



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #5  
WRKS 08/23/2011

## MEMORANDUM

August 16, 2011

**TO:** Board of Mayor and Aldermen

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

**SUBJECT:** Wounded Warriors Event Application

### Purpose

The purpose of this memo is to outline recommendations for approval of the Wounded Warriors Soldier Ride Event application.

### Background

“Soldier Ride” is a Wounded Warrior Project event that provides adaptive cycling opportunities to help wounded warriors restore their physical and emotional well-being. The event raises funds for the Wounded Warrior Project programs and initiatives and is held in twelve cities nationwide. The event is hosted by Battleground Academy and will begin and end at their location on Ernest Rice Lane on September 24<sup>th</sup>. The ride includes a 57-mile route and a 24-mile route, which comes through Downtown. The September 24<sup>th</sup> event is scheduled to begin at 9 a.m. Estimated attendance is 500.

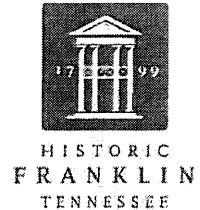
### Recommendation

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 work with the Franklin Police Department to determine the exact number of extra-duty officers needed for the event.
  - Applicant will work with Williamson County Sheriff’s Office for traffic control in areas outside of the City limits of Franklin.
- **Building & Neighborhood Services:**
  - Special Event Electrical Permit will be required.
- **Solid Waste Department:**
  - Department will contact Battleground Academy to determine if extra containers or pick-ups will be required.
- **Fire Department:**
  - Department will work with Williamson County EMS to provide medical services at Battleground Academy.
  - EMS will also follow both routes in vehicle or bike.

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

received  
10-2-2011



**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:
- 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: Battle Ground Academy

2) Name/purpose of event: Soldier Ride Nashville

3) Date or dates of event: September 24, 2011

4) Time of Event: 5:00am set up, 7:00am registration, 9:00am ride begins

5) Time of Street Closure (if applicable): 8:30am - 12:00pm

Set-Up Date/Time: 5:00am 9/24/11 Tear-down Date/Time: 2:00pm 9/24/11

\*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:  
Wounded Warrior Project - Jessica Eichhorn

a) Address: 4899 Belfort Rd., Ste 300 Jacksonville, FL 32256

b) Phone: (904) 405-1315 c) Cell: (904) 742-9980 d) Fax: (904) 296-7347

e) E-mail address: jeichhorn@woundedwarriorproject.org

7) Person in charge on day of event: Teresa Nichols, Event Manager

Cell: (904) 778-6250 E-mail address: T.Nichols@woundedwarriorproject.org



HISTORIC  
FRANKLIN  
TENNESSEE

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

Name: Jessica Eichhorn Cell: (904) 742-9980 E-mail address: jeichhorn@woundedwarriorproject.org  
Name: Dan Schnock Cell: (904) 383-9379 E-mail address: dschnock@woundedwarriorproject.org

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

please see attached sheet

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

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: FL)

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: each cyclist must meet the fundraising minimum of \$175.00

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? yes - wounded Warrior Project

will receive 100% of the proceeds

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



HISTORIC  
FRANKLIN  
TENNESSEE

- 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 will be used at the start/finish line for announcements, program, and a DJ.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
A DJ will also serve as emcee for the event
- 23) During what time period is sound amplification requested? 7:30am - 12:00pm
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). DJ will use free-standing speakers and his/her own equipment.
- 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. Following the ride, lunch will be provided to all participants and volunteers free of charge.
- 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.



HISTORIC  
FRANKLIN  
TENNESSEE

- 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.



HISTORIC  
FRANKLIN  
TENNESSEE

**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: *[Signature]* Date: 5/27/11  
 (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 Event Permit Application Additional Information**  
**Wounded Warrior Project**  
**2011 Soldier Ride Nashville**  
**September 24, 2011**

**9. Detailed Description of event:**

Soldier Ride is a Wounded Warrior Project initiative that provides adaptive cycling opportunities across the country to help wounded warriors restore their physical and emotional well-being. It is a unique adaptive cycling experience that honors our military men and women as they courageously battle the physical and psychological damages of war. Through the exhilaration of cycling, warriors embrace possibilities for the future in a supportive environment with fellow injured service members.

While Soldier Ride has inspired spectators for years, the experience is now open to everyone, allowing the public the opportunity to ride alongside our warriors as they convey a positive message of recovery.

Wounded Warrior Project provides equipment and support to participating injured service members at no cost to the warrior. Soldier Ride raises funds for Wounded Warrior Project programs and initiatives to ensure this generation is the most successful, well-adjusted generation of wounded warriors in our nation's history. This year, Wounded Warrior Project's Soldier Ride Tour will be held in 12 major cities nationwide

Soldier Ride Nashville will be held on Saturday, September 24, 2011, with the event starting and finishing at the Battle Ground Academy, located at:

- **Battleground Academy**  
336 Ernest Rice Ln.  
Franklin, TN 37069
  
- **Schedule of events as planned:**
  - 5:00am-WWP staff and volunteers arrive for event set-up and preparation
  - 7:00am-Event registration opens
  - 8:45am-Event program begins
  - 9:00am-Ride begins
  - 12:00pm-Ride concludes and lunch resumes at start/finish line
  - 2:00pm-Site breakdown and clean-up

This event is open to the public, as we encourage the community to ride alongside of our warriors in this fundraising event. The cost per community cyclist is \$175.00 total, and of that total, \$25.00 is a registration fee, the remaining \$150.00 is generated through fundraising efforts. Soldier Ride offers two routes that will both start and finish at the address above: an approximate 24 and 50 mile option. Please see attached route for the turn by turn directions.

Following the ride, participants will return to the start/finish location and join Wounded Warrior Project staff and volunteers at a lunch that is provided free of charge. All event parking is free of charge and will be held at Battleground Academy.

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.

- **Dan Schnock- Director of Soldier Ride**  
4899 Belfort Road, Suite 300  
Jacksonville, FL 32256  
(904) 383-9379
  
- **Teresa Nichols- Manager, Soldier Ride**  
4899 Belfort Road, Suite 300  
Jacksonville, FL 32256  
(904) 778-6256
  
- **Jessica Eichhorn-Coordinator, Registered Ride**  
4899 Belfort Road, Suite 300  
Jacksonville, FL 32256  
(904) 742-9980
  
- **Justin Lightcap-Manager, Soldier Ride**  
4899 Belfort Road, Suite 300  
Jacksonville, FL 32256  
(904) 252-5153
  
- **Jessica Graham-Recruiter, Community Pledge Ride**  
4899 Belfort Road, Suite 300  
Jacksonville, FL 32256  
(904) 805-3020
  
- **Meghan Speicher-Harris- Recruiter, Warrior**  
4899 Belfort Road, Suite 300  
Jacksonville, FL 32256  
(904) 885-0750

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?



*Please see attached document to certify nonprofit status.*

**25. Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event?**

A stage will be placed in the parking lot of the Battleground Academy in which the DJ, who will also serve as the event emcee, will be making announcements. The stage will also be used for the program piece of the event, including: The National Anthem, Presentation of Colors, etc.

A blow-up arch will be used at the start/finish line to signify the starting point of the event. This arch is blown up using a generator, and will be staked into the ground. Participants will ride under the arch at the start and finish of the event.

**26. What, if any vendors will be present at the event?**

No outside vendors or merchandisers will be present selling any products other than Wounded Warrior Project. Wounded Warrior Project will have event t-shirts and cycling jerseys available for purchase at the registration both before and after the ride. The two items listed above are the only materials that are optional for purchase. Below is a list of services and outside vendors that will be rendered for the event:

- Medical Services: will be used to have EMT available at start/finish & along route  
Williamson County Emergency Management Services  
615-791-2094
- Tent Rental Services: will provide various tents and stage, along with table and chairs  
T & M Event Rentals  
619 Norris Avenue, Nashville, TN 37204  
(615) 298-9222
- Trash Services: will be the vendor used in providing waste services  
City of Franklin Solid Waste Department  
615-794-1516
- Food Services:  
Lonnie White-The Master Cook  
1085 Nosegay Road  
White Bluff, TN 37187

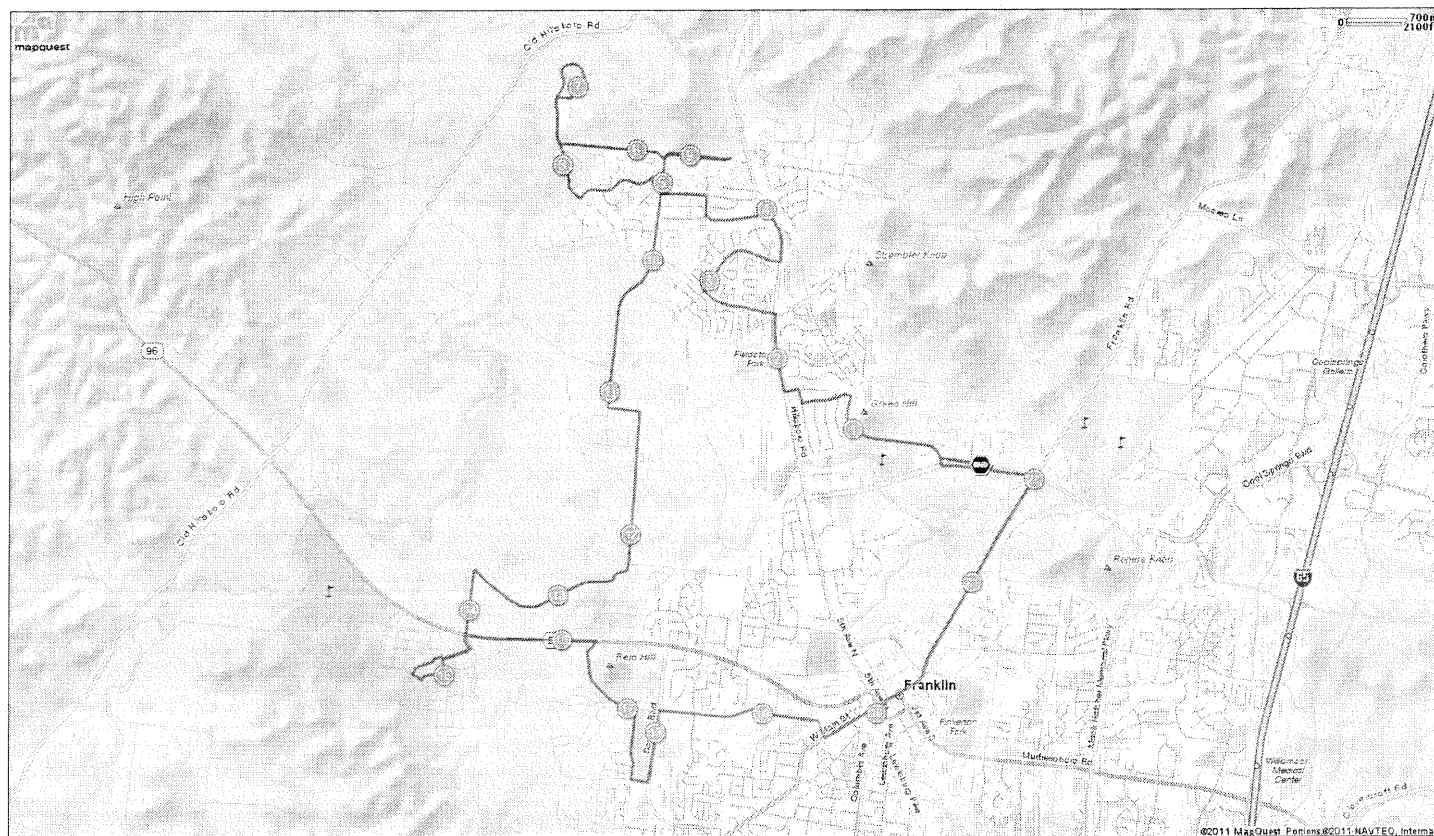
**33. Attach Good Neighbor Letter and Mailing List Used**

*Please see attached*

### 2011 Nashville 25 mile CPR

Starts in Franklin, Tennessee

**22.99** miles



Description