



HISTORIC
FRANKLIN
TENNESSEE

ITEM #9
WRKS 03/22/2011

MEMORANDUM

March 15, 2011

TO: Board of Mayor & Aldermen

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

SUBJECT: Franklin First's Fiddlin' Fish 5K/1 Mile Run (May 21, 2011)

Purpose

The purpose of this memo is to outline recommendations for the Franklin First's Fiddlin' Fish 5K/1 Mile Run sponsored by Franklin First United Methodist Church.

Background

This is an annual event coordinated by the Works In Progress Sunday School Class of Franklin First United Methodist Church.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide updated Good Neighbor Letter which will be distributed to area residents within the approved course.
- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.

Police Department:

- Applicant will hire eight (8) extra-duty Franklin Police Officers to secure the course provide security and traffic control.
- Traffic barricades will be provided by applicant; the placement and removal of barricades will be coordinated by the applicant utilizing the extra-duty officers to close and open the streets.
- Applicant will provide at least a 72-hour advance notice to CSX.

Solid Waste Department:

- Applicant will provide volunteers to pick-up any trash associated with the event.

OFFICE USE ONLY:
Permit No:



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received
2/4/2011

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 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	___ Eastern Flank BattleField Park
___ Fieldstone Farms	___ Pinkerton Park	
___ Jim Warren Park	___ Harlinsdale Farm	Other: <u>1st United Methodist</u>

2) Name/purpose of event: Fiddlin' Fish 5K/1 Mile Walk

3) Date or dates of event: Saturday, May 21st

4) Time of Event: 8 am until 10 am

5) Time of Street Closure (if applicable): 7:45 am until 9:15 am

Set-Up Date/Time: no closures prior **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:

Mike Gill

a) Address: 9101 Sebastiani Court

b) Phone: 771-4040 c) Cell: 969-5356 d) Fax: _____

e) E-mail address: jamegill@deloitte.com

7) Person in charge on day of event: Mike Gill

Cell: 969-5356 E-mail address: jamegill@deloitte.com



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

Name: Kim Dedmon Cell: 668-2097 E-mail address: _____

Name: Dan Williamson Cell: 512-8083 E-mail address: _____

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

1 mile walk beginning at 8 am from FUMC .5 miles on Lewisberg and turn around.
5K run beginning at 8:30 am from FUMC down Lewisberg, right on Carnton, turn around
at Carnton Plantation and run back to FUMC.

✓ 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

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. Listed on lines 6 and 8 of application

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. Approx \$20 per participant and between \$100-\$400 for donations

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? Profits will support families who are
affected by children's illness/cancer.

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 & possibly a bluegrass band
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Bluegrass band
- 23) During what time period is sound amplification requested? 7:45- 9:30
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). bluegrass
- 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. None
- 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. Gatorade & fruit. Church will clean up. Mike Gill.
- 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 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

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: J. Michael D. 11/31/11 Date: _____
(Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on _____, 20____.

Dr. Ken Moore, 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) *
 * *****



TENNESSEE DEPARTMENT OF REVENUE

Certificate of Exemption

FIRST UNITED METHODIST CHURCH
143 5TH AVE S
FRANKLIN TN 37064-2627
11

July 13, 2003

Account Type: S&U EXEMPT

Account No.: 100161175

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.

Loren L. Chumley
COMMISSIONER OF REVENUE

EFFECTIVE DATE July 1, 2003

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.

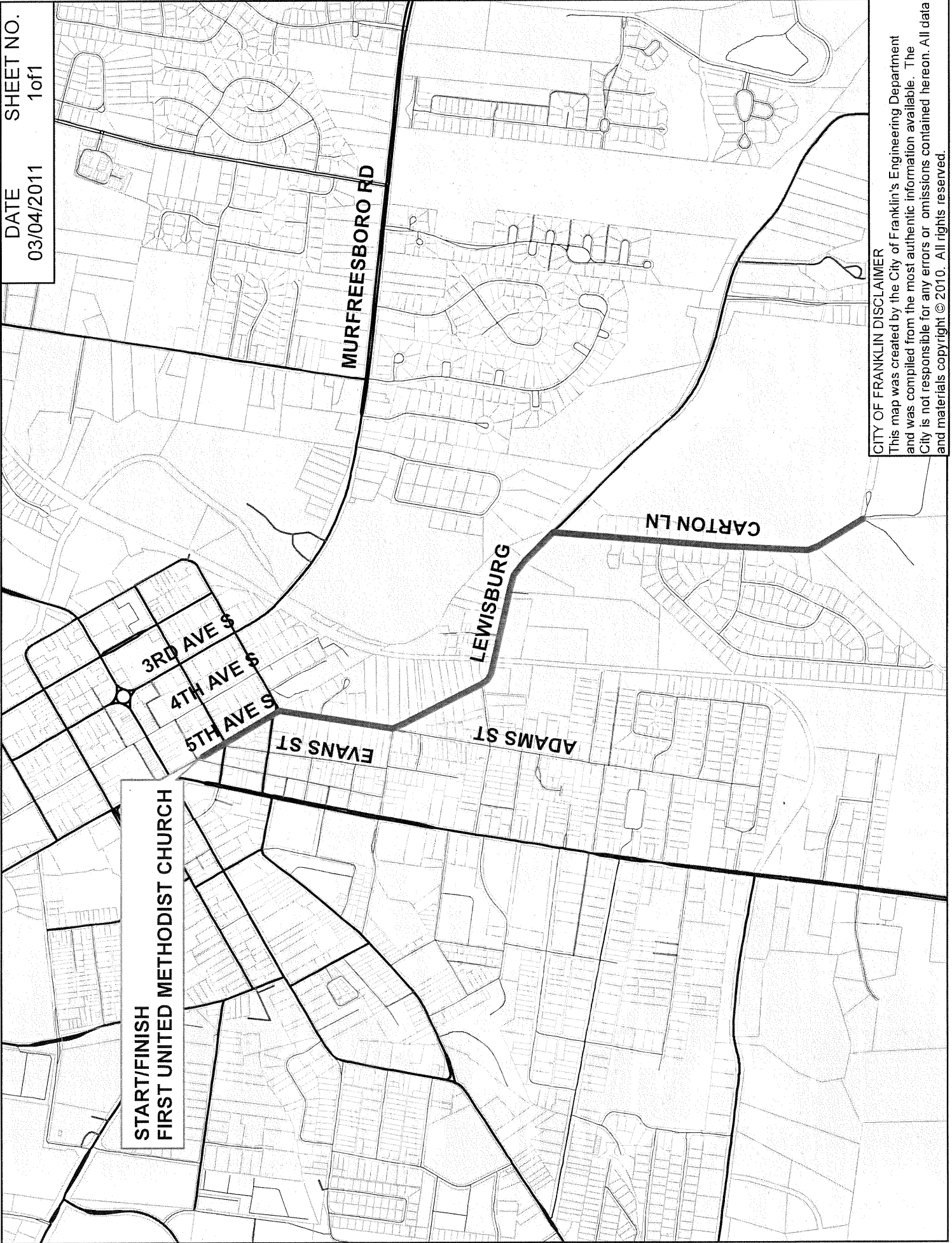
Under penalty of perjury, I affirm this to be a true and correct statement.

PRINT NAME OF ORGANIZATION: _____

PRINT NAME OF PURCHASER: _____

SIGNATURE OF PURCHASER: _____

DATE 03/04/2011
SHEET NO. 1 of 1



START/FINISH
FIRST UNITED METHODIST CHURCH

3RD AVE S
4TH AVE S
5TH AVE S

EVANS ST

ADAMS ST

LEWISBURG

CARTON LN

MURFREESBORO RD

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.

February 1, 2011

Dear Resident:

On behalf of the Works in Progress Sunday School Class of Franklin First United Methodist Church, we will sponsor the Franklin First's Fiddlin' Fish 5K Run on Saturday, May 21st from 8:00 a.m. until 9:15 a.m. The 1 mile fun run and 5K run/walk will follow a course beginning on 5th Avenue in downtown Franklin, continue to Carnton Lane and return on the same route. We hope to have over 300 participants, with proceeds going to benefit families who have children who have been stricken with a serious disease here in Franklin.

We hope that you will join us in our cause. Runners, walkers and spectators are all welcome and encouraged!

The Race will run through some parts of your neighborhood. If your road must be closed or partially closed, it should be only for a short period of time, and we have taken precautions to keep any traffic issues to a minimum. Additionally, police officers and street monitors will be stationed at key intersections on the route helping to manage traffic flow.

We are optimistic that this special event can be accomplished with minimal inconvenience to residents, and we sincerely appreciate your cooperation with this event.

Please visit the Franklin First United Methodist Website, Franklin First's Fiddlin' Fish 5K link - <http://www.franklinfumc.org> for information.

Franklin First's Fiddlin' Fish Race Committee
Mike Gill (615) 969-5356
Franklin First United Methodist Church
143 Fifth Avenue South
Franklin, TN 37064
(615) 794-2734