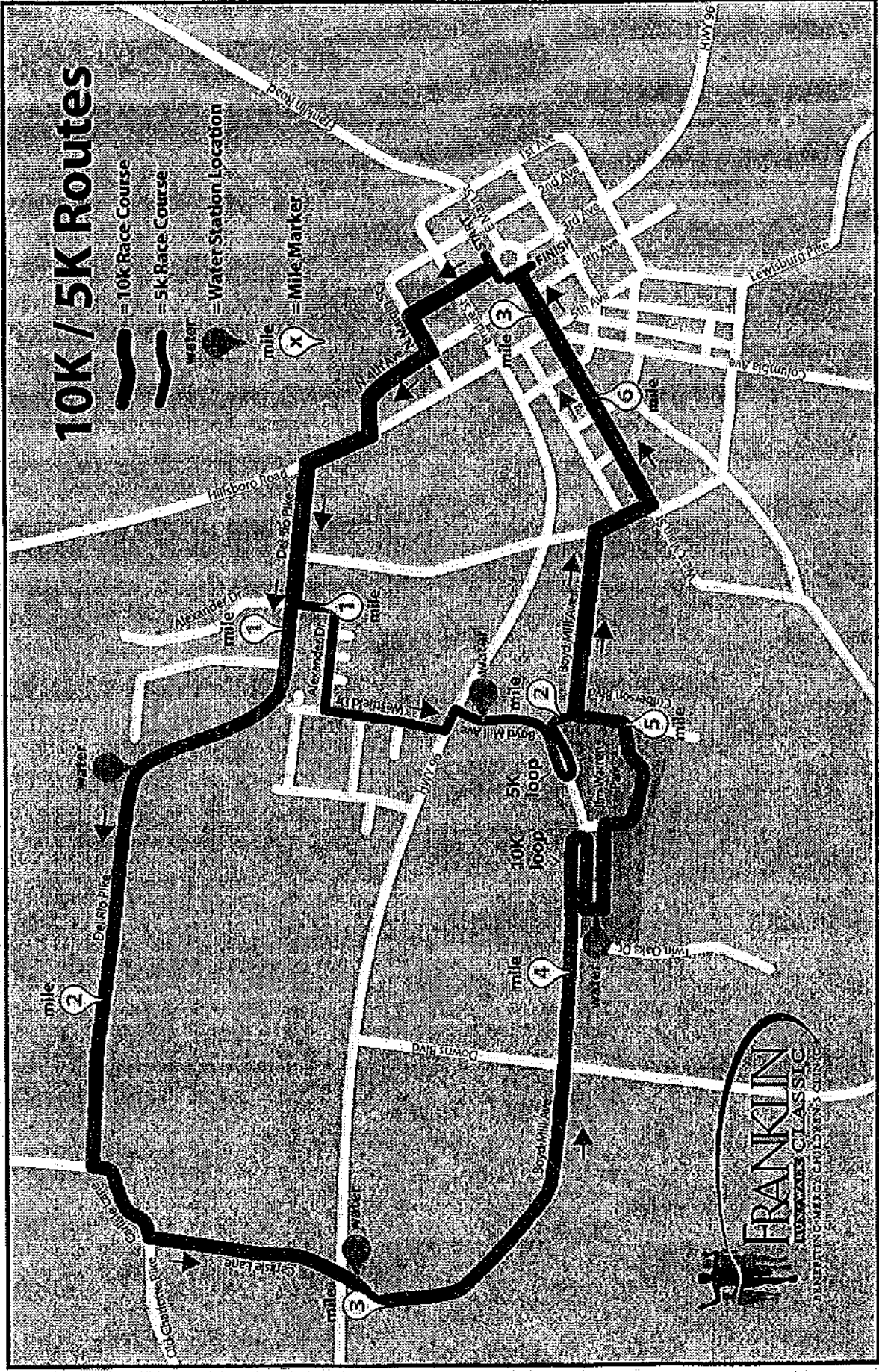
 = 10k Race Course

 = 5k Race Course

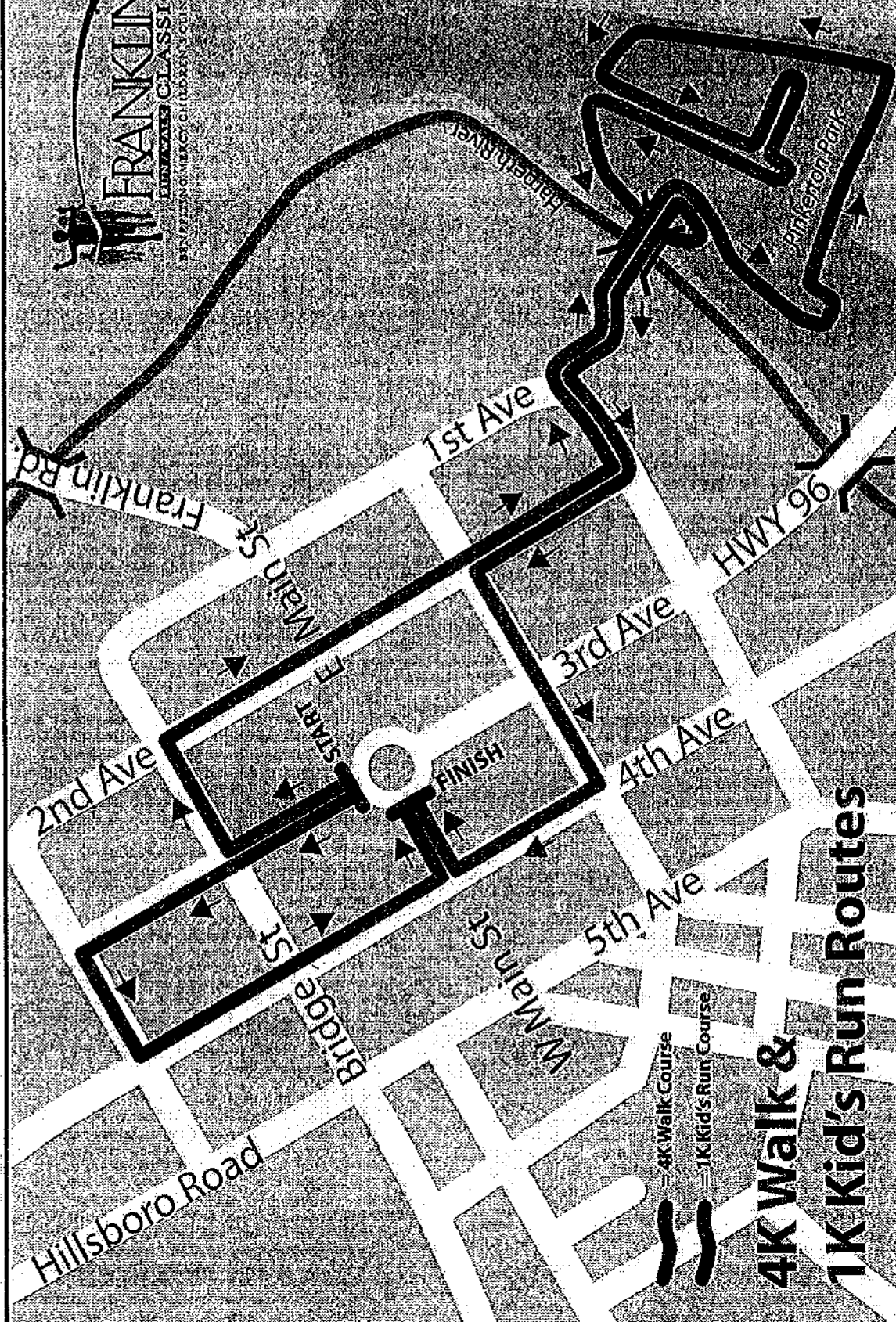
 = Water Station Location

 = Mile Marker

 = Mile Marker



FRANKLIN RUNNERS CLASSIC
PRESENTING THE FRANKLIN CLASSIC
5K / 10K / 15K / 20K / 25K / 30K / 35K / 40K / 45K / 50K / 55K / 60K / 65K / 70K / 75K / 80K / 85K / 90K / 95K / 100K

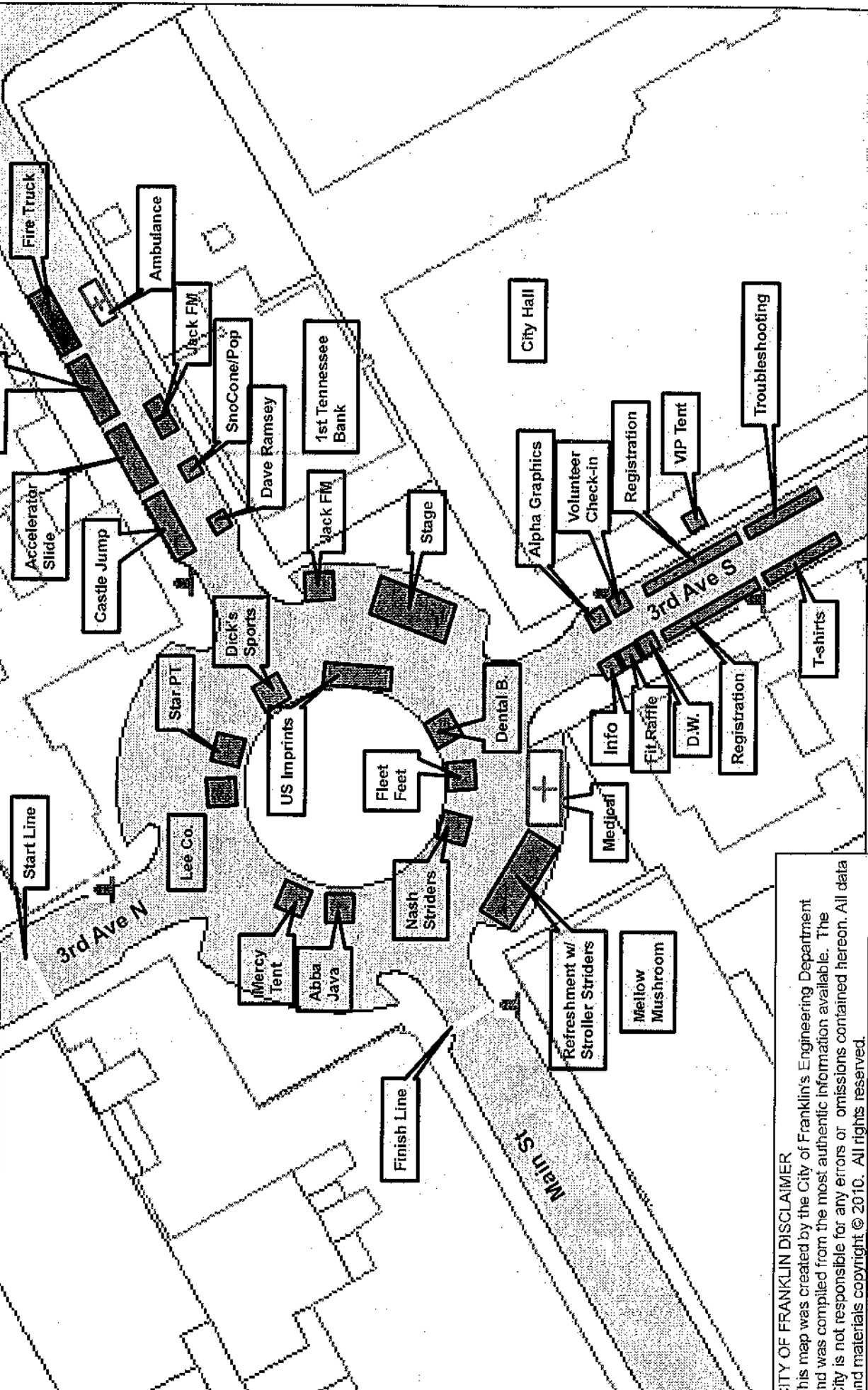


— 4K Walk Course
— 1K Kid's Run Course

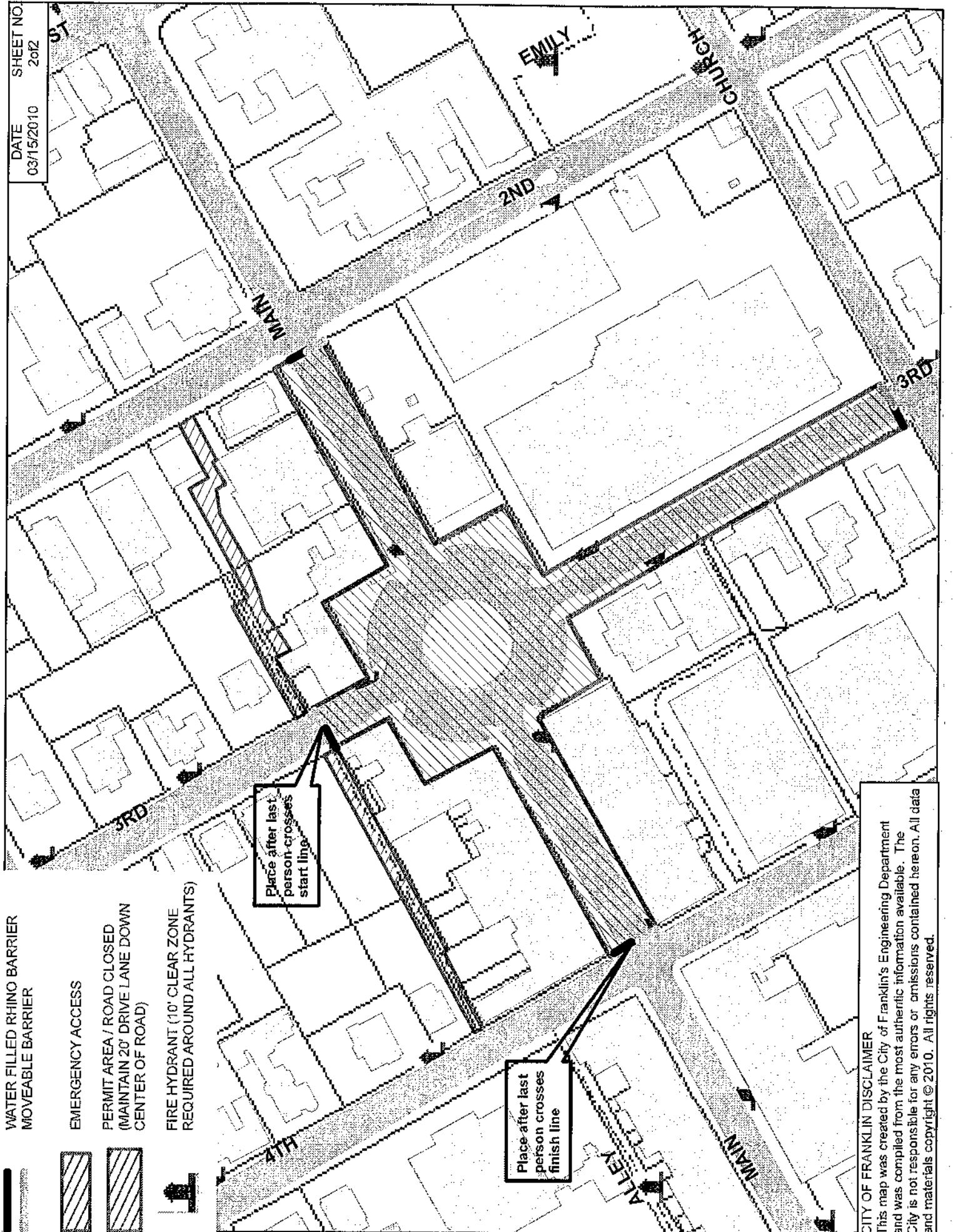
4K Walk & 1K Kid's Run Routes

FIRE HYDRANT (10' CLEAR ZONE REQUIRED AROUND ALL HYDRANTS)

EVENT APPLICANT REQUIRED TO MAINTAIN A 20' DRIVE LANE DOWN CENTER OF ROAD FOR EMERGENCY ACCESS AT ALL TIMES



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.



WATER FILLED RHINO BARRIER
 MOVEABLE BARRIER

EMERGENCY ACCESS

PERMIT AREA / ROAD CLOSED
 (MAINTAIN 20' DRIVE LANE DOWN
 CENTER OF ROAD)

FIRE HYDRANT (10' CLEAR ZONE
 REQUIRED AROUND ALL HYDRANTS)

Place after last
 person crosses
 start line

Place after last
 person crosses
 finish line

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 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.

2010 FRANKLIN CLASSIC COMMITTEE

EVENT DIRECTOR- Jessica Perry

Jessica@mercychildrensclinic.org

615.804.6397

RACE MANAGEMENT- Larry Holmes

larryholmes@comcast.net

615.202.4953

REGISTRATION- Lisa Weber

lweber@bellsouth.net

615.496.9039

CEREMONIES MANAGER- Tony Van Belkom

tvanelkom@bellsouth.net

615.478.1876

TIMING MANAGER/NASHVILLE STRIDERS- Peter Pressman

Pasta4Run@aol.com

615.293.8862

VOLUNTEER MANAGER/COORDINATOR- Angela Roberts

pomonestudios@mac.com

615.812.1501

CHRONICLE- Derby Jones

djones@williamsonherald.com

615.804.0642

COMMITTEE COMMUNICATIONS- Lauren Wilcox

lafainewilcox@gmail.com

615.473.4294



August 30, 2010

Dear Resident:

The 32nd Annual Franklin Classic will take place on Labor Day, Monday, September 6, 2010, from 7 a.m. until approximately 9:30 a.m. The 5K and 10K runs, the 4K walk and the Kids Kilometer run will follow courses through Downtown Franklin and outlying areas. Over 3,000 runners and walkers are expected to participate this year with proceeds going to the Mercy Children's Clinic.

We hope that you will join us in celebrating 31 years of the Franklin Classic and support the Mercy Children's Clinic. Runners, walkers and spectators are all welcome and encouraged! There are lots of special things planned this year including live music, a kids' zone, special awards, and cheerleaders to encourage participants and much more.

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

We apologize should you be caused any inconvenience, and we sincerely appreciate your cooperation with this event.

If you have questions or concerns, please visit the Franklin Classic Website at www.franklinclassic.org for details and a map of the race route.

Franklin Classic Race Committee
Mercy Children's Clinic
1113 Murfreesboro Road, Suite 319
Franklin, TN 37064
615-790-0567

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 2 1989

Employer Identification Number:
62-1781969

DLN:
17053181032049

Contact Person:
R HUTCHINS IDH 52408

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Form 990 Required:
YES

Addendum Applies:
NO

MERCY HEALTH SERVICES INC
PO BOX 1346 112 9TH AVENUE SOUTH
FRNAKLIN, TN 37065

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(iii).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1989, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Letter 947 (DU/EG)