



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #7  
WRKS 03/22/2011

## MEMORANDUM

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March 15, 2011

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Run for Moms 5K Event Application

### Purpose

The purpose of this memorandum is to outline recommendations for approval of the Run for Moms 5K benefitting the TJ Martell Foundation.

### Background

The TJ Martell Foundation has requested an Event Permit for a Run for Moms 5K on May 7<sup>th</sup>. This is a first time request from this organization. The applicant requested a route in Cool Springs on Carothers Parkway. Due to the overwhelming impact this route would have on traffic, staff recommends the applicant utilize an established route in Downtown Franklin (currently used by the Franklin Classic). The applicant has agreed to change the route.

Estimated attendance is 600. Closure of the Square (Main Street from 2<sup>nd</sup> Avenue to 4<sup>th</sup> Avenues) is requested from approximately 6 a.m. until 10 a.m.

### 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 (\$1,000,000 coverage).
- **Police Department:**
  - Applicant will hire extra-duty Franklin Police Officers to provide security and traffic control.
  - Applicant will meet with Police Department before event for final look at route, timing of closure, and location of volunteers.
- **Building & Neighborhood Services Department:**
  - Electrical permit will be required.



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- ***Streets Department:***
  - Department will provide barricades for closure of Square.
  
- ***Solid Waste Department:***
  - Department will provide fifteen extra roll-outs and recycling frames/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.
  
- ***Fire Department:***
  - Fire Department EMS Bike Team will be available to trail runners at cost of \$60 per hour.

OFFICE USE ONLY:

Permit No:

received  
1-7-2011



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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: \_\_\_\_\_  
 Fieldstone Farms       Pinkerton Park  
 Jim Warren Park       Winstead Hill Park

2) Name/purpose of event: Run For Mom 5K 1 mile for walk

3) Date or dates of event: Saturday, May 7, 2011

4) Time of Event: 8:00 a.m.

5) Time of Street Closure (if applicable): 7:45 a.m.

Set-Up Date/Time: May 7 7:30 am      Tear-down Date/Time: May 7 9:00 a.m.

\*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:

T.J. Martell Foundation

a) Address: 15 Music Square West, Ste C Nash, TN 37203

b) Phone: <sup>615</sup>256-2002      c) Cell: <sup>615</sup>202-6979      d) Fax: <sup>615</sup>780-3154

e) E-mail address: Mgoodwin@tjmartellfoundation.org

7) Person in charge on day of event: Melissa Goodwin

Cell: 615.202.6979      E-mail address: Mgoodwin@tjmartellfoundation.org  
Emmit Martin      emmit@irunfortheparty.com  
615.429.6215      Race Director



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

Name: Laura Heatherly Cell: <sup>615</sup>479-3558 E-mail address: LHeatherly@tjmartellfoundation.org  
Name: Liz Johnson Cell: <sup>678</sup>378-3365 E-mail address: Lizjohnson12@gmail.com

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

All participants will enjoy a 5K Run and a 1 mile Family Fun Run. Participants will receive a commemorative event T-shirt and post event awards ceremony

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:

600 people

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: Nashville)

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 (early registration) \$35 day of event

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? The 5K Run is hosted by the

T.J. Martell Foundation and 100% of the proceeds will benefit the foundation's research for cancer, leukemia and AIDS.

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 to begin race and to give away awards at Post Event Ceremony
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
PA
- 23) During what time period is sound amplification requested? 6am-9a.m.
- 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 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. TBD, if approved
- 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. TBD, if approved
- 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.* Upon approval, letter and mailing list will be provided.

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: Melissa Goodwin, Office Manager Date: 1/7/11  
(Signature and title – must be officer of organization)

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

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

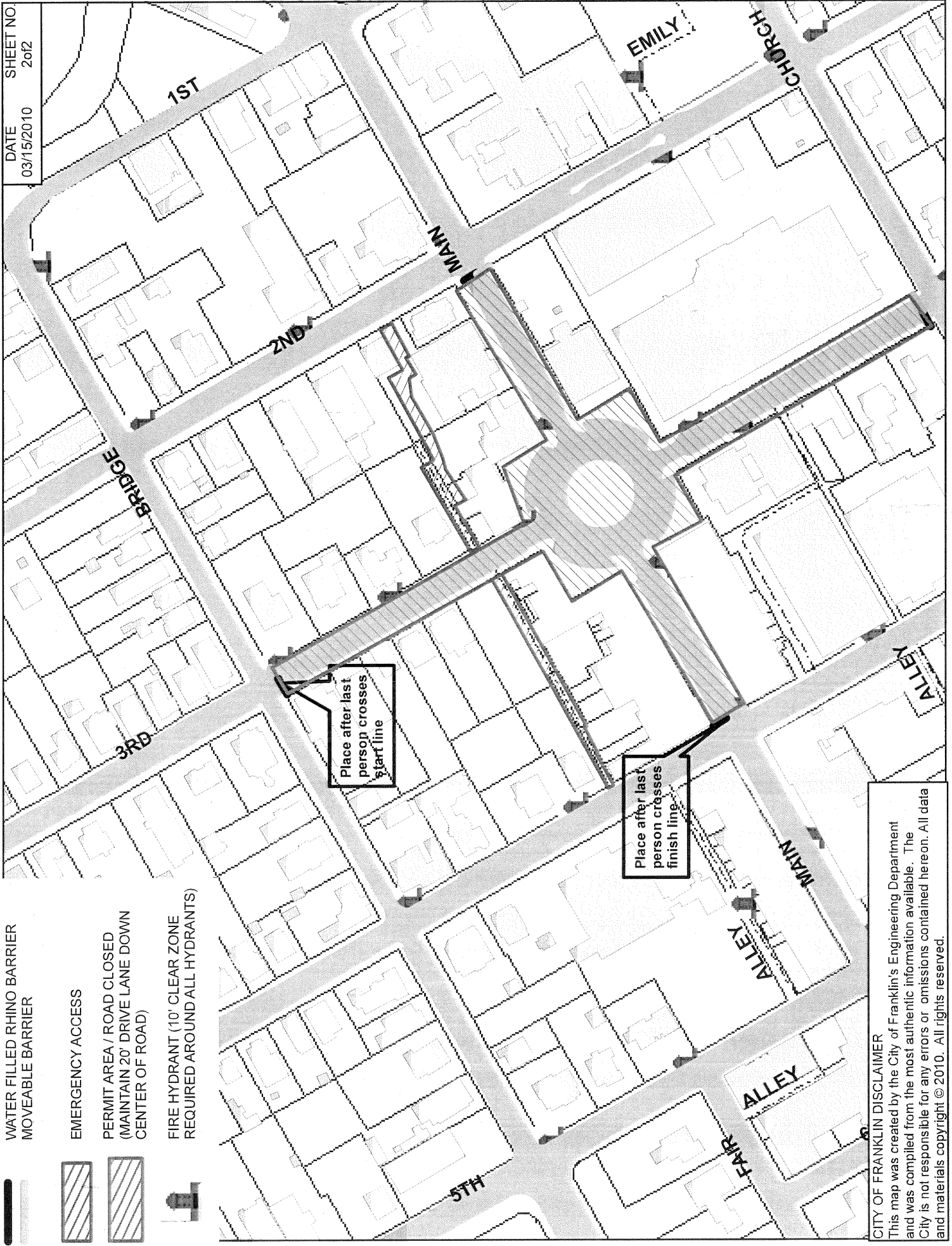
\_\_\_\_\_  
Eric S. Stuckey, City Administrator

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

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*   Return application to:
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*   City Administrator's Office
*   City Hall
*   109 Third Ave South
*   Franklin, TN 37065
*   615-791-3217
*   615-790-0469 (FAX)
*
*
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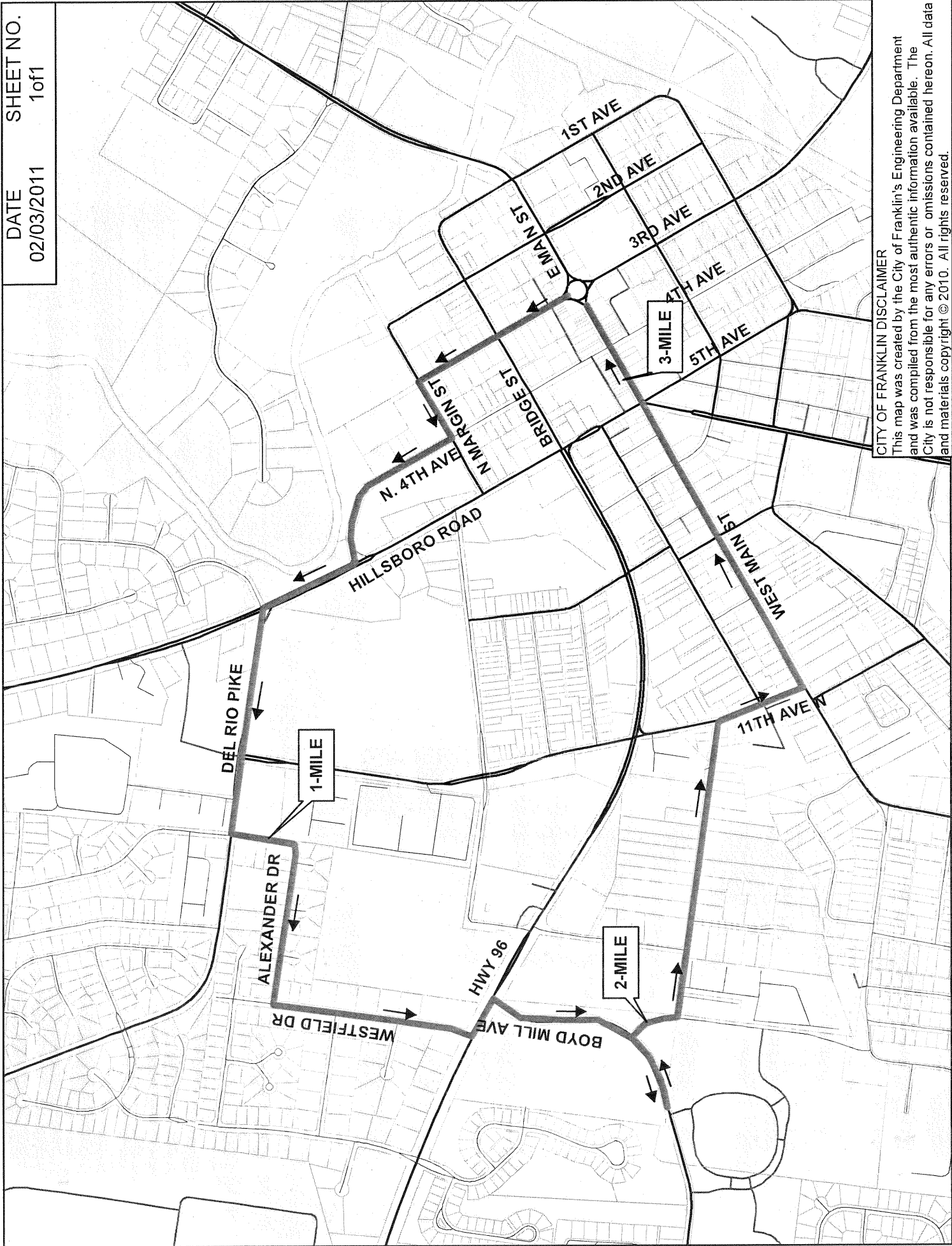
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- WATER FILLED RHINO BARRIER
- MOVEABLE BARRIER
- EMERGENCY ACCESS
- PERMIT AREA / ROAD CLOSED (MAINTAIN 20' DRIVE LANE DOWN CENTER OF ROAD)
- FIRE HYDRANT (10' CLEAR ZONE REQUIRED AROUND ALL HYDRANTS)

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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.





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# T.J. Martell Foundation

*Leukemia, Cancer and AIDS Research*

Laura Heatherly, Executive Director  
T.J. Martell Foundation  
15 Music Square West, Ste C  
Nashville, TN 37203  
(615) 256-2002

Derek Crownover, Board of Directors President  
Crownover/Blevins  
1701 18<sup>th</sup> Avenue South  
Nashville, TN 37212  
(615) 577-9600

Rick Murray, Board of Directors Secretary  
Greylock Entertainment  
P.O. Box 1986  
Brentwood, TN 37024  
(615) 664-2404

Karen Clark, Board of Directors Treasurer  
Pinnacle Bank  
7040 Caruthers Parkway  
Franklin, TN 37067  
(615) 456-9500

Mike Smardak, Events Committee Chairman  
Outback Concerts  
209 10<sup>th</sup> Avenue South, Ste 222  
Nashville, TN 37203  
(615) 242-3323

Melissa Goodwin, Office & Events Manager  
T.J. Martell Foundation  
15 Music Square West, Ste C  
Nashville, TN 37203  
(615) 256-2002

#15

EMPLOYER

ID#

51-0180178

Address any reply to:

P.O. Box 3200 Church St. Station N. Y. 1001  
Department of the Treasury

District Director

Internal Revenue Service

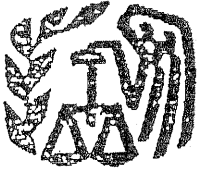
Date: JAN 30 1975

In reply refer to:

M-76-EO-569

E:EO:7201;J.Goldstein

Tel:264-3247-8



The T. J. Martell Memorial Foundation For  
Leukemia Research Sponsored By The  
Phonograph Record Industry  
130 West 57th Street  
New York, New York 10019

Gentlemen:

Accounting Period Ending: July 31  
Form 990 Required:  Yes  No  
Advance Ruling Period Ends: July 31, 1977

Based on the 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(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization of the type described in section 509(a)(2).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization so long as you continue to meet the requirements of the applicable support test. If, however, you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, in the event you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. In addition, if you submit the required information

P. O. Box 3200 Church Street Sta  
New York, New York 10008

District Director

Internal Revenue Service

Date: DEC 6 1977

In reply refer to:

E:EO:7202:A.horowitz

#13730100EO

212-264-1870

The T J Martell Memorial Foundation  
For Leukemia Research Sponsored  
by the Phonograph Record Industry  
130 West 57th Street  
New York, NY 10019



Gentlemen:

This modifies our letter of January 30, 1976  
in which we stated you would be treated for your first two tax years as  
an organization which is not a private foundation.

Based on additional information supplied, we have determined you  
are not a private foundation within the meaning of section 509(a) of  
the Internal Revenue Code, because you are an organization described in  
section 509(a)(2)

If your sources of support, or your purposes, character, or method  
of operation is changed, you must let us know so we can consider the  
effect of the change on your status.

Sincerely yours,

Charles H. Brennan

District Director

cc: Wendy K. Mariner  
c/o Marshall Morris Powell & etc.  
130 West 57th Street  
New York, New York 10019

3N159 (472)

within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(2) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(2) organization.

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.

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions concerning these taxes, please let us know.

If your sources of support, or your purposes, character, or method of operation is changed, you should let us know so we can consider the effect of the change on your status. Also, you should inform us of all changes in your name or address.

If the yes box at the top of this letter is checked, you are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally (more) than \$5,000. The return is due by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file the return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

cc: Wendy K. Mariner  
c/o Marshall Morris Powell & etc. Sincerely yours,  
130 West 57th Street  
New York, New York 10019

*Charles J. Brennan*  
District Director