




HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #5  
WRKS 04/26/2011

## MEMORANDUM

April 15, 2011

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Ragnar Relay Tennessee Event Application

### Purpose

The purpose of this memo is to outline recommendations for approval of the Ragnar Relay Tennessee Event.

### Background

The Ragnar Relay Series is the largest long distance running relay series in the world. They have partnered with Healthways to present the 180-mile relay race which begins in Chattanooga and ends in Nashville. The race will pass through Franklin on November 5<sup>th</sup> between the hours of 5 a.m. and 6 p.m. at a rate of 20 runners per hour (an estimated total participation of 200). No street closures are requested; runners will remain on sidewalks, where available, or on the shoulder of the road (runners have been advised to run in single-file). The relay enters Franklin on Oxford Glen Drive. It proceeds down Cool Springs Blvd to Carothers Parkway and stops for a break at Healthways. Upon leaving Healthways, the relay takes: Carothers Pkwy to Bakers Bridge Road to Mallory Lane to Cool Springs Blvd to Mack Hatcher to Franklin Road. Another break is scheduled at Clearview Baptist Church. The relay then exits Franklin via Lynwood Way.

### 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 four (4) extra-duty Franklin Police Officers for safety and traffic control.

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

**received**  
3/7/2011



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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:
- |  |  |
|--|--|
| <input 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: _____                         |

2) Name/purpose of event: RAGNAR RELAY TENNESSEE

3) Date or dates of event: NOVEMBER 5<sup>th</sup>, 2011

4) Time of Event: RUNNERS WILL BE PASSING THROUGH FRANKLIN BETWEEN 5AM - 5PM

5) Time of Street Closure (if applicable): N/A

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:

RAGNAR EVENTS

a) Address: 1188 W SPORTSPLEX DR SUITE 201 KAYVILLE VT 84037

b) Phone: 801-499-5024 c) Cell: 801-913-4197 d) Fax: 801-499-5023

e) E-mail address: leslie@ragnarrelay.com

7) Person in charge on day of event: LESLIE KEENE

Cell: 801-913-4197 E-mail address: leslie@ragnarrelay.com



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

Name: TANNER BELL Cell: 801-608-2486 E-mail address: tanner@ragnarrelay.com

Name: ERIN PILKINGTON Cell: 801-528-8395 E-mail address: erin@ragnarrelay.com

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

PLEASE SEE ATTACHED. WE WOULD LIKE TO USE THE SAME  
ROUTE AS LAST YEAR AS RECOMMENDED BY OFFICER STEAGALL

- 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:

Estimate 275 runners and 3000 overall attendees spread out over 12 hours

- 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: UT)

- 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. THERE IS A \$90/runner entry fee

- 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? CHARITY WILL BE A LOCAL CHARITY

TBD WITHIN NEXT MONTH

- 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.)?  
Sound Amplification will be used for announcing incoming winners at Healthways Building (701 Cool Springs Blvd)
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Microphone and One Speaker
- 23) During what time period is sound amplification requested? 9:00 AM - 3:00 PM
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 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.
- 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. Food will be sold at the Healthways Building only
- 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. Note: 10x10 TENTS ONLY*
- 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-K RACE DIRECTOR Date: 3/2/11  
(Signature and title – must be officer of organization)

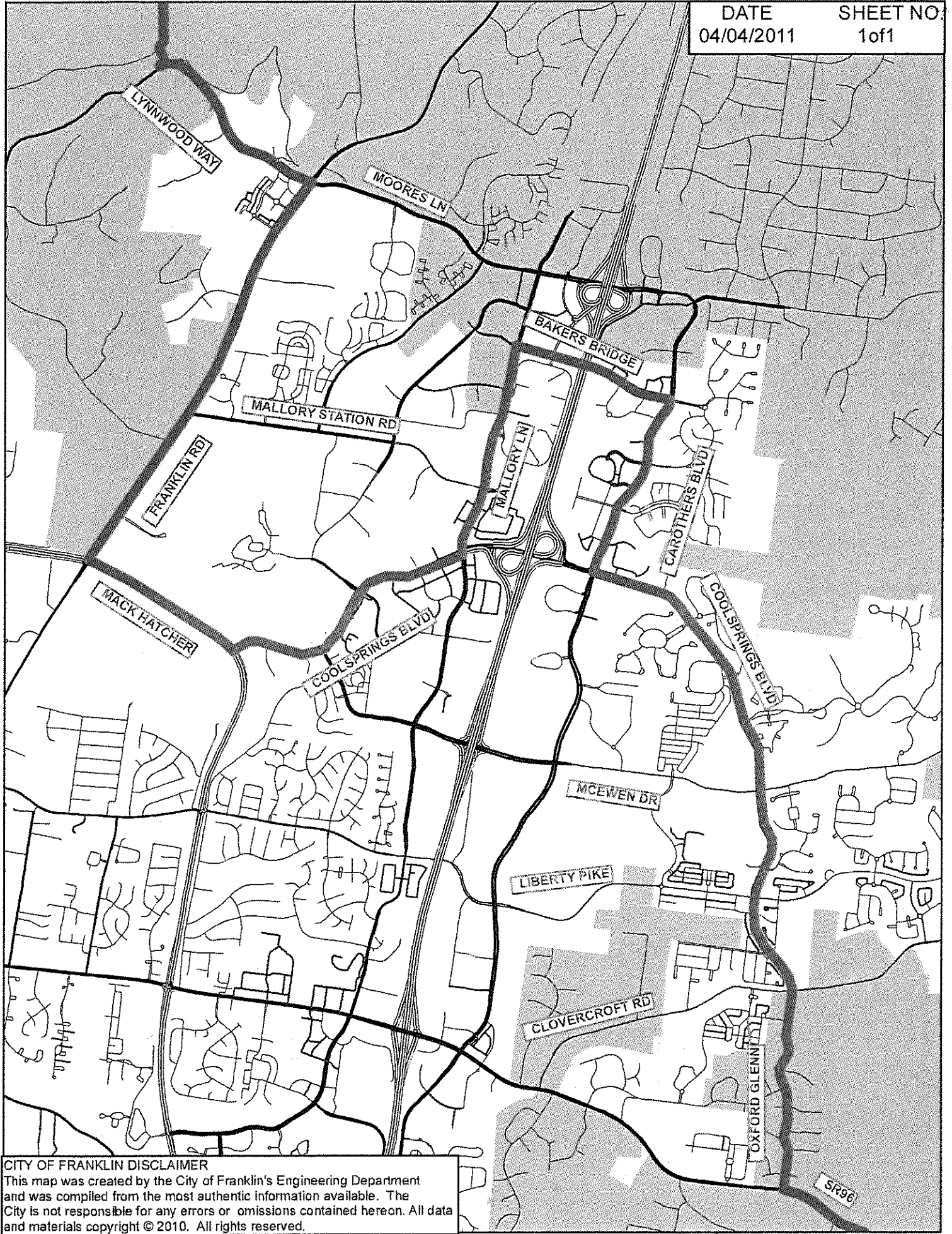
Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Dr. Ken Moore, Mayor

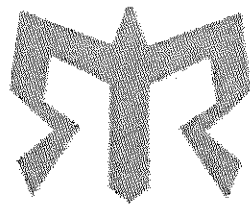
\_\_\_\_\_  
Eric S. Stuckey, City Administrator

*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) \*  
 \* \*\*\*\*\*



**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.



**RAGNAR**  
RELAY SERIES.



# *Community Packet*

General Information on the Ragnar Relay Series





## *What is the Ragnar Relay Series?*

The Ragnar Relay Series is the largest series of overnight relays in the world. Ragnar Events presented its first event, the Ragnar Relay Wasatch Back in 2004, which has grown into the largest relay in the nation. Now consisting of over 15 events nationwide, the series has plans to open several more races in the coming years. The Ragnar Relay Series has experienced phenomenal growth which is a reflection on its race model, management, and experience that it provides.

Each Ragnar team consists of 12 runners. During the relay, each team member runs three legs. Relay legs range between 3 - 10 miles and vary in difficulty. Each team is responsible for providing two support vehicles, with six runners in each vehicle. The first vehicle will drop off the first runner at the start, and then proceed to the first exchange point. At the first exchange, the vehicle will drop off the second runner and pick up the first runner when that runner's leg is complete. Teams will repeat this pattern for six legs until they hand off to their second vehicle. This leapfrogging pattern will continue all the way to the finish line. Each Ragnar Relay measures close to 200 miles in length.

These overnight relays benefit both participants and the communities where they are presented. Participants have been unfailingly enthusiastic about their experiences. There are always a wide variety of human interest stories associated with these events. These range from the experienced runner finding special meaning through participation in a running event as a member of a team; to the first-time runner who participates at the urging of a friend and discovers previously unknown abilities and a love for running; to families, businesses, old friends and other groups who enhance their relationships as they individually and collectively test their limits; to teams who simply run for a cause, whether in honor of a deceased friend or relative, or to raise money for the sponsored charity or another charity of special importance to the team.

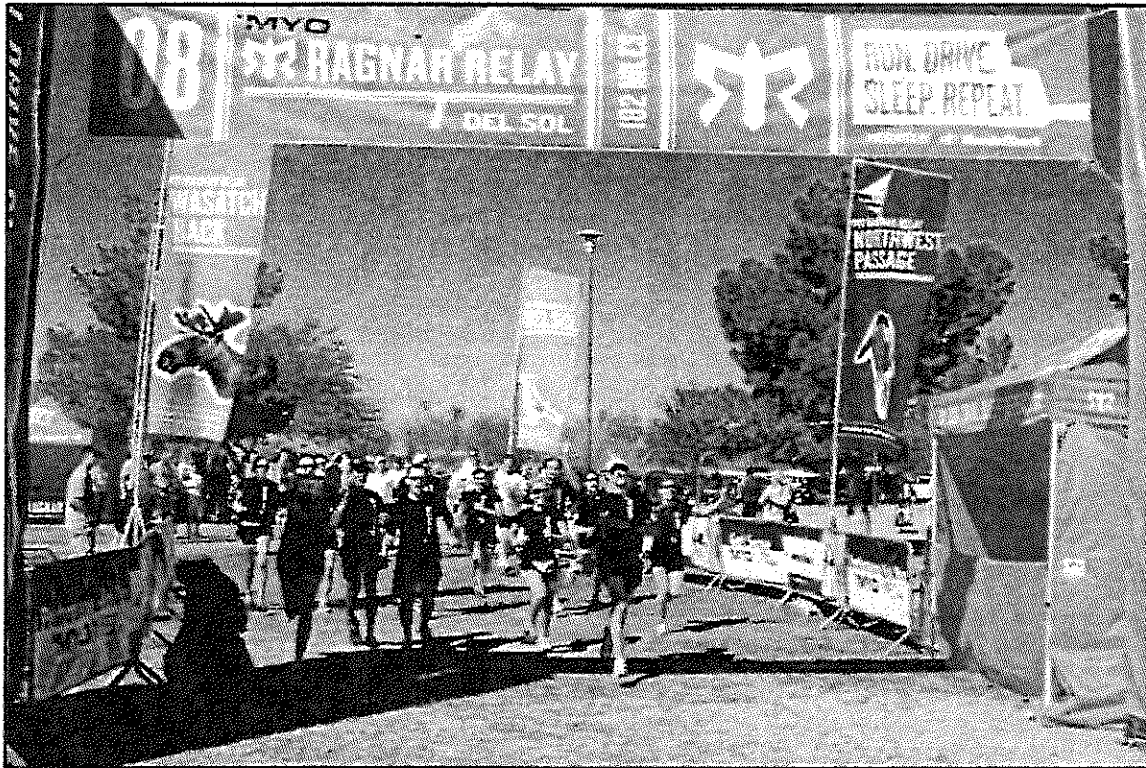
Communities directly benefit economically from money spent by participants for food, lodging and other services. They also benefit from donations of funds for the benefit of charities raised through the event.

Please visit [www.ragnarrelay.com](http://www.ragnarrelay.com) to find out more.

## *Ragnar Charitable Giving*

Ragnar has a passion for helping the local communities that support our races. Not only does it provide a purpose for our runners but it is also our way of giving back. Ragnar events provide a fun way for participants to run for a cause while having an unforgettable experience. In fact, all of the charity funds raised by Ragnar Relay runners benefit effective local programs promoting health, nutrition and fitness. Our commitment is unwavering in this aspect of our events.

From its first race in 2004 to the 2011 season of races, Ragnar has partnered with dozens of charities. Over that time they have raised thousands of dollars that have gone directly to local charities in the cities of our events. In the last six years we have partnered with such charities as The Vanderbilt Children's Hospital, Operation Kids, American Cancer Society, and the Leukemia and Lymphoma Society.



## *Ragnar Benefits*

There are several benefits that stem from hosting a Ragnar Relay. Two of the most important benefits that result from the race are economic and social.

The Ragnar Relay Series provides a venue for real and potential local economic benefits. First of all, many participants will be exposed to new towns, trails, and parks that they would not have visited had it not been for the Ragnar Relay. Because the experience they have running is so memorable, this promotes tourism of these areas and often prompts runners to return to the area long after the race has ended. Hundreds of cities and towns across the US have benefited by hosting the Ragnar Relay.

One unique aspect of our race is that due to its sheer size (200 miles), we draw participants not just locally, but regionally. In addition, because Ragnar is a nationwide series, runners come from all over the nation to run. Hosting the relay exposes your city to a nationwide audience.

Second of all, the exchange locations along the route provide a great opportunity where businesses and local jurisdictions can showcase what they have to offer participants. These locations have concentrations of participants waiting, resting, or cheering on their teammates, sometimes for several hours. When Ragnar, local businesses, and community organizations can effectively utilize these opportunities the race experience for Ragnar participants is enhanced. For this reason, Ragnar works to provide businesses and community organizations the opportunity to sell, advertise, showcase, and reach out to participants during the race. Below are a few quotes from business managers who showcased their products or services during a Ragnar Relay:

“This was a great opportunity for our area, lets [start talking soon after the race] about next year so we can make this even better.”

-Lora French, Food and Beverage Manager, Calville Bay Marina, NV

“Selling and showcasing products during a Ragnar Relay is a valuable opportunity to show off what a company has to offer.”

-Greg Leitski, Regional Manager for Rubio’s

The fact that participants are spending most of their time waiting or resting at the designated exchange locations creates a unique opportunity not offered in other endurance events.

Lastly, The Ragnar Relay Series provides many social benefits. Ragnar works with local schools, churches, non-profit organizations, and charities to organize every event. Fundraisers at exchanges along the race route, providing volunteers to staff sections of the race, distributing fliers that Ragnar can put in participant check-in bags and other similar activities are positive opportunities, which benefit local organizations.

Ragnar understands the potential and significance for supporting and helping every community involved in the race. Ragnar has witnessed how the race experience improves when charities, non-profit organizations, and the community become involved in the race. Ragnar will continue its pursuit to make sure each community is left with a positive impression for contributing to the event.

## *Community Input*

Ragnar’s goal is to enrich the lives of the communities and runners who participate in every Ragnar Relay. All specific input, suggestions and/or comments from local jurisdictional leaders that can support Ragnar in this goal will only increase the success of Ragnar Relays around the country. We value the support from local officials and seek input in the following areas:

- Suggestions regarding safe, scenic, or historically significant routes to run a Ragnar Relay.
- Non-profit organizations within the community that would benefit from involvement from Ragnar Relay and its participants.
- Any individuals or families within the running community that have a special need with which Ragnar Relay and its participants could help benefit.
- Businesses or Industries that could benefit by becoming involved in the relay.
- Methods and means that would ease the process in permitting and using the community for the race.



### *Other Ragnar Races*

The Ragnar Relay Series began in 2004 when 22 teams came together to run 180 miles through the Wasatch Mountains of Northern Utah. Now in its seventh year, the series has grown to 17 races across the country making the Ragnar Relay Series the largest series of overnight relays in the world. The Series now includes races in the following locations:

- Ragnar Relay Wasatch Back – Utah – Logan to Park City, UT
- Ragnar Relay Northwest Passage – Washington – Blaine to Langley, WA
- Ragnar Relay Washington DC – MD/DC – Cumberland, MD to Washington DC
- Ragnar Relay So Cal – California – Huntington Beach to Coronado Island, CA
- Ragnar Relay Del Sol – Arizona – Prescott to Mesa, AZ
- Ragnar Relay Great River – Winona to Minneapolis, MN
- Ragnar Relay Florida Central – Florida – Clearwater to Daytona Beach, FL
- Ragnar Relay Florida Keys – Florida – Miami to Key West, FL
- Ragnar Relay New York – New York – Woodstock to New York, NY
- Ragnar Relay New England – Conn/Mass – New Haven, CT to Boston, MA
- Ragnar Relay Las Vegas – Nevada – Logan Dale to Las Vegas, NV
- Ragnar Relay Tennessee – Tennessee – Chattanooga to Nashville, TN
- Ragnar Relay Napa Valley – California – San Francisco to Calistoga, CA
- Ragnar Relay Pennsylvania – Lancaster to Mt. Pocono, PA
- Ragnar Relay Chicago – Wisconsin/Illinois – Madison, WI to Chicago, IL

#### CONTACT INFO:

#### **Ragnar Events**

1188 W. Sportsplex Drive #201

Kaysville, UT 84037

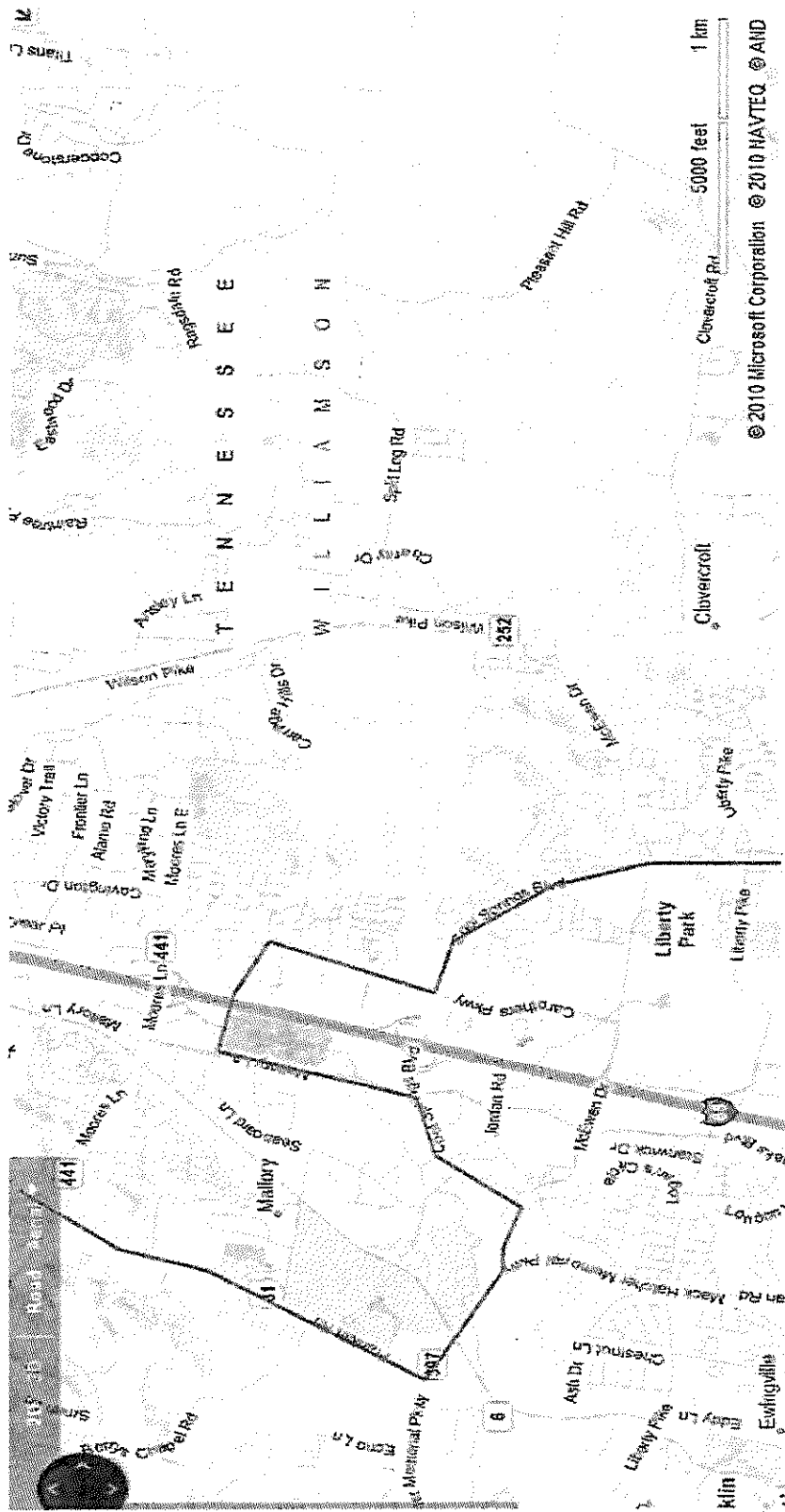
[www.ragnarrelay.com](http://www.ragnarrelay.com)

#### **Leslie Keener**

Senior Race Director

(801)913-4197

[leslie@ragnarrelay.com](mailto:leslie@ragnarrelay.com)



-Runners will be running west on Murfreesboro Rd, running against traffic

-Runners will turn right onto Oxford Glen Dr, crossing Murfreesboro Rd with the help of volunteers

-Runners will run north on Oxford Glen Dr, running against traffic, and then running on the available sidewalk after crossing Clovercroft Rd

-Runners will continue running on sidewalks as Oxford Glen Dr becomes Cool Springs Blvd. Runners will enter the Healthways Building (exchange 30) via the entrance on Cool Springs Blvd.

- Runners will exit Healthways via the Carothers Pkwy exit and run north on Carothers Pkwy on the sidewalk, facing against traffic.
- Runners will turn left on Bakers Bridge Ave, continuing to run on the sidewalk, facing against traffic
- Runners will turn left on Mallory Ln, continuing to run on the sidewalk, facing against traffic
- Runners will turn right on Cool Springs Blvd, staying on the sidewalk, crossing in the sidewalk to run with traffic on Cool Springs Blvd
- Runners will turn right on Mack Hatcher Memorial Pkwy, running with traffic
- Runners will turn right on Franklin Rd, running with traffic.
- Runners will cross Franklin Rd to access Exchange 31 at ClearView Baptist Church with the help of volunteers.
- Runners will exit Exchange 31 running against traffic on Franklin Rd