




HISTORIC  
FRANKLIN  
TENNESSEE

# MEMORANDUM

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June 6, 2011

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Best Buddies 5K Event Application

## Purpose

The purpose of this memo is to outline recommendations for approval of the Best Buddies 5K.

## Background

Best Buddies is a non-profit organization whose mission is to enhance the lives of people with intellectual disabilities and to provide opportunities for one-to-one friendships and integrated employment. This is the second year for the 5K event; the opening and closing “ceremonies” take place in the parking lot of the Publix at McKay’s Mill. The applicant estimates 300-350 attendees.

## 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 six (6) extra-duty Franklin Police Officers to provide street closures and traffic control during the event.

Permit No:  
\_\_\_\_\_HISTORIC  
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TENNESSEECITY 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

\_\_\_\_ Eastern Flank Battlefield Park

\_\_\_\_ Fieldstone Farms

\_\_\_\_ Pinkerton Park

\_\_\_\_ Jim Warren Park

\_\_\_\_ Harlinsdale Farm

Other: see attached2) Name/purpose of event: Best Buddies 5K3) Date or dates of event: August 27<sup>th</sup>, 20114) Time of Event: 7:15 - 8:30 a.m.5) Time of Street Closure (if applicable): 7:15 - 8:30 a.m.

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:

Margaret Marchetti from Best Buddies Tennesseea) Address: 116 Wilson Pike Circle, suite 207, Brentwood, TN 37027b) Phone: (615) 224-8188 c) Cell: (615) 504-6713 d) Fax: (615) 807-3104e) E-mail address: margaretmarchetti@bestbuddies.org7) Person in charge on day of event: Margaret MarchettiCell: (615) 504-6713 E-mail address: margaretmarchetti@bestbuddies.org



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

Name: Bryan maynard Cell: (615) 513-9522 E-mail address: bryan.maynard@yahoo.com

Name: Anneliese Barron Cell: (615) 483-3177 E-mail address: anneliesebarron@bestbuddies.org

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

A charity 5k run benefitting Best Buddies Tennessee.

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:

500-550

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 prior and \$30 the 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? Best Buddies Tennessee

100% will go to BBTN

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
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
PA system
- 23) During what time period is sound amplification requested? 7:15-7:30 ; 8:30-8:45
- 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. Volunteers will be responsible for clean up. Contact my OF contacts given on attached list.
- 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.*

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: Morganet Marchetti - Development Coordinator Date: 5/9/11  
(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.*

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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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## STREET CLOSURES FOR BEST BUDDIES 5K

Please note that all times are approximate.

**OXFORD GLEN:** From Daylily to Liberty Pike – 7:15 to 7:35am

From Liberty Pike to Clovercroft – 7:20 to 8:15am

**CLOVERCROFT:** From Oxford Glen to Kirkwood Dr – one lane closed from 7:30 to 8:00am

**KIRKWOOD DR, COTTINGHAM DR, and HARWICK:** 7:35 to 8:15 am

**OLYMPIA PL & ROCKING CHAIR PL:** 7:40 to 8:30 am

**LIBERTY PIKE:** From Turning Wheel Lane to Oxford Glen – 7:45 to 8:45 am

**TURNING WHEEL LANE:** From Liberty Pike to Decatur – one lane closed from 7:45-8:45 am

**DECATUR:** From Turning Wheel Lane to Montgomery Way – one lane closed from 7:45 to 8:45

**MONTGOMERY WAY:** From Decatur to Liberty Pike – 7:45-8:45 am

For more information about the event, please contact:

Best Buddies Tennessee  
Margaret Marchetti  
116 Wilson Pike Circle, Suite 207  
Brentwood, TN 37027  
Phone (615) 504-6713  
Fax (615) 807-3104

**Internal Revenue Service**

**Department of the Treasury**

**P. O. Box 2508  
Cincinnati, OH 45201**

**Date:** March 20, 2002

**Person to Contact:**

**Kimberly Mahan 31-07530  
Customer Service Specialist**

**Toll Free Telephone Number:**

**8:00 a.m. to 6:30 p.m. EST**

**877-829-5500**

**Fax Number:**

**513-263-3756**

**Federal Identification Number:**

**52-1614576**

**Best Buddies International Inc.  
100 SE 2<sup>nd</sup> St. Ste. 1990  
Miami, FL 33131-2158**

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in March 1989 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax 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, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.



Best Buddies International Inc.  
52-1614576

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

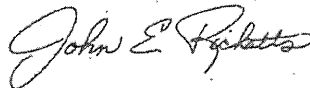
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services

Contact List for Best Buddies Tennessee and Chair of 5K

*Margaret Marchetti*

Best Buddies Tennessee  
Development Coordinator  
(615) 504-6713

Address: 116 Wilson Pike Circle, Suite 201  
Brentwood, TN 37027

[MargaretMarchetti@bestbuddies.org](mailto:MargaretMarchetti@bestbuddies.org)

*Anneliese Barron*

Best Buddies Tennessee  
State Director  
(615) 483-3177

Address: 116 Wilson Pike Circle, Suite 201  
Brentwood, TN 37027

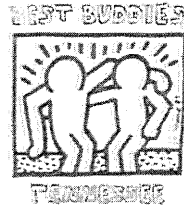
[AnnelieseBarron@bestbuddies.org](mailto:AnnelieseBarron@bestbuddies.org)

*Bryan Maynard*

Chair of Event  
(615) 513-9522

Address: 1909 Kingsley Ct.  
Franklin, TN 37067

[Bryan.Maynard@yahoo.com](mailto:Bryan.Maynard@yahoo.com)



May 10th, 2011

Dear Franklin Resident,

This letter is to inform you that the following streets will be closed on **Saturday, August 27, 2011** for the 3<sup>rd</sup> annual Best Buddies 5K Run/Walk. Please note that all times are approximate. Franklin City police will let cars through when there are no runners or walkers present.

**OXFORD GLEN:** From Daylily to Liberty Pike – 7:15 to 7:35am  
From Liberty Pike to Clovercroft – 7:20 to 8:15am  
**CLOVERCROFT:** From Oxford Glen to Kirkwood Dr – one lane closed from 7:30 to 8:00am  
**KIRKWOOD DR, COTTINGHAM DR, and HARWICK:** 7:35 to 8:15 am  
**OLYMPIA PL & ROCKING CHAIR PL:** 7:40 to 8:30 am  
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**MONTGOMERY WAY:** From Decatur to Liberty Pike – 7:45-8:45 am

For more information about the event, please contact:

Best Buddies Tennessee  
Margaret Marchetti  
116 Wilson Pike Circ. , Suite 207  
Brentwood, TN 37027  
(615) 504-6713  
margaretmarchetti@bestbuddies.org

City Administrator's Office  
City Hall  
109 Third Ave South  
Franklin, TN 37065  
(615) 791.3217

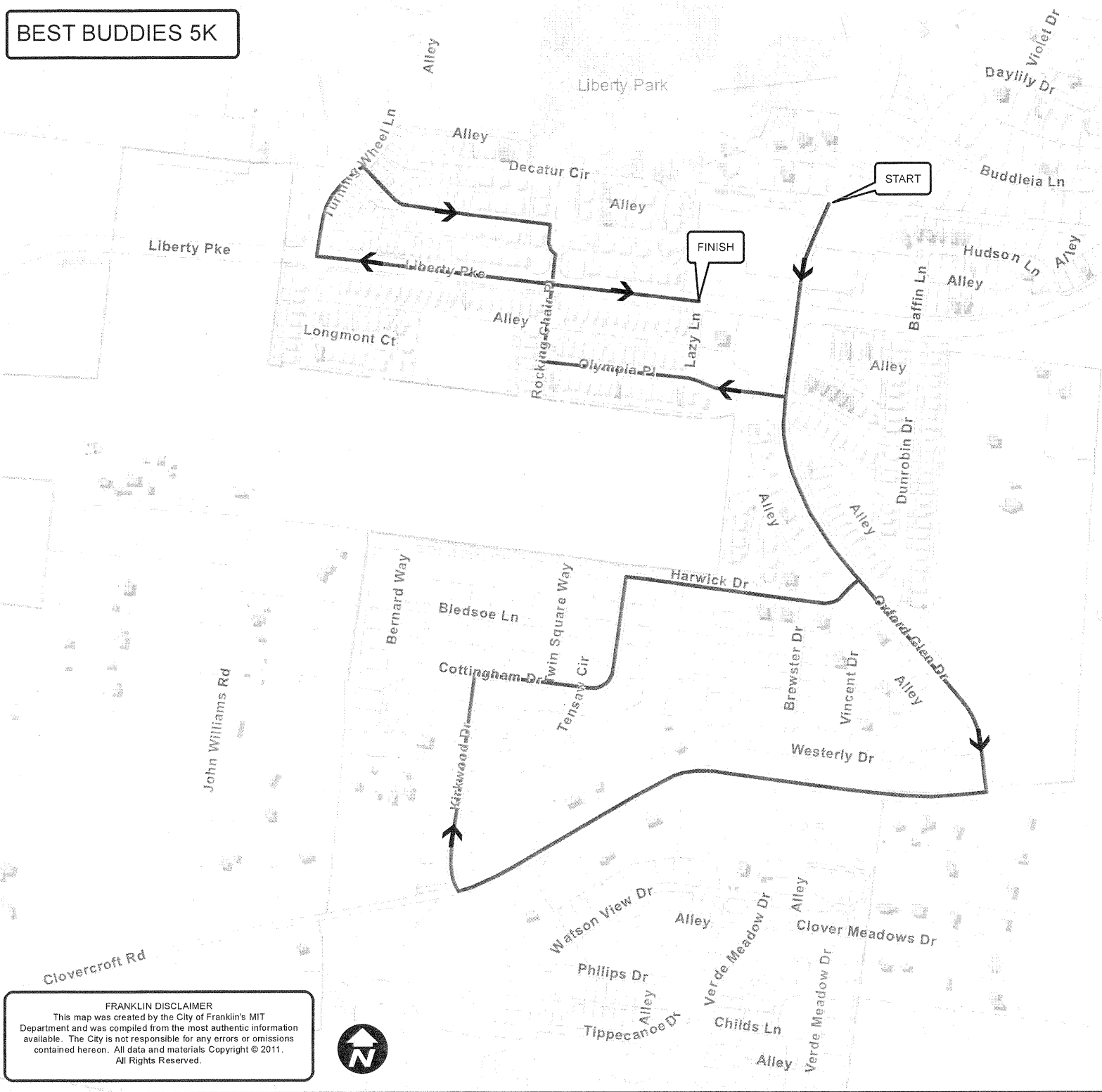
We apologize in advance for any inconvenience the street closures may cause you.

Sincerely,

Margaret Marchetti  
Best Buddies Tennessee, Development Coordinator

Our mailing list will include all residences and businesses in McKay's Mill and surrounding neighborhoods and my Good Neighbor Letter is attached. We have paid for a mailing list through a mail provider.

# BEST BUDDIES 5K



**FRANKLIN DISCLAIMER**  
This map was created by the City of Franklin's MIT 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 © 2011. All Rights Reserved.

