




HISTORIC
FRANKLIN
TENNESSEE

ITEM #3
WRKS 09/13/2011

MEMORANDUM

September 1, 2011

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Westhaven 5K Event Application

Purpose

The purpose of this memorandum is to outline recommendations for the Westhaven 5K.

Background

The Westhaven Foundation has requested street closures for the Franklin 4 the Cure 5K run in Westhaven. This is an annual event. Estimated attendance is 400.

Recommendation

Staff recommends approval of the event application with the following recommendations:

- Applicant will provide a \$1000 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 the recommended number of extra-duty Franklin Police Officers to open/close streets and to provide security and traffic control.
- ***Solid Waste Department:***
 - Applicant will utilize volunteers to provide trash/garbage pick-up.



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

Name: JOHN FRASER Cell: 243-1866 E-mail address: frasergroup@comcast.net

Name: JAMES BALLARD Cell: 901-517-6695 E-mail address: jballard07@gmail.com

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

5K ROAD RACE . 2 SHORT CHILDREN'S RUNS.

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.* ENCLOSED.

11) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:

400

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. ATTACHED

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. ATTACHED

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. RACERS ONLY \$30 . NO VENDORS.

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 WESTHAVEN FOUNDATION . 100%

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 ONLY
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
SMALL, PORTABLE P/A SYSTEM
- 23) During what time period is sound amplification requested? 0730 - 0930
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). ANNOUNCEMENTS ONLY.
- 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. 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. CLEAN UP PROVIDED BY WESTHAVEN RESIDENT VOLUNTEERS.
- 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.* ATTACHED. / NO MAILING LIST

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: *[Signature]* - TREASURER Date: 8/4/11
 (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) *
 *
 *

SEP 17, 2011

5K RACE MAP



WESTHAVEN REALTY



WESTHAVEN

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

OCT. 3 2008

THE WESTHAVEN FOUNDATION INC
401 CHELTENHAM AVE
FRANKLIN, TN 37064-8664

Employer Identification Number:
26-2449732
DLN:
17053198332008
Contact Person:
YVONNE LIGGETT ID# 31296
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 19, 2007
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

THE WESTHAVEN FOUNDATION INC

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and the last name "Choi" clearly distinguishable.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC

SOUTHERN LAND --- COMPANY

August 4, 2011

The City of Franklin
City Hall
Franklin, TN

To whom it may concern,

Southern Land Company is in full support of the "Race 4 the Cure" 5K Run/Walk and Family Fun Festival held within the Westhaven community and we look forward to participating again this year for the 4th annual race. This community event is organized entirely by Westhaven residents and The Westhaven Foundation with the proceeds benefiting cancer research at Vanderbilt Children's Hospital. This event aligns with our overall vision for the neighborhood and encompasses the sense of community we strive for in all of our events. Previous races have been a great success, and we expect that this year's event will be the same.

Please do not hesitate to contact me if you have any questions.

Thank You,



Betsy Bergman
Property Manager
Southern Land Company
401 Cheltenham Avenue
Franklin, TN 37064
615.791.9552

THE WESTHAVEN
est. 2007
FOUNDATION

P.O. Box 1535 ♦ Franklin, Tennessee 37605 ♦ 615.791.6740
www.WesthavenFoundation.org

FOR IMMEDIATE RELEASE

FRANKLIN 4 THE CURE AWARDS DISCOVERY GRANT TO VANDERBILT

Franklin 4 The Cure, an all day event presented by the Westhaven Foundation, which took place Sept. 18, 2010 in Westhaven, recently awarded Monroe Carell Jr. Children's Hospital at Vanderbilt with a \$37,247 discovery grant for breast and pediatric cancer research. Discovery grants provide seed funding for researchers to pursue bold ideas in the lab that can lead to breakthrough discoveries in the fight against cancer. Findings from preliminary research supported by these grants are essential to obtain funding from the National Cancer Institute (NCI) and other federal agencies that grant millions every year to support cancer research.

The Franklin 4 The Cure events enticed over 550 registered racers to enjoy the beautiful fall weather on the day of the Race 4 The Cure. The race was held on a certified 5k route (3.1 Miles) and began at 7:30 AM with two kid's fun runs afterward. The kid's races, Cooper Troopers and Lily's Rocket Run, were named after two Westhaven children who have been treated for the disease at Children's Hospital.

The evening concert drew over 550 music fans to the Great Lawn where ACM nominated country artist, Heidi Newfield and her band put on a show-stopping performance. The concert went well into the evening and was a huge success. Over 120 volunteers from Westhaven and the surrounding Franklin community gave of their time to make the day's events a huge success.

"This year, the weather was beautiful, so many giving hearts were in one place and it resulted in a terrific day," said Mark McCutcheon, volunteer President of the Westhaven Foundation. "People came out and supported the cause even in a time when folks are struggling. It was really fantastic."

Plans are underway for the event to be held September 17, 2011.

Additional activities included a silent auction at the concert with travel outings, gift certificates, dinners, award show tickets, autographed instruments and concert mementos and much, much more available for bidding. "The silent auction was amazing," says Larisa Hensiek, Lilly's mother. Each person's bid really made a difference and helped this event raise more money for the fight against cancer," she said.

The Concert 4 The Cure was started by the four sons of Theresa Stacey, after their beloved mother lost her twelve year battle with the disease in 2001. Her courageous fight became an inspiration to everyone she touched. The family has raised well over \$140,000 through these day long festivities and feels a sense of purpose behind their desire to organize them. "We are so thrilled each year to have this opportunity to honor our mother with these events. We are fortunate to have so many caring people join us in our campaign to fight Cancer by funding research," they said.

If you are interested in helping with the 2011 events, please contact either Charlie Grimes or Mark McCutcheon at info@WesthavenFoundation.org.

BOARD OF TRUSTEES

Mark McCutcheon <i>President</i>	Charles Grimes <i>Vice President</i>	Matt Magallanes <i>Vice President</i>	Dina Kraus <i>Secretary</i>	John Fraser <i>Treasurer</i>	
John W. Griffith	Daniel Klatt	Amy Law	Doug Stacey	Anne Waters	Victor White

