



HISTORIC  
FRANKLIN  
TENNESSEE


ITEM #5  
WRKS 08/24/2010

## MEMORANDUM

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August 16, 2010

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Westhaven 5K Event Application

### Purpose

The purpose of this memo is to outline recommendations for the Westhaven 5K.

### Background

The Westhaven Foundation has requested street closures for the Franklin 4 The Cure 5K run in Westhaven. This is an annual event. Estimated attendance is 600-1,000.

### 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 at least six (6) Franklin Police Officers open/close streets and to provide security and traffic control.
- **Solid Waste Department:**
  - Applicant will utilize volunteers to provide trash/garbage pick-up.

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

received  
1-27-2010



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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

Other: WESTHAVEN

\_\_\_\_\_ Fieldstone Farms

\_\_\_\_\_ Pinkerton Park

\_\_\_\_\_ Jim Warren Park

\_\_\_\_\_ Winstead Hill Park

2) Name/purpose of event: WESTHAVEN 5K RUN / FRANKLIN 4THE CURE

3) Date or dates of event: SEPT 18, 2010

4) Time of Event: 0700 - 0900

5) Time of Street Closure (if applicable): 0700

Set-Up Date/Time: 0600 / 9/18/10 Tear-down Date/Time: 0900 / 9/18/10

\*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:

JOHN FRASER - THE WESTHAVEN FOUNDATION

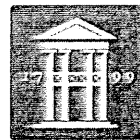
a) Address: 1306 STATE BLVD. FRANKLIN.

b) Phone: 790-1866 c) Cell: 243-1866 d) Fax: ✓

e) E-mail address: frasergrp@comcast.net

7) Person in charge on day of event: JAMES BALLARD

Cell: 901-517-6695 E-mail address: jballard07@gmail.com



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

Name: MARK MCCUTCHEON Cell: 615-394-7782 E-mail address: mark@westhavenfoundation.org

Name: CHARLIE GRIMES Cell: 615-218-1561 E-mail address: grimescharlesg@aol.com

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

5K ROAD RACE

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:

Between 600 — 1000

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. \$25 per runner

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? VANDERBILT CHILDRENS HOSPITAL,

LEUKEMIA SOCIETY & AMERICAN CANCER SOCIETY

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

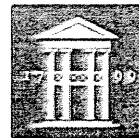


- 20) Will any sound amplification equipment be used during the event? Circle  Yes or No. If no, please skip to Question #22.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?  
RACE ANNOUNCEMENTS ONLY
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
PUBLIC ADDRESS ONLY
- 23) During what time period is sound amplification requested? 7-9 AM
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). N/A
- 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. WESTHAVEN VOLUNTEERS WILL HANDLE
- 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.*



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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: *John C. Schroer* - Treasurer Date: 7/27/10  
 (Signature and title - must be officer of organization)

Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_\_\_.

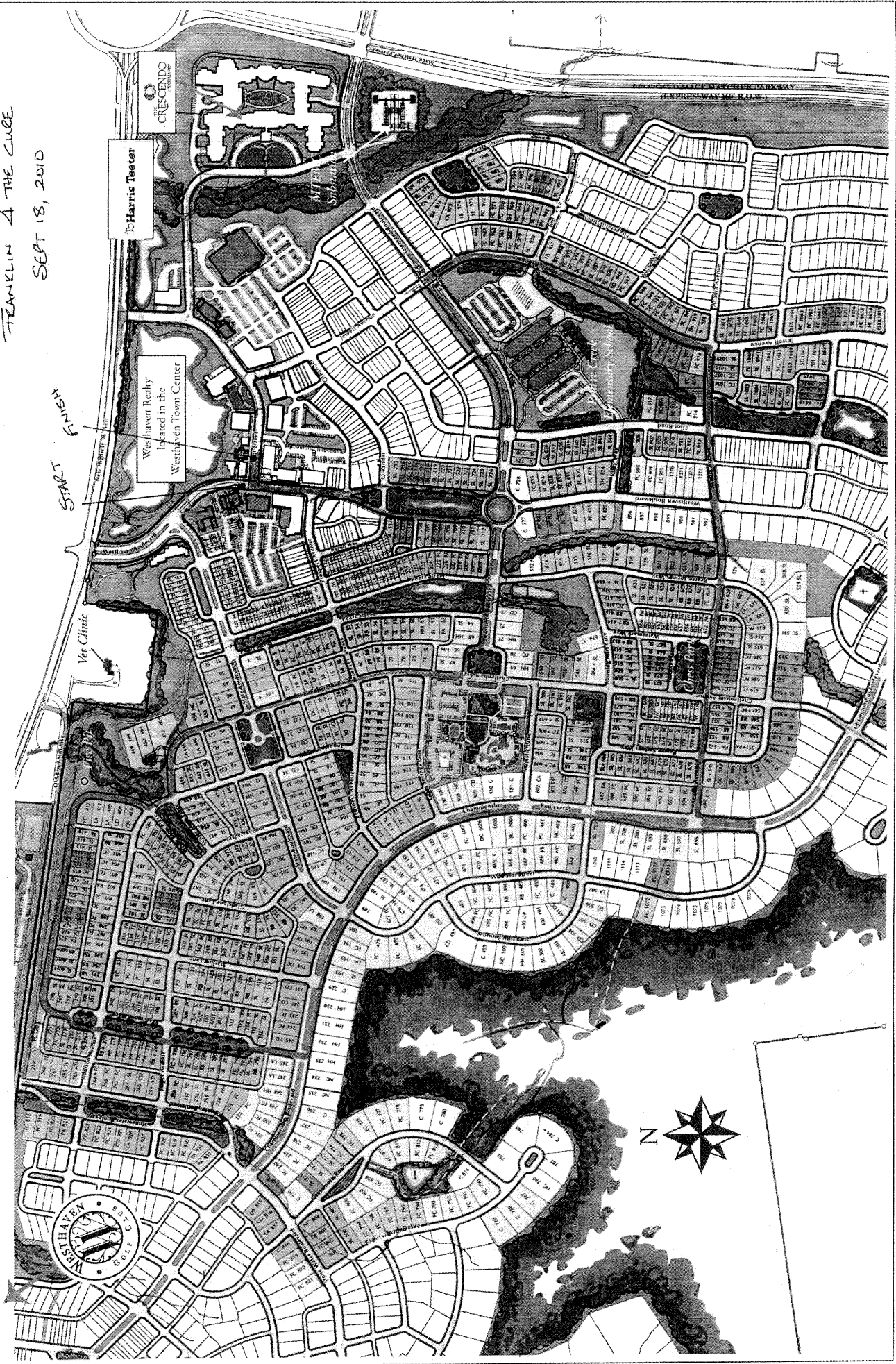
\_\_\_\_\_  
 John C. Schroer, Mayor

\_\_\_\_\_  
 Eric S. Stuckey, City Administrator

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

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 \*  
 \* *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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FRANKLIN A THE CURVE  
SEPT 18, 2010



HARRIS TEEPTER

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Westhaven Realty  
located in the  
Westhaven Town Center

Vet Clinic



Board of Trustees The Westhaven Foundation

President

Mark McCutcheon  
1900 Townsend Blvd  
Franklin, TN 37064

615-394-7782

Vice President

Charles Grimes  
310 Cheltenham Ave  
Franklin, TN 37064

615-218-1501

Vice President

Matt Magallenes  
514 Ardmore Place  
Franklin, TN 37064

615-483-7547

Secretary

Dina Kraus  
118 Addison Ave  
Franklin TN 37064

615-790-7946

Treasurer

John Fraser  
1306 State Blvd  
Franklin, TN 37064

615-243-1866

Anne Waters

408 Pearre Springs Way  
Franklin, TN 37065

615-516-4616

Dan Klatt

114 Lewisburg Ave  
Franklin, TN 37064

N/A

Amy Law

401 Cheltenham Ave  
Franklin, TN 37064

615-642-2948

John Griffith

1106 Gray Fox Lane  
Franklin, TN 37064

N/A



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

DEPARTMENT OF THE TREASURY

Date:

OCT 3 2008

THE WESTHAVEN FOUNDATION INC  
401 CHELTENHAM AVE  
FRANKLIN, TN 37064-8664

Employer Identification Number:

26-2449732

DLN:

17053198332008

Contact Person:

YVONNE LIGGETT

ID# 31296

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

June 30

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

October 19, 2007

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)