

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



HISTORIC  
FRANKLIN  
TENNESSEE

## 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: See Attachment "A"

**2) Name/purpose of event:** Viva LA Diva Run

**3) Date or dates of event:** Saturday Nov 4, 2017

**4) Time of Event:** 8:00 AM - 10:30 AM

**5) Time of Street Closure (if applicable):** \_\_\_\_\_

**Set-Up Date/Time:** 11-4-17 - 5:30 AM - 7:00 A.M **Tear-down Date/Time:** 11/4 11 AM - 1 PM

\*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:**

Linda Smith on behalf of FiftyForward

a) **Address:** 174 Rains Avenue, Nashville, TN 37203

b) **Phone:** 615-743-3412 c) **Cell:** 615-400-5252 d) **Fax:** 615-743-3480

e) **E-mail address:** lsmith@fiftyforward.org

**7) Person in charge on day of event:** Karin Weaver

**Cell:** 615-772-5144 **E-mail address:** kweaver@fiftyforward.org



HISTORIC  
FRANKLIN  
TENNESSEE

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

Name: Janet Jernigan Cell: 615-218-9897 E-mail address: jjernigan@fiftyforward.org

Name: Karin Weaver Cell: 615-772-5144 E-mail address: kweaver@fiftyforward.org

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

Please see Attachment "B"

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.* Please see Attachment "C"

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

1,300 Participants | 150 Volunteers | 200 Spectators

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.

Please see Attachment "D"

13) Is your organization based in Williamson County? Circle Yes or No

(if no, please state where: \_\_\_\_\_) nashville w/services in Williamson County

See Attachment "E"

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. See Attachment "B"

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? 100% to benefit FiftyForward

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. Yes
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?  
Announcements, Awards, entertainment - All sound will be on Nissan property.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
DJ, event emcee
- 23) During what time period is sound amplification requested? 6:30am - 11:30am
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). TBD.
- 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.  
Please see attachment "C" for tent location
- 26) What, if any, vendors will be present at event? (i.e. medical related, shirts, arts, etc.) **Provide detailed list.** Use additional sheets. TBD
- 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 responsible for cleanup under supervision of Volunteer Coordinator Robin Johnson 615-210-4557
- 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:

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: *Janet Kenigam* Date: 3/22/17  
 (Signature and title - must be officer of organization)

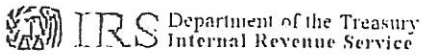
Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 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) \*  
 \*  
 \*  
 \*\*\*\*\*



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248567568  
Feb. 24, 2010 LTR 4168C E0  
62-0566419 000000 00

00031578  
BODC: TE

SENIOR CITIZENS INC  
174 RAINS AVE  
NASHVILLE TN 37203-5319



123112

Employer Identification Number: 62-0566419  
Person to Contact: Bill Bertram  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Feb. 12, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in MARCH 1958.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

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

A RUN FOR DIVAS AND DUDES



*benefiting FiftyForward*

*Fifty  
Forward*

ATTACHMENT "A"  
LOCATION/COURSE MAPS

## Viva la Diva Run – City of Franklin Race Application

### Attachment A :

#### 1.) Location Requested

#### Viva la Diva 10k Route Directions – turn by turn:

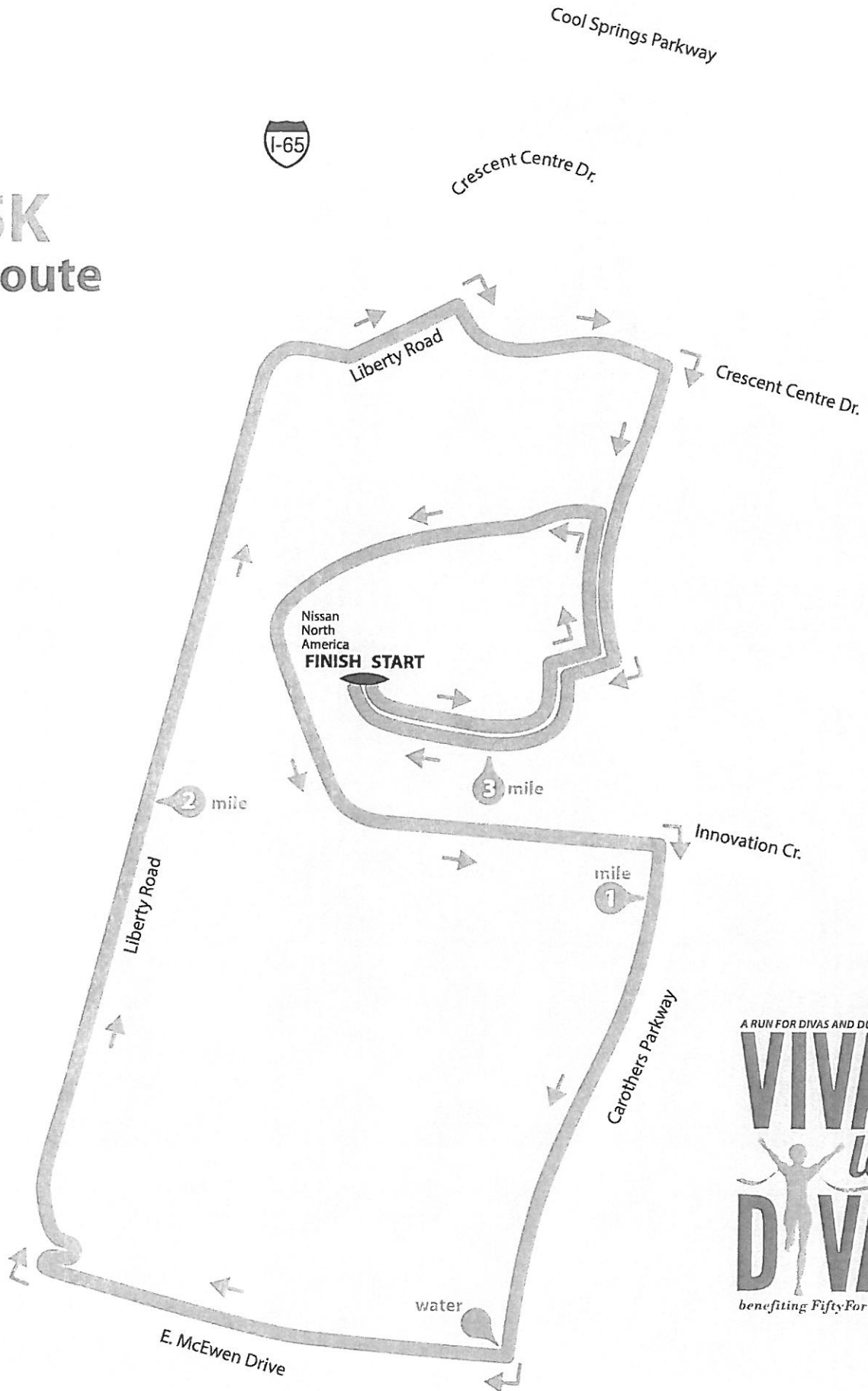
- Start on Nissan Campus (existing start line) to Carothers
- Cross Carothers at light & left (north) on Carothers to Healthways entrance
- Healthways road to Cool Springs Blvd.
- Rt. (east) on Cool Springs Blvd. to Carronbridgeway
- Rt. On Carronbridgeway to Waterbury Circle
- Rt. On Waterbury Circle to Autumn Lake Trail
- Rt. On Autumn Lake Trail to Waterbury Circle
- Rt. On Waterbury Circle to Canton Stone Drive
- Lf. On Brickston St to Carronbridgeway
- Rt. On Carronbridgeway to Cool Springs Blvd.
- Rt. On Cool Springs Blvd to E. McEwen Drive
- Rt. (west) on E. McEwen to Old Liberty Pike (closed service road)
- Follow Old Liberty Pike to end at Crescent Centre Dr. (South)
- Rt. To Carothers
- Rt. (south) to Nissan entrance to finish line (existing)

#### **Benefits of this route:**

- This route uses the more heavily traveled residential roads (Cool Springs Blvd. & McEwen Dr.) at the beginning of the race allowing roads to open quickly.
- The majority of the race is on private or closed roads and will not impact traffic.
- The Race Route moves with traffic on public roads so police and pace car may move with participants for safety.
- The use of HealthWays road allows participants to avoid the Carothers/Cool Springs intersection for safety and less impact on traffic flow.



# 5K Route



A RUN FOR DIVAS AND DUDES  
**VIVA  
la  
DIVA**  
benefiting FiftyForward



A RUN FOR DIVAS AND DUDES



benefiting FiftyForward

*Fifty  
Forward*

## ATTACHMENT "B" EVENT DESCRIPTION

**Attachment B:**

**9.) Detailed description of event:**

On Saturday, November 4, 2017 more than 1,000 area runners and walkers of all ages will gather for the 7th annual Viva la Diva Run for Divas and Dudes. Runners' Village will be located at Nissan North America campus in the beautiful Cool Springs area of Franklin, Tennessee. The race, produced by FiftyForward, benefits the beloved non-profit's important mission of providing older adults with pathways to health, well-being and lifelong learning. Specifically, the race promotes and benefits health, wellness and safety programs for older adults.

While The Viva la Diva directly benefits FiftyForward's programs and services, the Franklin and Williamson County communities also benefit. The annual race has become an important component of Nissan's employee health and wellness program with a large number of employees participating as race participants and/or volunteers.

In 2016, more than 1,300 participants ran or walked the certified 5K or 10K courses. Participants, spectators, volunteers and sponsors enjoyed entertainment and appearances by local officials on the Nissan campus. A "Best Dressed Diva and Dude" contest judged by local fashion professionals added a lively, EARLY pre-race component.

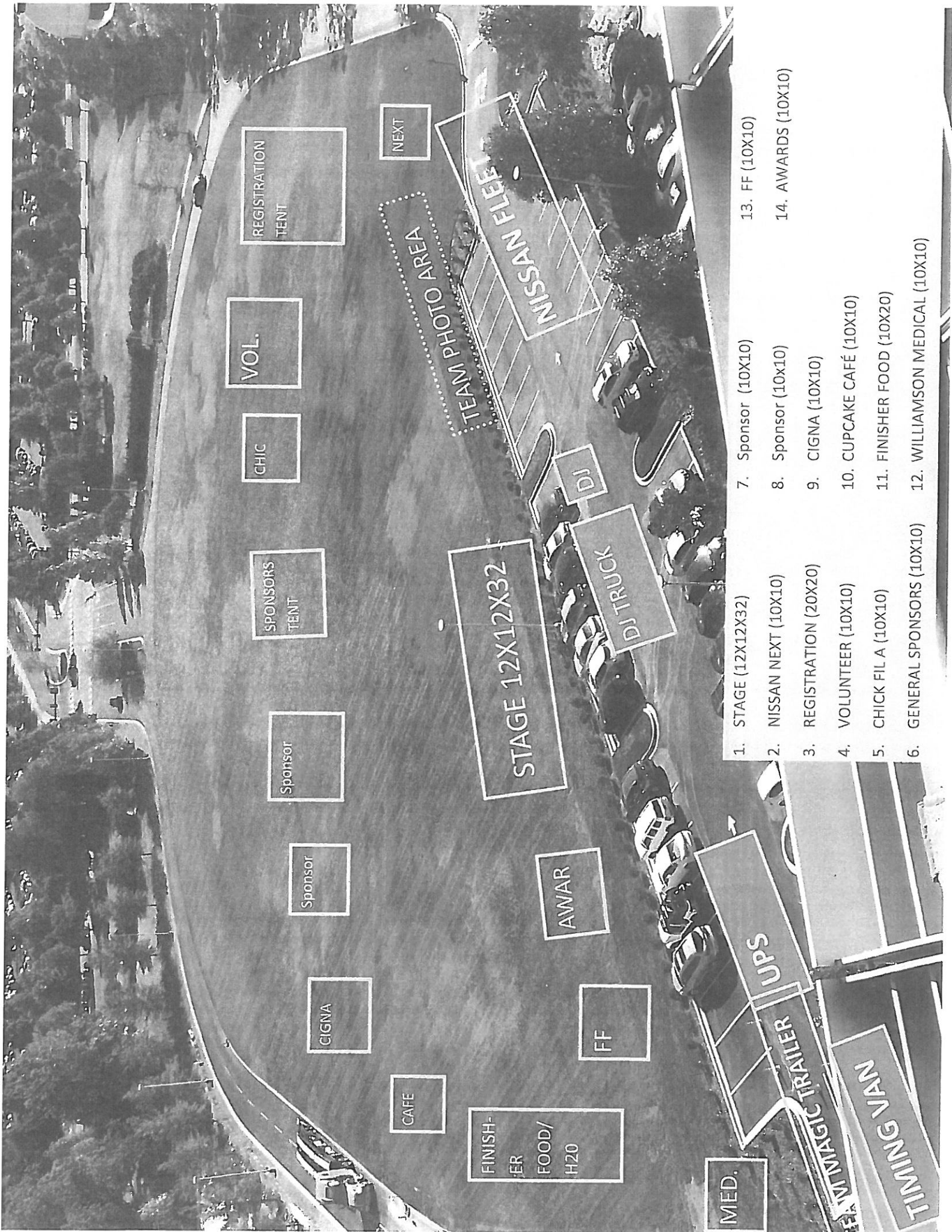
Viva la Diva 2017 will procure race management services from Team Magic and Williamson Medical Center will provide medical services.

**Proposed Changes for the 2017 Viva la Diva Run:**

- Start the 5K and 10K races at the same time (8 am). This will improve runner safety and reduce the amount of time lanes are closed to general traffic. In the past 10K runners were driving in as 5K runners were on course. Starting both races at the same time will ensure all participants are parked and onsite before 8 a.m. This will also cause a shorter impact to traffic on main roads as the race will finish earlier.

**16.) Participation Fees:**

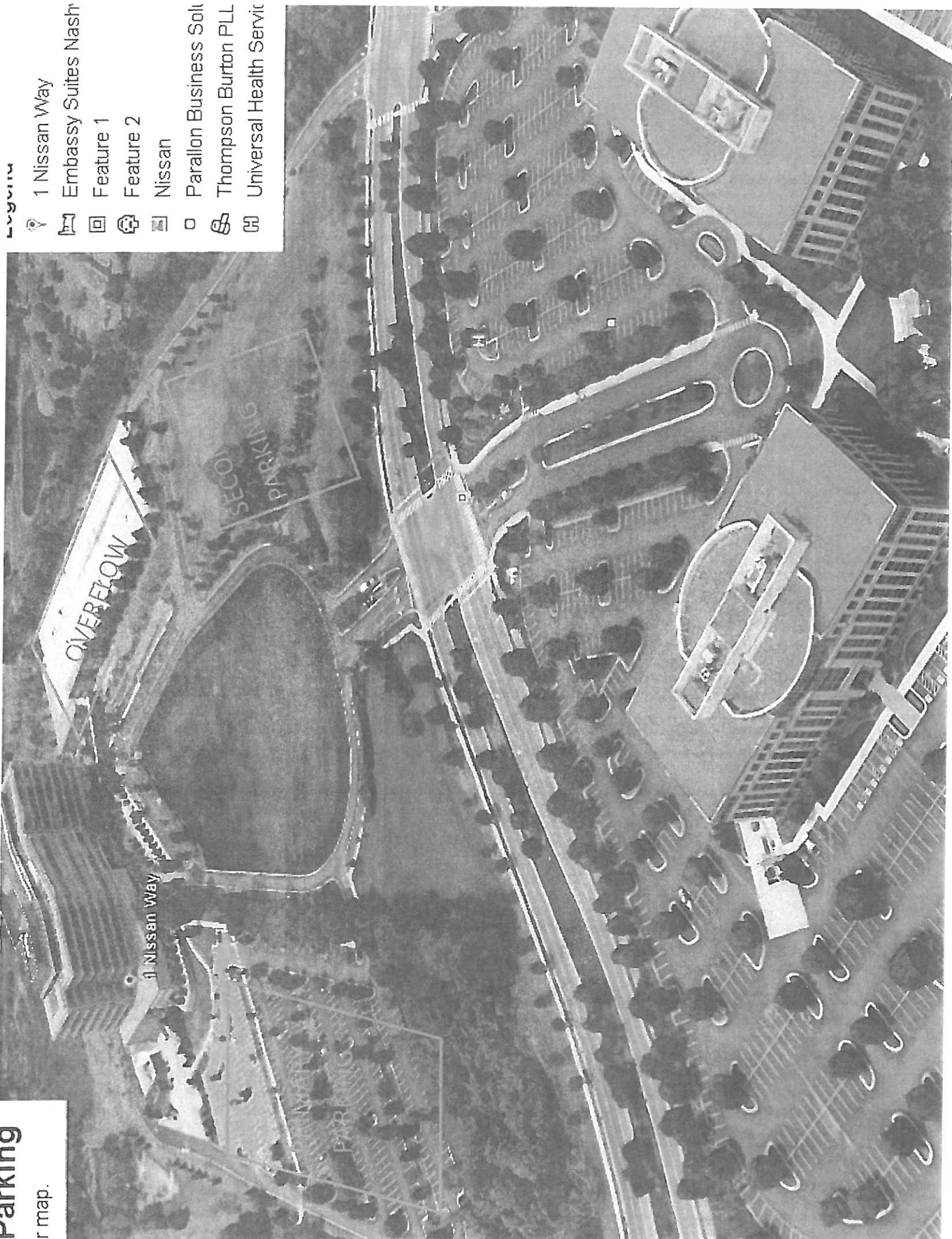
<b>Event</b>	<b>Fee until 9/1</b>	<b>9/2-11/4</b>	<b>Race Day</b>
<b>5K</b>	\$35	\$40	\$45
<b>10K</b>	\$40	\$45	\$50



1. STAGE (12X12X32)
2. NISSAN NEXT (10X10)
3. REGISTRATION (20X20)
4. VOLUNTEER (10X10)
5. CHICK FIL A (10X10)
6. GENERAL SPONSORS (10X10)
7. Sponsor (10X10)
8. Sponsor (10x10)
9. CIGNA (10X10)
10. CUPCAKE CAFÉ (10X10)
11. FINISHER FOOD (10X20)
12. WILLIAMSON MEDICAL (10X10)
13. FF (10X10)
14. AWARDS (10X10)

# Parking

on your map.



## Legend

- 📍 1 Nissan Way
- 🏢 Embassy Suites Nashv
- 🏠 Feature 1
- 🏠 Feature 2
- 🏠 Nissan
- 🏠 Parallon Business Solt
- 🏠 Thompson Burton PLL
- 🏠 Universal Health Servic

A RUN FOR DIVAS AND DUDES



*benefiting FiftyForward*

*Fifty  
Forward*

## ATTACHMENT "D" COMMITTEE ROSTER



Karin Weaver, Race Coordinator  
174 Rains Ave.  
Nashville, TN 37203

Janet Jernigan, Executive Director  
174 Rains Ave.  
Nashville, TN 37203  
[jjernigan@fiftyforward.org](mailto:jjernigan@fiftyforward.org)  
615-743-3404

Robin Johnson, Volunteer  
Coordinator  
174 Rains Ave.  
Nashville, TN 37203  
[rjohnson@fiftyforward.org](mailto:rjohnson@fiftyforward.org)  
615-743-3424

Linda Smith, Registration  
Coordinator  
174 Rains Ave.  
Nashville, TN 37203  
[lsmith@fiftyforward.org](mailto:lsmith@fiftyforward.org)  
615-743-3412

Betsey Hoskins, Nissan  
One Nissan Way  
Franklin, TN 37067  
[Betsey.hoskins@nissan-usa.com](mailto:Betsey.hoskins@nissan-usa.com)  
615-519-8435

Misa Acox, Website/Marketing  
615-743-3430  
[macox@fiftyforward.org](mailto:macox@fiftyforward.org)

Susan Sizemore, Marketing/PR  
615-743-3411  
[ssizemore@fiftyforward.org](mailto:ssizemore@fiftyforward.org)

FiftyForward Events Coordinator  
Elizabeth Ralph or Alice Whitson

Vicki Smith, Primary Nissan  
Contact  
Senior Manager, Nissan  
[Vicki.smith@nissan-usa.com](mailto:Vicki.smith@nissan-usa.com)

Faye Yates, Race Management  
President, Team-Magic  
[faye@team-magic.com](mailto:faye@team-magic.com)  
615-415-3520

Gail Sonia, Race Consultant  
4038 Clovercroft Rd.  
Franklin, TN 37067  
[gailsonia@gmail.com](mailto:gailsonia@gmail.com)  
615-397-0978

A RUN FOR DIVAS AND DUDES



benefiting *Fifty Forward*

*Fifty  
Forward*

## ATTACHMENT "E" ORGANIZATION LOCATION



## Attachment E:

### 13.) Is your organization based in Williamson County?

FiftyForward, is a 501C3 nonprofit organization with an important mission: enriching the lives of those 50+ by providing opportunities for health, well-being and lifelong learning. It operates seven lifelong learning centers across Davidson and Williamson County. Two of those centers are popular fixtures of Williamson County: FiftyForward Martin Center, located in Brentwood and FiftyForward College Grove.

#### **Services provided to Franklin Residents include:**

In-home care management for frail, low income, homebound older adults is provided through **FiftyForward Supportive Care Services**. Approximately 40 individuals benefit annually.

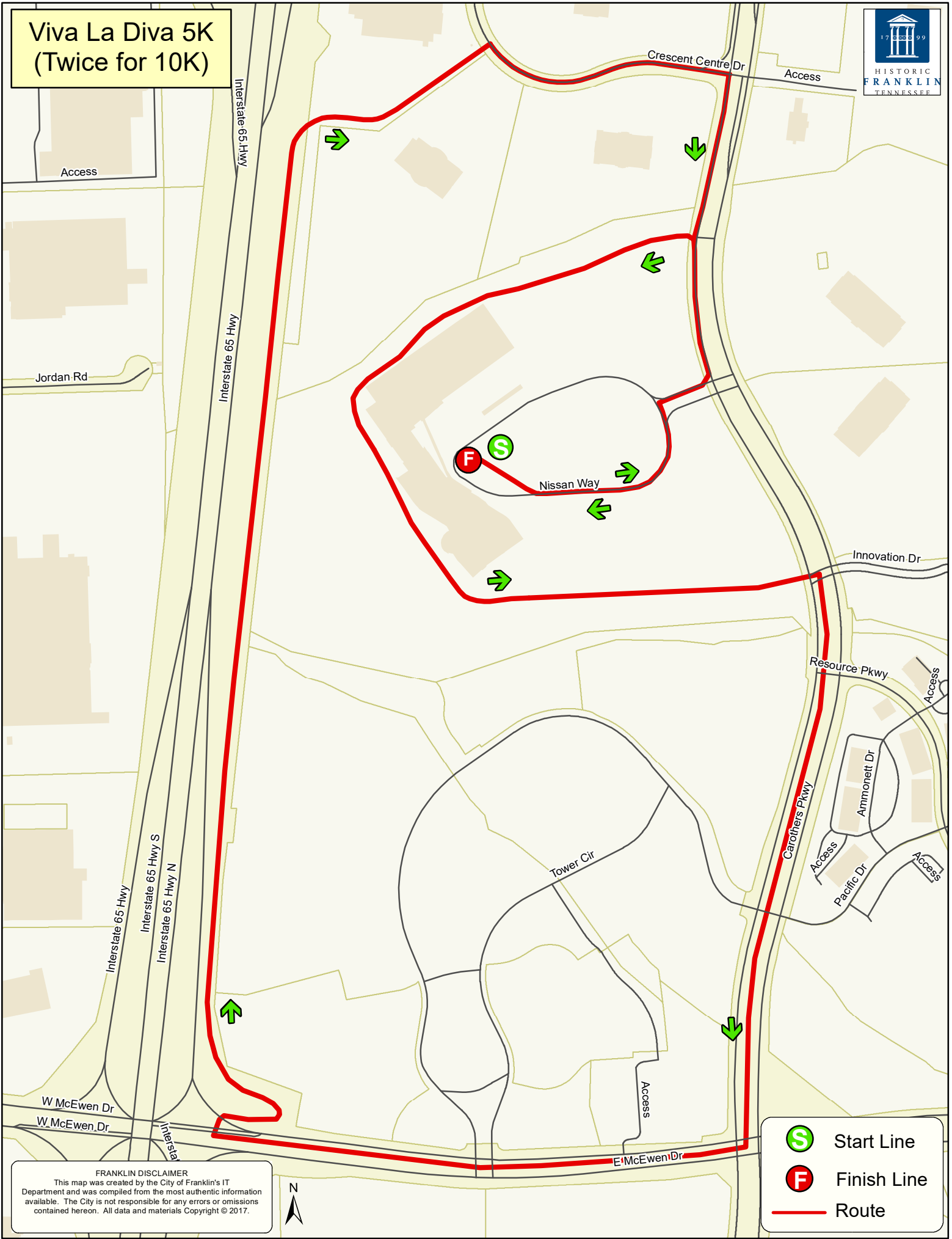
Social, recreational, educational, health/wellness, and volunteer activities, classes and events are provided for active older adults at **FiftyForward College Grove and FiftyForward Martin Center**. These centers serve more than 2,200 Williamson County/Franklin residents each year. Additionally, several hundred more Williamson Countians participate in agency-produced events including Music and Memories at the Historic Franklin Theatre, Martin Masters located at FiftyForward Martin Center, the Katie Reed Golf Classic benefitting FiftyForward College Grove and of course, the Viva la Diva run at Nissan North America's headquarters.

FiftyForward's **Friends Learning in Pairs (FLIP)** program matches adults age 55+ with struggling elementary school students in Williamson County public schools. Founded in 1993, FLIP tutors provide one-on-one tutoring to children who are at least ½ grade level behind in either reading or math. FLIP tutors meet individually with their assigned students for 30 minutes each week during the school year. The tutor/student team is in place throughout the year to form a meaningful relationship. FLIP partners with high-needs schools and students are referred by their teachers, who provide information on the child's academic and social challenges.

The Williamson County School System's Strategic Plan seeks "To implement a comprehensive, tiered instructional model with differentiation in all curriculum areas for K-5." FLIP tutors work carefully with each child, guided by instructions from the classroom teacher, to meet the individual student at his or her level. A FiftyForward FLIP tutor says about the program, "It is a safe environment to make mistakes, try new methods and find small successes. The student returns to the classroom feeling more confident in his or her abilities."

In 2016, 195 Williamson County students received one on one tutoring through this program.

# Viva La Diva 5K (Twice for 10K)



**FRANKLIN DISCLAIMER**  
This map was created by the City of Franklin's IT 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 © 2017.



- Start Line
- Finish Line
- Route