

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:
- | | |
|--|--|
| <input checked="" 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>Westhaven</u> |

2) Name/purpose of event: Franklin 4 the Cure 5K run

3) Date or dates of event: September 9, 2017

4) Time of Event: 7:30 a.m

5) Time of Street Closure (if applicable): 7:00 a.m - 9:00 a.m

Set-Up Date/Time: 6:30a 9/9/17 **Tear-down Date/Time:** 10:00a 9/9/17

*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:

Westhaven Foundation, Inc.

a) Address: 188 Front Street Box 116-25 Franklin TN 37064

b) Phone: _____ **c) Cell:** 904.885.6874 **d) Fax:** _____

e) E-mail address: Kelly@Westhavenfoundation.org

7) Person in charge on day of event: Kelly White

Cell: 904.885.6874 **E-mail address:** Kelly@Westhavenfoundation.org



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- 8) Name and Cell Number of at least two others available on day of event:
Name: Nicole Cunningham Cell: 584.0485 E-mail address: hailysmomet@hotmail.com
Name: Doug Stacey Cell: 533.3358 E-mail address: dougstacey@lsipros.com
- 9) DETAILED description of event (use additional sheets):
5K through Westhaven community (see attached map)
sponsor tables, music on Westhaven Blvd.
See attached detail of events
- 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 participants
- 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. Registration is \$35 p/ person and \$15 for children
- 17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.
Donations to Monroe Carell Jr. children's hospital at Vanderbilt accepted
- 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% of net proceeds
Monroe Carell Jr. children's Hospital at Vanderbilt
- 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 / Music
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
MC / Ipod music
- 23) During what time period is sound amplification requested? 7:00 am - 10:00 am
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.).
N/A
- 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. Vanderbilt paramedics
- 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. We will give away bananas, bagels, and water. Volunteer committee and LSI will cleanup.
- 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.

- 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.* **only small tents**
- 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.

Description of Event

Franklin 4 the Cure – Run 4 the Cure

This is an annual event done by the Westhaven Foundation. Historically, this has been a morning 5k and will be again this year. We will allow competitive runners, casual runners, walkers, strollers, and children to participate in the event. There will be a special “kids run” that will occur before the adult run. The run will not be a certified run but there will be a rented time clock for those runners that would like to keep a time.

Most of the route takes place on paved walking trails throughout the community. There are only a handful of streets that will need to be temporarily closed during the run and there are a few places where the trail crosses a street where we will need either a police officer or a volunteer to stop cars and allow runners to cross. A map is included in this packet.

The event will end in a grassy common area owned by the HOA that is located to the right of the main entrance to the community. Kelly White, Director of Business Development for The Westhaven Foundation will be present along with volunteers to coordinate food, beverage, and music at the end of the event.

The event will begin at 8:00 am with the children’s run. The estimated time the running portions of the event will end is 10:00 am and the after festivities 12:00pm.

Draft of Good Neighbor Letter for Franklin 4 the Cure

June 9, 2017

Dear neighbor of Westhaven,

I wanted to let you know about an event called Franklin 4 the Cure (Race 4 the Cure family fun run), which is taking place in Westhaven on Saturday, September 9, 2017 from 7:30am until 12:00pm. This is an annual event that includes a 5K run/walk through the community (map of route is attached).

We request that residents who live on the race route refrain from parking cars on the street that morning. Also, some of the streets will be blocked off during the actual race but will open up as the participants move through the course.

After the 5K, there will be food and beverage, music, and prizes in the common space by the front entrance. The event will end at 12:00pm. A cleanup crew will return the event areas back to their original condition.



















If you have any questions, please feel free to contact Kelly White at 904-885-6874

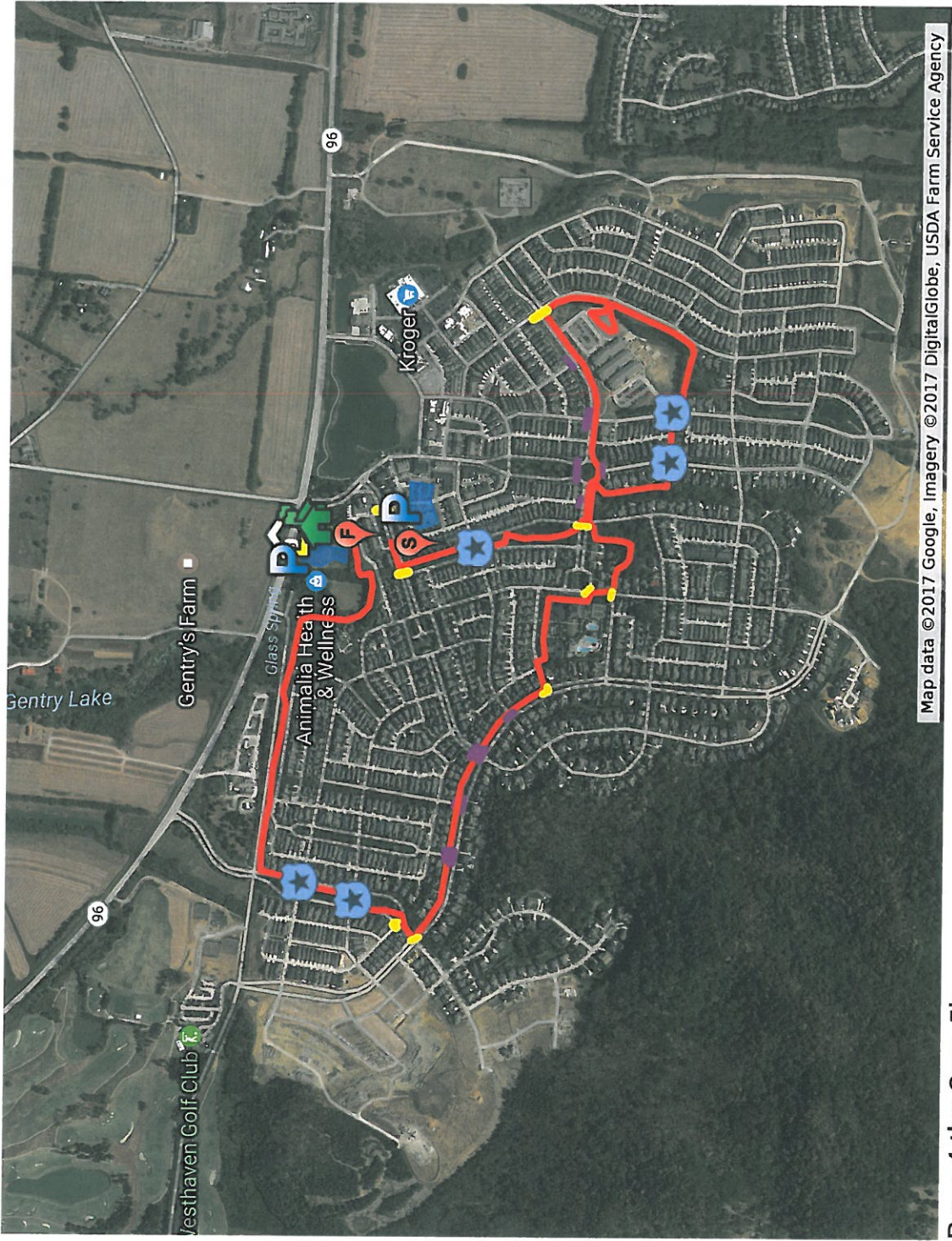
Warm regards-

Kelly White
Director of Business Development
The Westhaven Foundation

2017

Road Closures or Officer Needed to Control Traffic


-  Start of Race Area
-  Close until runners pass this area
-  Put Officer to allow runners to cross this road.
-  Road Closed
-  Road closed
-  Line 9
-  Line 10
-  Barricade with volunteer
-  Barricade with volunteer
-  Put officer to allow runner so pass through
-  Put officer to allow runners to pass through
-  Barricade with volunteer
-  Close Road
-  Close Road
-  Close
-  Barricades with volunteers
-  Barricades
-  Close




Race 4 the Cure 5k

 Barricade with Volunteer

 Barricade

 Close

 Close



Put Officer there to allow
runners to cross







Put officer to allow runners to
cross

Franklin 4 the Cure 5K



Finish

Start

-  Barricades
-  Route 5K
-  Parking
-  Closed Streets

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. All Rights Reserved.

