



MEMORANDUM

June 14, 2010

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Best Buddies 5K Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Best Buddies 5K.

Background

Best Buddies is a non-profit organization whose mission is to enhance the lives of people with intellectual disabilities and to provide opportunities for one-to-one friendships and integrated employment. This is the second year for the 5K event; the opening and closing “ceremonies” take place in the parking lot of the Publix at McKay’s Mill. The applicant estimates 300-350 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 six (6) 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:

☒ 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: Liberty Pike / Oxford Glen /
clovercroft (one lane)

2) Name/purpose of event: Best Buddies 5K run/walk

3) Date or dates of event: Sat. August 28, 2010

4) Time of Event: 7:30am

5) Time of Street Closure (if applicable): 7:20 - 8:45 (approx.)

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:

Anneliese Barron - Best Buddies Tennessee

a) Address: PO Box 1182, Brentwood, TN 37024

b) Phone: 483.3177 **c) Cell:** 483.3177 **d) Fax:** 807-3104

e) E-mail address: Anneliese.Barron@bestbuddies.org

7) Person in charge on day of event: Anneliese Barron

Cell: 483.3177 **E-mail address:** Anneliese.Barron@
bestbuddies.org



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

Name: Allison Brown Cell: 308-6000 E-mail address: allison-brown@bellsouth.net
Name: Chandler Barron Cell: 481.3734 E-mail address: chandlerbarron@yahoo.com

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

Best Buddies 5K is a run/walk benefiting Best Buddies TN.
Registration area will be in the McKay's Mill Public
parking lot.

- 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:

300-350

- 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. \$5 per 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? Best Buddies Tennessee

will receive 100% of funds raised

- 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.
speakers (2) - standard PA system
- 23) During what time period is sound amplification requested? 7:30-8:45am
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). CD of pop music (family friendly music)
- 25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle 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. NO
- 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. Anneliese Barnn 483.3177
- 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.

- 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 ^{letters} Additional Requirements section of this application for more information.* *Good neighbor will be hand-delivered to all mckay's mill residents, as well as the residents that live on Clovercroft and Oxford Glen (south of Clovercroft).*

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil Rights Act, contact the Title VI Coordinator:

Rodney Escobar
Risk Manager
City of Franklin
109 Third Avenue South
Franklin, Tennessee 37064
615.791.3277

The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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PLEASE READ ATTACHMENTS BEFORE SIGNING
APPLICATION.

- 1) I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed upon the event by the City Administrator and the Board of Mayor and Aldermen.
- 2) I/We do swear or affirm that all of the information given in this application is true and complete.
- 3) I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.
- 4) I/We agree to provide a copy of this signed Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
- 5) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 6) I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- 7) The application for an event permit shall be filed not less than 90 days nor more than 364 days prior to the scheduled date of such event. Suggested filing is at least 180 days prior to scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of a permit.
- 8) The City reserves the right to require one or more City of Franklin police officers or other emergency personnel be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$30 per hour at a minimum of two (2) hours.

BY: ABa Date: May 6, '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

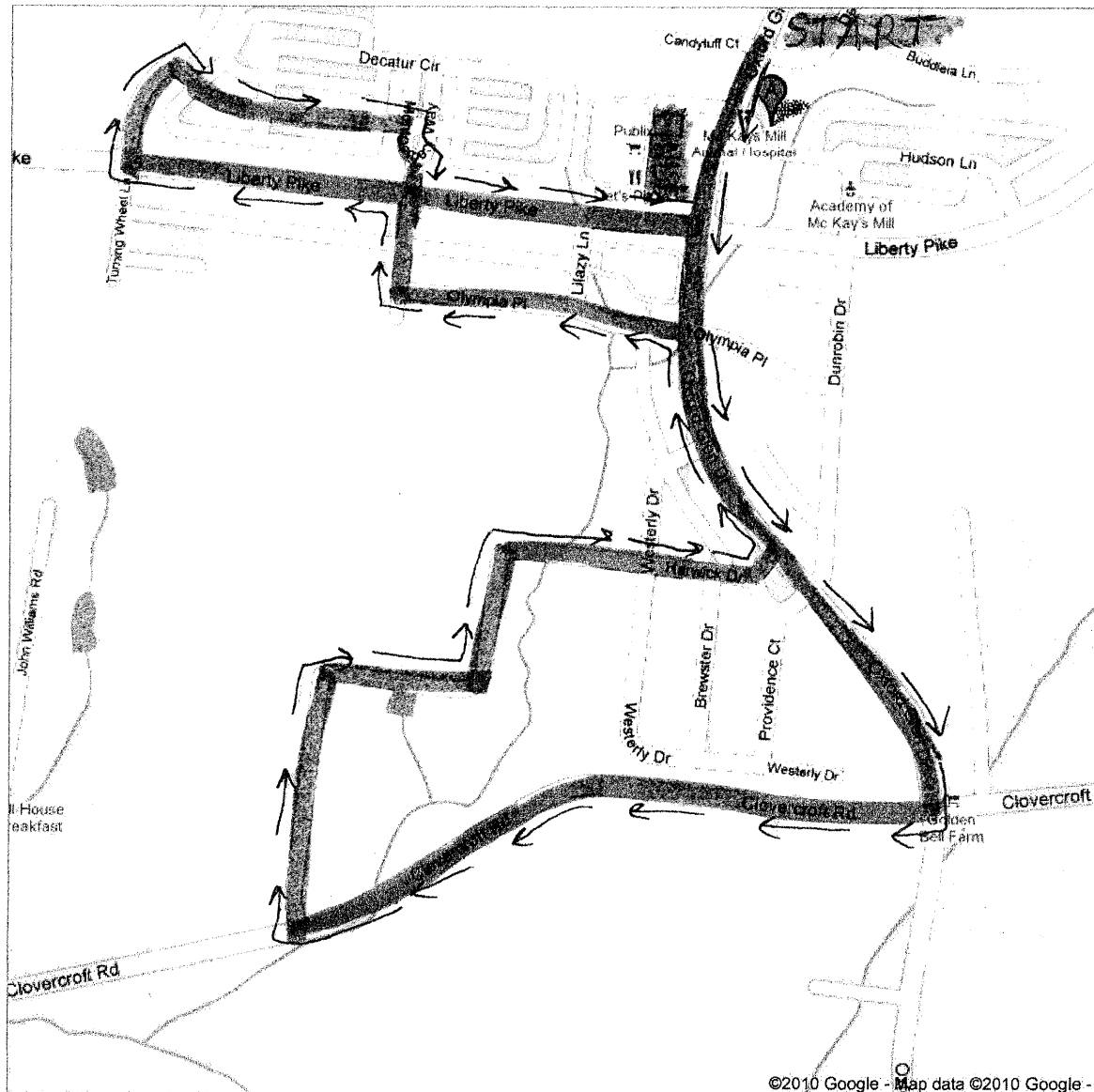
If you have questions concerning your request, please call 615-550-6606.

*
* **Return application to:** *
* City Administrator's Office *
* City Hall *
* 109 Third Ave South *
* Franklin, TN 37065 *
* 615-791-3217 *
* 615-790-0469 (FAX) *
*
*

Google maps Address **Oxford Glen**
Franklin, TN 37067

Get Google Maps on your phone

Text the word "GMAPS" to 466453



BEST BUDDIES 5K RACE COURSE

START at the corner of Oxford Glen Dr and Daylily Drive

Head South on Oxford Glen Dr

Turn Right on Clovercoft Rd (only one lane required)

Turn Right on Kirkwood Dr

Turn Right on Cottingham Dr

Turn Right on Harwick

Turn Left on Providence

Turn Left on Oxford Glen Dr

Turn Left on Olympia Pl

Turn Right on Rocking Chair Place

Turn Left on Liberty Pike

Turn Right on Turning Wheel Lane

Turn Right on Decatur

Turn Right on Montgomery Way

Turn Left on Liberty Pike

END at the corner of Liberty Pike and Oxford Glen



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248163494
May 29, 2009 LTR 4168C E0
52-1614576 000000 00 000
00016693

BODC: TE

BEST BUDDIES INTERNATIONAL INC
100 SE 2ND ST STE 2200
MIAMI FL 33131



007004

Employer Identification Number: 52-1614576
Person to Contact: Mr. Gruesser
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of May 19, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in March 1989, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

BEST BUDDIES TENNESSEE

Maggie Spalding - Chair

2525 West End Ave, Ste 900
Nashville, TN 37203
615-604-3510

Sarah Decker – Vice Chair

500 Cool Springs Blvd
Franklin, TN 37067
615-771-0773

Anneliese Barron- State Director

1354 Tilton Dr
Franklin, TN 37067
615-483-3177



FRANKLIN RESIDENTS

RE: STREET CLOSURES

Dear Friend,

This letter is to inform you that the following streets will be closed on **Saturday, August 28, 2010** for the *2nd annual Best Buddies 5K Run/Walk*. Please note that all times are approximate, and that the Franklin City police will let cars pass when there are no runners or walkers present.

OXFORD GLEN

From Daylily to Liberty Pike – 7:15 to 7:35am

From Liberty Pike to Clovercroft – 7:30 to 7:45am

From Liberty Pike to Providence – 7:40 to 8:15 am

CLOVERCROFT From Oxford Glen to Kirkwood Dr – one lane closed from 7:30 to 8:00am

KIRKWOOD DR, COTTINGHAM DR, and HARWICK – 7:35 to 8:15 am

OLYMPIA PL & ROCKING CHAIR PL – 7:40 to 8:30 am

LIBERTY PIKE From Turning Wheel Lane to Oxford Glen – 7:45 to 8:45 am

TURNING WHEEL LANE From Liberty Pike to Decatur – one lane closed from 7:45-8:45 am

DECATUR From Turning Wheel Lane to Montgomery Way – one lane closed from 7:45 to 8:45

MONTGOMERY WAY From Decatur to Liberty Pike – 7:45-8:45 am

For more information about the event, please contact:

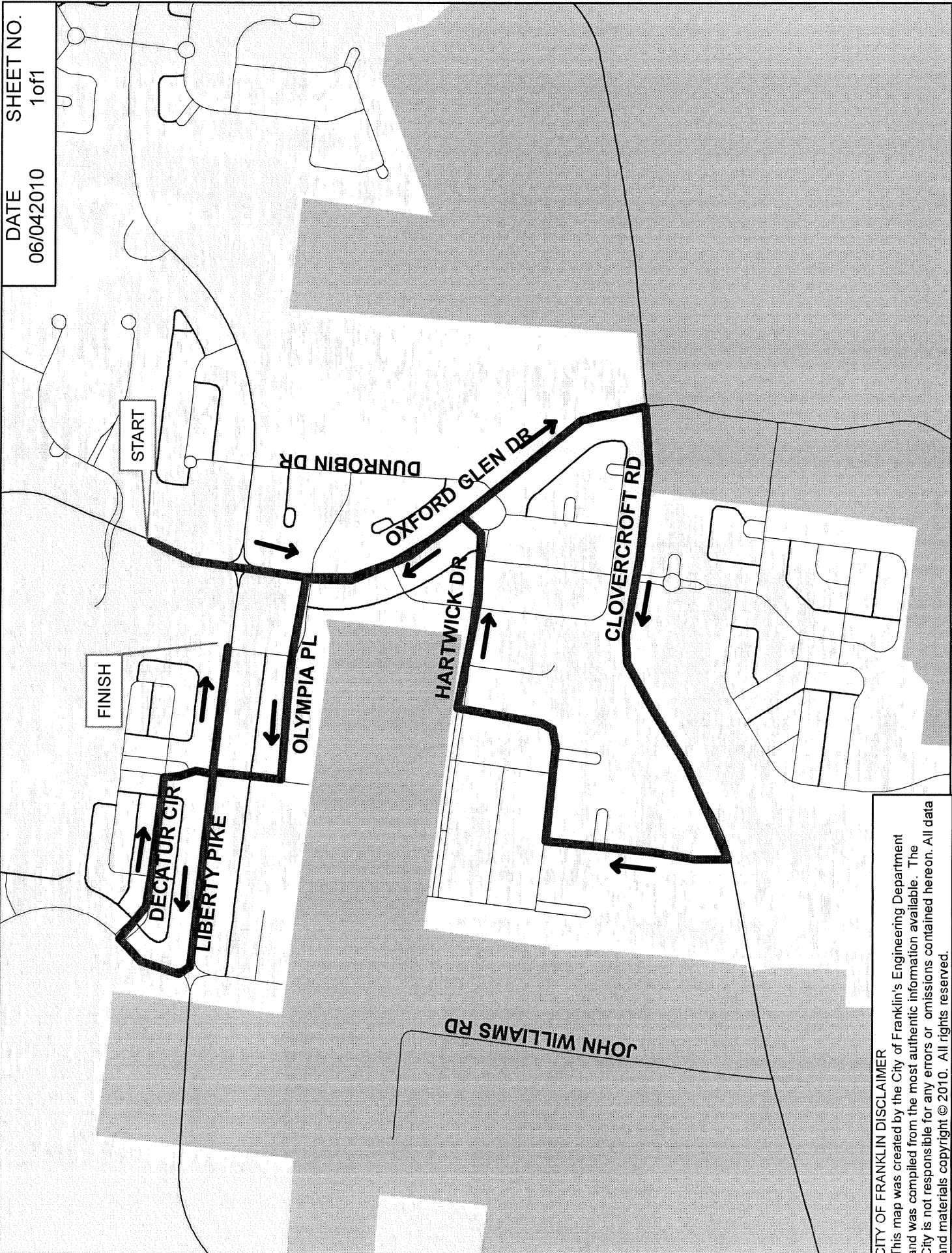
Best Buddies Tennessee
Anneliese Barron – State Director
121 Seaboard Lane
Franklin, TN 37067
(615) 483.3177
www.bestbuddiestennessee.org

City Administrator's Office
City Hall
109 Third Ave South
Franklin, TN 37065
(615) 791.3217

We apologize in advance for any inconvenience the street closures may cause you.

Sincerely,

Anneliese Barron
Best Buddies TN – State Director



CITY OF FRANKLIN DISCLAIMER
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