

FiftyForward Headquarters

174 Rains Avenue
Nashville, TN 37203
(615) 743-3400 Phone
(615) 743-3480 Fax

June 14, 2016

Franklin City Hall

ATTN: The Franklin Board of Mayor and Alderman

109 3rd Avenue South

Franklin, TN 37064

To BOMA:

CONNECT WITH US

fiftyforward.org
facebook.com/FiftyForward
@FiftyForward
Forward Focus

FiftyForward Locations

Davidson County

Bordeaux
Donelson Station
Knowles
Madison Station
J. L. Turner

Williamson County

College Grove
Martin Center

FiftyForward

Volunteer Programs

Retired Senior Volunteer Program (RSVP)
Friends Learning in Pairs (FLIP)
Foster Grandparents

FiftyForward

Living at Home Services

Adult Day Services
Care Management
Care Team
Conservatorship
Meals on Wheels
Victory Over Crime

FiftyForward Endowment

FiftyForward Travel

The Larry Keeton Theatre

(Senior Center for the Arts)

FiftyForward Signature Events

Crown Affair
Hats Off to Bordeaux!
Martin Masters
Meals on Wheels Golf Tournament
Music and Memories
Whistlestop
Viva la Diva

FiftyForward is submitting an event application to hold the sixth annual Viva la Diva 5K/10K race on Saturday, November 5, 2016. When the agency became aware of two other city events being held on that day, we tried looking at all other possible dates and were unable to come up with a strong second contender as the two race management companies we have used in the past are both unavailable with other events and the agency event calendar is full.

1. Last year, we had 17 officers from 7:30 – 10:30 a.m. However, this year, we are planning to start the 5K and the 10K both at 8 a.m. This would benefit the city because lane closures would reopen by 9:30 a.m. causing less impact to the traffic in the area. In addition, it would lessen the number of hours for police coverage from 7:30 – 9:30 a.m. With recommendation from the city, this dual start time could also decrease the number of officers needed along the course.
2. Last year's race was seamlessly executed as a result of wonderful communication between the police and our race management company, Team-Magic. Course safety and logistics are a priority for any race—especially with the demographic we serve and the attendees we attract to the Viva la Diva event. In order to provide the utmost safety for our race participants, the agency would like to continue its race management services with Team-Magic who is currently booked for other races throughout November. However, the agency understands that providing police coverage to multiple events on the same day can put a strain on resources. Therefore, we are willing to accommodate whatever changes could make this date work for both parties. While our preference is to use two separate courses (as you'll see attached in the application) we could re-certify the 10K course as two loops of the 5K. While runners may not find this as appealing, it would decrease the number of officers needed on race day.

With these points in mind, FiftyForward respectfully requests your review of the following application and the possibility of approving Viva la Diva 5K/10K for Saturday, November 5, 2016.

Respectfully,


Janet Jernigan
Executive Director, FiftyForward


Anna Claire Hoffman
Executive Leadership Team/ Race Director

OFFICE USE ONLY:
Permit No:



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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:
- | | |
|--|--|
| <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: <u>SEE ATTACHMENT "A"</u> |

2) Name/purpose of event: VIVA LA DIVA RUN

3) Date or dates of event: SATURDAY NOV. 5, 2016

4) Time of Event: 8:00 AM - 9:30 AM

5) Time of Street Closure (if applicable): _____

Set-Up Date/Time: 11/5 5:30am-7:00am **Tear-down Date/Time:** 11/5 11am-1pm

*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:
Anna Claire Hoffman on behalf of FiftyForward

a) Address: 174 RAINS AVENUE NASHVILLE, TN 37203

b) Phone: 615-743-3402 **c) Cell:** 615-305-6624 **d) Fax:** 615-743-3480

e) E-mail address: achoffman@fiftyforward.org

7) Person in charge on day of event: Anna Claire Hoffman

Cell: 615-305-6624 **E-mail address:** achoffman@fiftyforward.org



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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: Pam Brown Cell: 615-878-0392 E-mail address: Pbrown@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
FIFTY FORWARD

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, 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? 6:30 am - 11:30 am
- 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.) Please 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 clean up 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.



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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:

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: *Janet Jennings* Date: *May 18, 2016*
 (Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on _____, 20__.

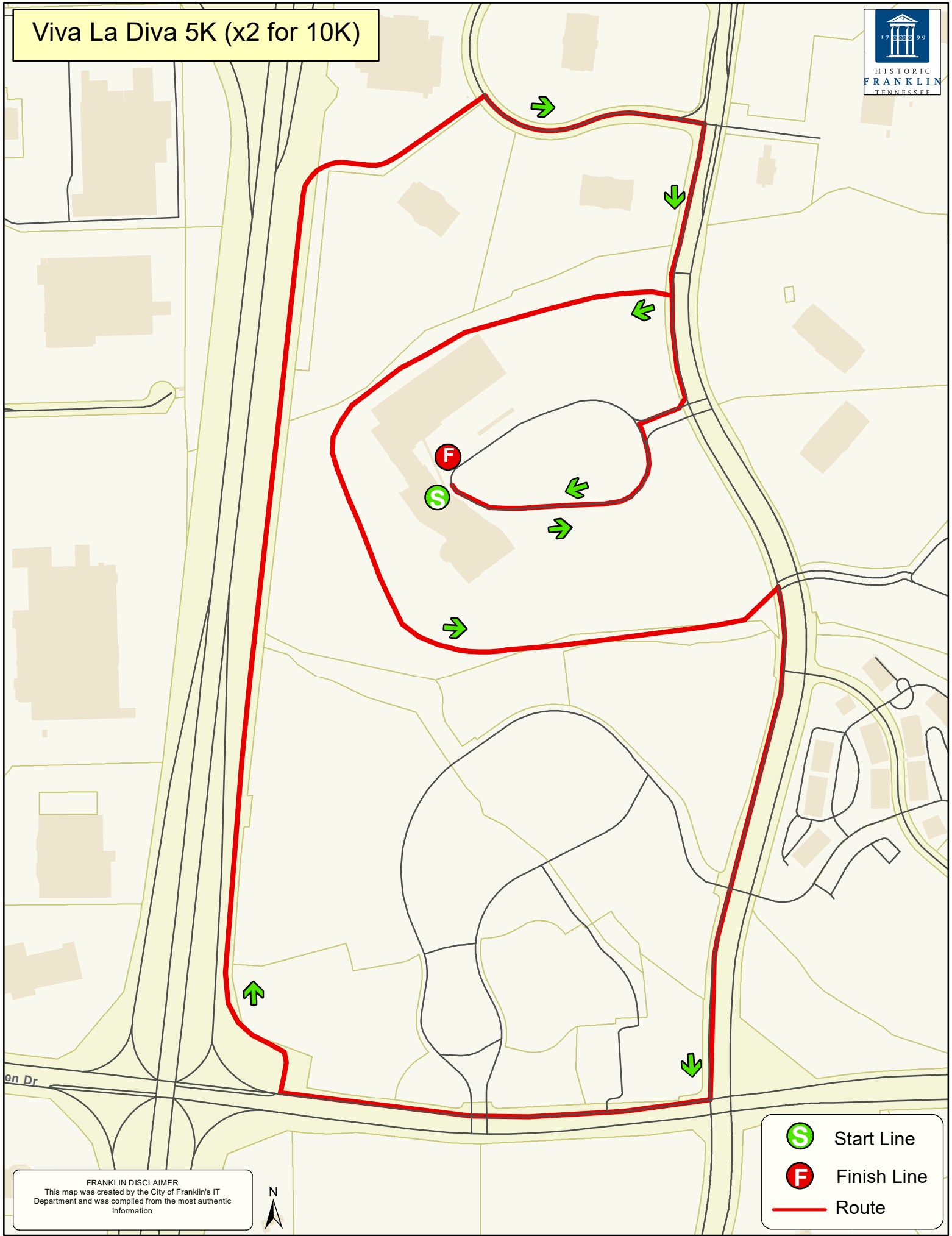
 Dr. Ken Moore, Mayor

 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) *
 *
 *

Viva La Diva 5K (x2 for 10K)



FRANKLIN DISCLAIMER
This map was created by the City of Franklin's IT Department and was compiled from the most authentic information



- Start Line
- Finish Line
- Route

A RUN FOR DIVAS AND DUDES



benefiting FiftyForward



ATTACHMENT "A" LOCATION/COURSE MAPS

5K Route



Cool Springs Parkway

Crescent Centre Dr.

Liberty Road

Crescent Centre Dr.

Nissan
North
America
FINISH START

2 mile

3 mile

1 mile

Innovation Cr.

Liberty Road

Carothers Parkway

water

E. McEwen Drive

A RUN FOR DIVAS AND DUDES



benefiting FiftyForward

A RUN FOR DIVAS AND DUDES



benefiting FiftyForward



ATTACHMENT "B" EVENT DESCRIPTION

Attachment B:

9.) Detailed description of event:

On Saturday, November 5, 2016 more than 1,100 area runners and walkers of all ages will gather for the 6th 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 2015, 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 2016 will procure race management services from Team Magic and Williamson Medical Center will provide medical services.

Proposed Changes for the 2016 Viva la Diva Run:

- Eliminate the option to run both the 5K and the 10K
- 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:

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

A RUN FOR DIVAS AND DUDES



benefiting FiftyForward

*Fifty
Forward*

ATTACHMENT "C" EVENT SITE MAP



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

ur map.



Legend

- 1 Nissan Way
- Embassy Suites Nashv
- Feature 1
- Feature 2
- Nissan
- Parallon Business Saluti
- Thompson Burton PLLC
- Universal Health Servic

A RUN FOR DIVAS AND DUDES



benefiting FiftyForward



ATTACHMENT "D" COMMITTEE ROSTER



Anna Claire Hoffman, Co-Race Director
174 Rains Ave.
Nashville, TN 37203
achoffman@fiftyforward.org
615-743-3402

Pam Brown, Co-Race Director
Development Director
615-743-3434
pbrown@fiftyforward.org

Janet Jernigan, Executive Director
174 Rains Ave.
Nashville, TN 37203
jjernigan@fiftyforward.org
615-743-3404

Robin Johnson, Volunteer Coordinator
174 Rains Ave.
Nashville, TN 37203
rjohnson@fiftyforward.org
615-743-3424

Linda Smith, Registration Coordinator
174 Rains Ave.
Nashville, TN 37203
lsmith@fiftyforward.org
615-743-3412

Betsey Hoskins, Nissan
One Nissan Way
Franklin, TN 37067
Betsey.hoskins@nissan-usa.com
615-519-8435

Misa Acox, Website/Marketing
615-743-3430
macox@fiftyforward.org

Susan Sizemore, Marketing/PR
615-743-3411
ssizemore@fiftyforward.org

FiftyForward Events Coordinator
Elizabeth Ralph or Alice Whitson

Vicki Smith, Primary Nissan Contact
Senior Manager, Nissan
Vicki.smith@nissan-usa.com

Faye Yates, Race Management
President, Team-Magic
faye@team-magic.com
615-415-3520

Gail Sonia, Race Consultant
4038 Clovercroft Rd.
Franklin, TN 37067
gailsonia@gmail.com
615-397-0978

A RUN FOR DIVAS AND DUDES



benefiting FiftyForward



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 2015, 190 Williamson County students received one on one tutoring through this program.



October 31, 2016

Dear Neighborhood Residents;

The 6th Annual Viva la Diva Run will take place on Saturday, November 5, 2016 from approximately 8:00am – 10:30am. Viva la Diva is an event to benefit FiftyForward programs that support the health, wellness and safety of Diva's and Dude's of all ages with 5K and 10K chip-timed races.

The 5K and 10K races will begin at 8:00 am at the Nissan Headquarters on Carothers Parkway. Portions of Cool Springs Boulevard and Crescent Center Drive will experience temporary lane closures under the direction of course monitors and the Franklin Police Department. If your road is impacted, it should be only for a short period of time, and we have taken every precaution to keep any traffic issues to a minimum. All roads will be open by 10:30am.

Impact to Cool Springs Blvd:

10K runners will be turning right from Carothers onto Cool Springs Boulevard at approximately 8:00 - 8:30 a.m. They will use one lane which will be designated by orange cones until turning right onto E. McEwen. Franklin Police will be directing cars and traffic at all intersections.

We apologize for any inconvenience, and we sincerely appreciate your cooperation and support of this event. We hope you will join us by participating in Viva la Diva as a runner, walker or volunteer.

If you have any questions or concerns, please visit the Viva la Diva website at: www.vivaladivarun.org for event information.

Sincerely,

Anna Claire Hoffman, Race Manager
174 Rains Ave
Nashville, TN 37203
615-743-3402

City Administrator's Office
City Hall
109 Third Ave. South
Franklin, TN 37065
615-791-3217



Good Neighbor Letter

Enclave

Avalon

Ashton Park

The Venue

Crescent Cool Springs

Marriott

Embassy Suites

Homewood Suites

Carronbridge

Location

cool springs blvd.

cool springs blvd.

cool springs blvd.

E. McEwen Drive

OFF Carothers

Cool Springs Blvd.

Crescent Center Drive

E. McEwen Drive

Cool Springs Blvd.

Course Impact

10K

10K

10K

10K

5K mostly/a little 10K

10K very brief

5K and 10K