



HISTORIC
FRANKLIN
TENNESSEE

ITEM #6
WRKS 06/22/2010

MEMORANDUM

June 14, 2010

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Special Events Advisory Team

SUBJECT: Jingle Bell Run Event Application

Purpose

The purpose of this memo is to outline recommendations for approval of the Wine Down Main Street event.

Background

The Arthritis Foundation has requested an Event Permit for the second "Jingle Bell 5K" on December 4th. Estimated attendance is 1000. This event is scheduled for the same day as the Kiwanis Club Christmas Parade. Registration for the run begins at 8 AM; the actual run begins at 9 AM. Closure of the Square is requested from approximately 7 AM until 12 Noon.

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 twelve (12) extra-duty Franklin Police Officers to provide security and crowd control.
 - Applicant will meet with Police Department before event for final look at route and location of volunteers.
- **Building & Neighborhood Services Department:**
 - Electrical permit will be required.
- **Solid Waste Department:**
 - Department will provide fifteen extra roll-outs and recycling bins/bags for the applicant to use.
 - Applicant shall return all roll-outs (full or empty) and all recycling bags and frames to the alley behind Mellow Mushroom.
- **Revenue Management:**
 - Applicant will provide list of vendors to City.

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):

_____ Aspen Grove Park	_____ Liberty Park	Other: <u>Streets for the</u>
_____ Fieldstone Farms	_____ Pinkerton Park	<u>Jingle Bell Run 5K</u>
_____ Jim Warren Park	_____ Winstead Hill Park	<u>Circle in Downtown Frankl</u>

- 2) Name/purpose of event: Williamson County Jingle Bell Run 5K for the
- 3) Date or dates of event: Arthritis Foundation.
- 4) Time of Event: Saturday, December 4th 2010
- 5) Time of Street Closure (if applicable): 8am Registration, 9am Run Starts
- Set-Up Date/Time: 7am 12/4/10 Tear-down Date/Time: 10am 12/4/10

*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:

Kathleen Mohr (Arthritis Foundation)

 - a) Address: 421 Great Circle Road Suite 104 Nashville, TN 37203
 - b) Phone: 615-254-6795 c) Cell: _____ d) Fax: 615-254-8316
 - e) E-mail address: KMohr@arthritis.org

- 7) Person in charge on day of event: Kathleen Mohr

Cell: 615-254-6795 E-mail address: KMohr@arthritis.org



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

Name: Marian Eidson Cell: (615) 254 6795 E-mail address: MEidson@arthritis.org

Name: Kim Branch Cell: (615) 254 6795 E-mail address: KBranch@arthritis.org

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

The event will include a competitive 5k run as well as a 1 mile fun walk for those who wish to not run. We will have the Franklin Square serve as a start/finish area.

- * 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:

1,000 ppl (last year we had 680 show up)

- * 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: Davidson County)

- 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. \$ 25 per runner \$0 for walkers \$250 for vendors

- 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? _____

100% of proceeds will go to the Arthritis Foundation for Research.

- 19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No

2

However, restricted on the course

Revised June 2009



20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22. Yes

21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
Announcements and christmas music

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

23) During what time period is sound amplification requested? 8am to 10am

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 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. NONE

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. Kathleen Mohr 615-254-6795 + Marian Eidson

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:

Yes, to fill water Jugs for the race. In front of

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.* *City Hall would be best.*

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.*



TENNESSEE CHAPTER
MIDDLE TENNESSEE AREA
421 Great Circle Road Suite 104
Nashville, Tennessee 37228
Tel (615) 254-6795
Fax (615) 254-8316
Info.tn@arthritis.org www.arthritis.org

February 2, 2010

EXAMPLE OF GOOD NEIGHBOR LETTER

Dear Neighbor,

I am writing to let you know of an event coming to your neighborhood this winter. We are holding the 2nd Annual Williamson County Jingle Bell Run on Saturday, December 4th, 2010 in the Downtown Franklin Area. The Jingle Bell Run is a 5K race/walk that includes a 1mile fun run. The 5k race will begin at 9am with registration starting at 8:00am. The race route will include the following streets to be closed: **TBD**. We are looking forward to having this event in your neighborhood and hope that you all will join our excitement by getting involved.

The Jingle Bell Run/Walk is the Arthritis Foundation's nationwide run/walk holiday event that raises funds to fight arthritis. Funds raised provide vital funding for research, programs and services to prevent, control and cure arthritis and related diseases in the local area. In 2010, the event will take place in about 125 markets from coast to coast, with almost 100,000 participants raising over \$3 million dollars to fund arthritis research as well as public health and public policy efforts to improve the lives of people with arthritis, and we are excited that the 2nd Annual Jingle Bell Run in the Middle Tennessee area is going to be held in your neighborhood!

If you would like to get involved or need to contact the event organizer, you may contact Kathleen Mohr by phone at (615) 254-6795 ext. 110 or by mail at 421 Great Circle Rd., Ste 104, Nashville, TN 37228. If you would like to contact someone in the City Administrator's office, you may reach them by phone at (615) 791-3217 or by mail at City Hall, 109 Third Ave South, Franklin, TN 37065.

I would personally like to thank you in advance for any support that you can provide for the 2010 Williamson County Jingle Bell Run and hope you will help raise the excitement level about this event in your neighborhood!

Sincerely,

Kathleen Mohr
Middle Tennessee Branch
Community Director
Arthritis Foundation

KNOXVILLE • MEMPHIS • NASHVILLE
865/470-7909 901/685-9060 615/254-6795

From : Officer Rose Steagall

Race Start 9 AM
Race finish 10 AM



Jingle Bell 5K

Saturday, December 5, 2009

* 5K Run route and traffic control:

Contact: Kim Branch (254-6795 x108)

Start @ 3rd and Public Square

3rd/Bridge

3rd/N. Margin

N. Margin/4th

4th/Hillsboro Road

Hillsboro Rd/Del Rio/Farrier Ln

Del Rio/Pioneer Credit/KROGERS Shopping area

Del Rio/Magnolia/KROGERS area

Del Rio/Meadowview Apt.

Del Rio/Alexander

Alexander/Lynn Ct

Alexander/Draper Ct

Alexander/Carver

Alexander/Westfield

Westfield/Fairmont

Westfield/Hamlet Dr.

Westfield/96 West

96 West/Boyd Mill Ave

Boyd Mill/Culberson

Boyd Mill/Entrance to Jim Warren Park

Exit Jim Warren Park onto Culberson

Boyd Mill/Laurel Wood/Regency Square

Boyd Mill/Glass Street

Boyd Mill/Buckworth

Boyd Mill/11th Ave

Boyd Mill/Fair Street/Colony House

11th Ave/W. Main

W. Main/10th

W. Main/9th

W. Main/8th

W. Main/7th

W. Main/6th

W. Main/Main/Columbia/5th (5 points)

Main/4th

Lead Car

Officer _____ Volunteer _____

Officer _____ Volunteer _____

Officer _____ Volunteer _____

Officer _____

Officer _____

Officer _____ Volunteer _____

Officer _____ Volunteer _____

Officer _____ Volunteer _____

Officer _____ Volunteer _____

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Officer _____

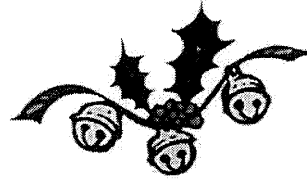
Officer _____ Volunteer _____

Officer _____

Officer _____

End @ W. Main / Public Square

Fun Run Start 10AM



Jingle Bell 1 Mile FUN RUN

* Saturday, December 5, 2009

Start @ 3rd and Public Square

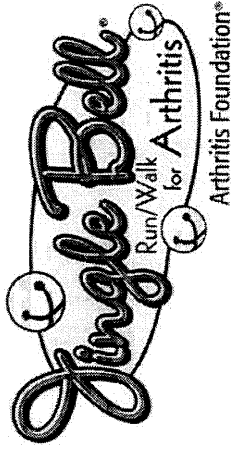
3rd /Bridge St

3rd/N. Margin

4th/N. Margin

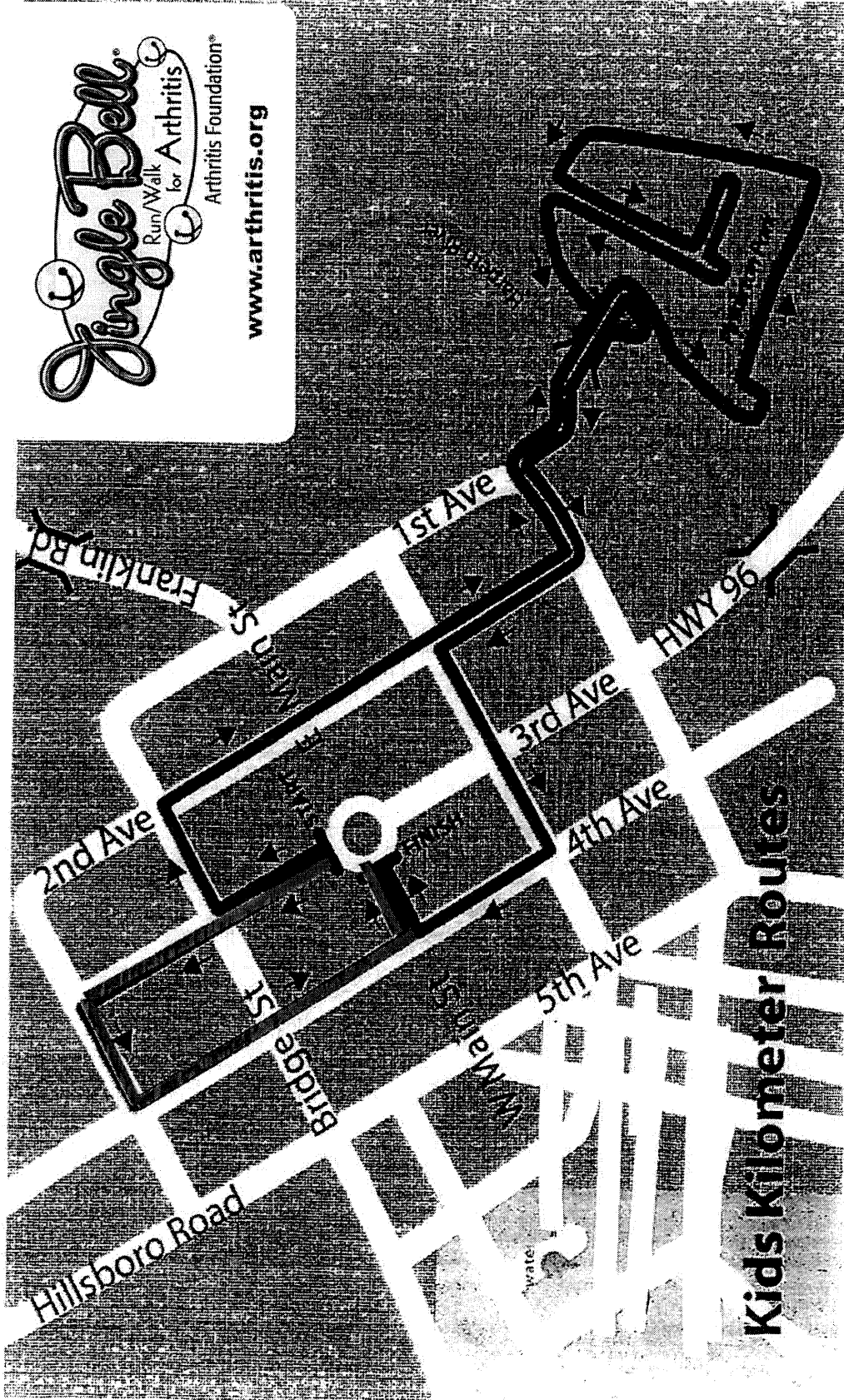
4th/Bridge St

END @ 4th/Main

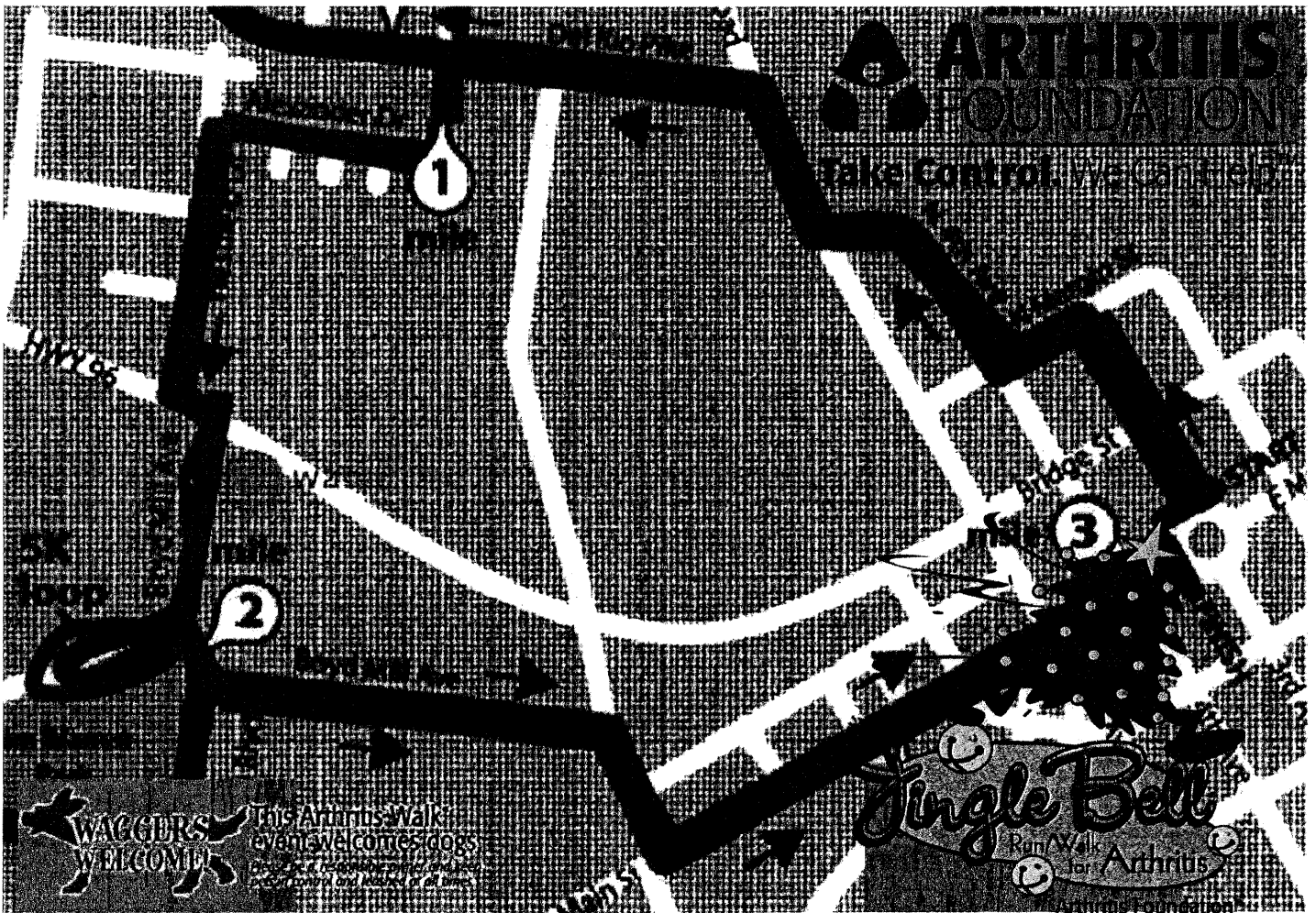


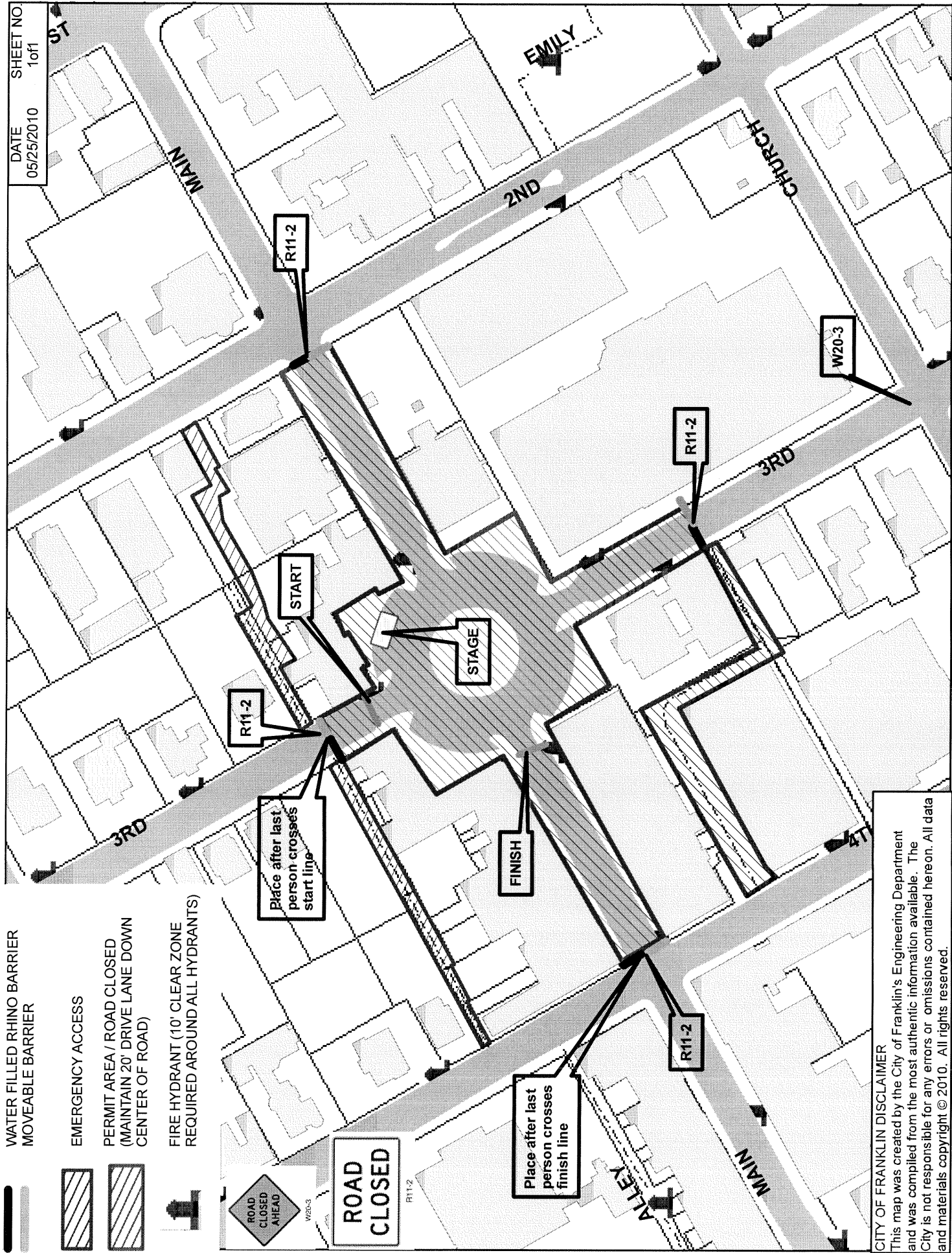
Arthritis Foundation®






www.arthritis.org



Kids Kilometer Routes





-  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

ROAD CLOSED

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.