



**TO:** City of Franklin Board of Mayor and Aldermen  
**FROM:** Harpeth Bicycle Club  
**SUBJECT:** Annual Harpeth River Ride  
**DATE:** February 26, 2016

Dear Members of the Board,

This letter is to provide information pertaining to Harpeth Bicycle Club's event application for its Harpeth River Ride to be held on Saturday, June 25, 2016. Now in its 20<sup>th</sup> year, the Harpeth River Ride is an annual bicycle ride event organized and conducted by the Harpeth Bicycle Club, a Franklin-based non-profit organization. The event is hosted by Nissan Americas and will begin and end at its corporate headquarters in Franklin. The Harpeth River Ride is a recreational ride/tour (versus race) and offers a variety of ride options for beginner through experienced cyclists. The majority of the route is outside the city limits of Franklin. The ride will start at 7:00 am with cyclists returning intermittently throughout the day, concluding at approximately 4:00 pm. Approximately 1,000 to 1,500 cyclists are anticipated to participate in the bicycle ride, coming from locations throughout the United States. On-road support will again this year be provided by Franklin Police, Williamson County Sheriff's Office and Williamson County Medical Center EMS.

Harpeth Bicycle Club is proud to again host its annual Harpeth River Ride and have the opportunity to provide a family-friendly bicycle ride that showcases Franklin and the beautiful countryside of Williamson County.

Your consideration of our event application is appreciated. We will be happy to provide any additional information upon request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stan Davey", is written over a light blue circular stamp.

Stan Davey  
Vice President, Harpeth Bicycle Club  
Chair, 2016 Harpeth River Ride

Attachment: 2016 Harpeth River Ride Event Application

OFFICE USE ONLY:

Permit No:



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## 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: NISSAN HEADQUARTERS

**2) Name/purpose of event:** HARPETH RIVER RIDE

**3) Date or dates of event:** JUNE 25, 2016

**4) Time of Event:** 7:00 AM TO 5:00 PM

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

**Set-Up Date/Time:** \_\_\_\_\_

**Tear-down Date/Time:** \_\_\_\_\_

\*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:**

HARPETH BIKE CLUB - STAN DAVEY

a) Address: 9423 GENTLEWIND DRIVE, BRENTWOOD TN 37027

b) Phone: 615-642-0173 c) Cell: \_\_\_\_\_ d) Fax: \_\_\_\_\_

e) E-mail address: standavey@gmail.com

**7) Person in charge on day of event:** STAN DAVEY

Cell: 615-642-0173 E-mail address: standavey@gmail.com



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

Name: ROBERT HENORY Cell: \_\_\_\_\_ E-mail address: <sup>maxwatzz</sup> ~~\_\_\_\_\_~~ @gmail.com  
Name: SCOTT BOYD Cell: <sup>615-</sup> 604-3593 E-mail address: scottboyd@comcast.net

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

see Attachment #1 - description  
see website www.harpethbikeclub.com

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.*

*see attachment #2*

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

1,000 - 1,500 bicyclists / 200 volunteers

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.

*see attachment #3*

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.

*see attachment #4*

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. \$50.00

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? The event enables the Harpeth Bike Club to support our "adaptive athletes" program which offers bicycling opportunities for blind youth and adults. The amount is determined post-ride by club officials.

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.)?  
Pre-ride announcements and music
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
Event announcer (hired by Nissan)
- 23) During what time period is sound amplification requested? 6:00 am to 3:00 pm
- 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. 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.) attachment 5  
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. attachment 6  
STAN DAVEY 615-642-0173
- 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:

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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.*

attachment 7

**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

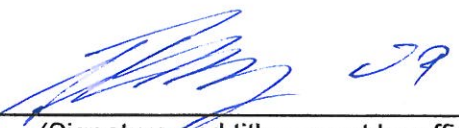
The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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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:  09 Date: 2-27-16  
 (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) \*  
 \* \*  
 \*\*\*\*\*

**Attachment 1**

**Description of Harpeth River Ride**

2016 Harpeth River Ride  
Franklin TN  
June 25, 2016

*Presented by the Harpeth Bicycle Club*

The Harpeth River Ride is for bicyclists from beginner to advanced skill levels. There will be four route options (25, 44, 66, and 101 miles) that will start at the Nissan Corporate Headquarters in Franklin and go throughout Williamson County. Each route is supported by bike club volunteers through rest stops and rider support. Traffic control is coordinated with the Franklin Police Department and the Williamson County Sheriff's Department.

The ride typically attracts 1,000 to 1,500 bicyclists mostly from the middle Tennessee area. The ride also attracts participants from other states. The ride starts at 7:00 am and most riders finish by early afternoon.

The ride is coordinated by the Harpeth Bicycle Club, a volunteer membership organization that promotes bicycling opportunities for over 600 members. Funds from the Harpeth River Ride enable the club to support its "adaptive athlete" program which offers bicycling opportunities for visually impaired youth and adults. Club members take adaptive athletes for bike rides on tandem bicycles on a weekly basis for most of the year.

Nissan has been the ride's primary corporate sponsor for six years. Many other area commercial and professional businesses are also sponsors. The ride has been held annually since 1997.



## Attachment 2

### Site Map – Nissan Headquarters

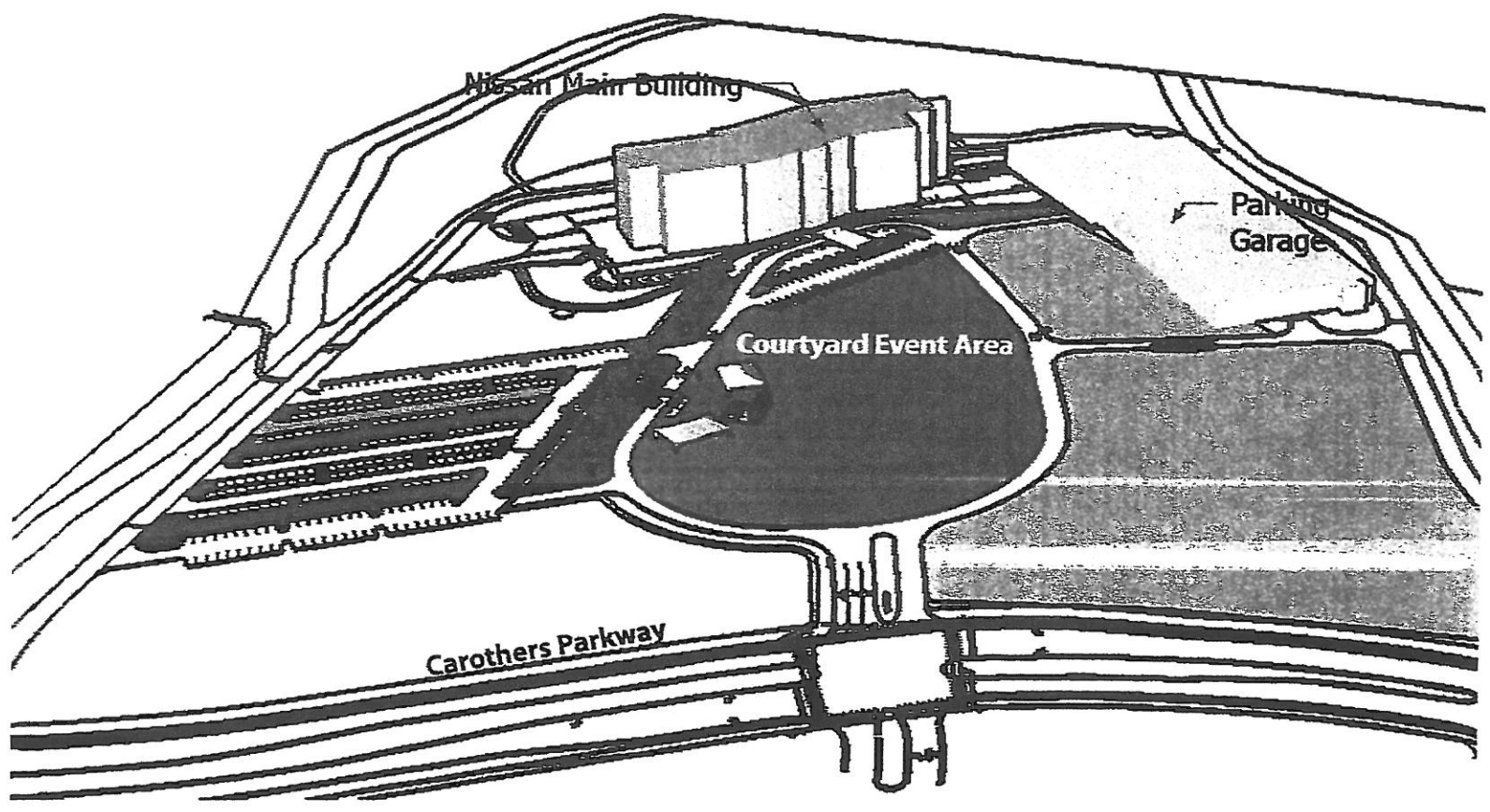
#### Bike Routes

There will be four bike routes (25, 44, 66, and 101 miles). All routes start from the Nissan campus at 7:00 am. All routes follow the same roads within the Franklin city limits (start and return). The majority of the routes are outside the city limits in Williamson County.



# Attachment #2

## General Site Plan at Nissan Campus



## Proposed HRR Century

101.3 miles

Leg	Dir	Type	Notes	Total
	→	Right	Turn right toward Carothers Pkwy	0.1
0.1	→	Right	Turn right onto Carothers Pkwy	0.1
0.5	→	Right	Turn right onto E McEwen Dr	0.7
0.0	↑	Straight	Make a U-turn at Carothers Pkwy	0.7
0.0	→	Right	Turn right onto Carothers Pkwy	0.7
0.8	→	Right	Turn right onto Liberty Pike	1.4
2.8	←	Left	Turn left onto Franklin Rd	4.2
0.4	↑	Straight	Continue onto E Main St	4.6
0.2	↑	Straight	Continue onto Public Square	4.8
0.0	↑	Straight	At the traffic circle, take the 2nd exit onto Main St/Public Square	4.9
2.5	↑	Straight	Continue onto TN-246 S/Carters Creek Pike	7.4
4.2	→	Right	Slight right onto Bear Creek Rd	11.6
0.9	→	Right	Turn right onto Bailey Rd	12.4
1.6	←	Left	Turn left to stay on Bailey Rd	14.0
1.8	←	Left	Turn left onto TN-46 N	15.9
0.2	→	Right	Turn right to stay on TN-46 N	16.0
0.2	→	Right	Turn right	16.2
0.1	←	Left	Turn left onto TN-46	16.3
0.2	→	Right	Turn right onto Leipers Creek Rd	16.4
1.3	→	Right	Turn right onto Garrison Rd	17.7
3.8	↑	Straight	Continue onto Greenbriar Rd	21.5
3.5	←	Left	Turn left to stay on Greenbriar Rd	25.1
0.7	←	Left	Turn left onto S Lick Creek Rd	25.7
3.2	←	Left	Turn left onto Natchez Trace Rd	28.9
3.8	→	Right	Turn right onto Leipers Creek Rd	32.7
1.4	←	Left	Slight left onto Sulphur Springs Branch Rd	34.0
1.3	↑	Straight	Continue onto Sulphur Spur Brch Rd	35.4
1.5	←	Left	Turn left onto TN-247 E	36.9
2.3	←	Left	Turn left onto TN-246 N	39.2
1.2	→	Right	Turn right onto Barker Rd	40.4
1.5	←	Left	Turn left onto Popes Chapel Rd	41.9
0.5	→	Right	Turn right onto Evergreen Rd	42.4
3.3	→	Right	Turn right onto Thompson's Station Rd W	45.7
5.7	←	Left	Turn left onto US-431 N	51.4
0.1	→	Right	Turn right onto Bethesda Rd	51.5
2.3	→	Right	Turn right onto Byrd Rd	53.8
1.9	←	Left	Turn left onto Bethesda-Duplex Rd	55.7
0.3	→	Right	Slight right onto Old Bethesda-Duplex Rd	56.0
0.1	→	Right	Turn right toward Smithson Rd	56.1
0.1	↑	Straight	Continue onto Smithson Rd	56.2
1.7	←	Left	Turn left onto Ash Hill Rd	58.0
1.3	→	Right	Turn right onto Comstock Rd	59.3
0.9	←	Left	Turn left onto Flat Creek Rd	60.2
3.0	←	Left	Turn left onto Giles Hill Rd	63.1
0.9	←	Left	Turn left onto Choctaw Rd	64.1

2.1	→	Right	Turn right onto Cross Keys Rd	66.2
1.0	→	Right	Turn right onto Pulltight Hill Road	67.2
2.1	←	Left	Turn left onto Arno-Allisona Rd	69.4
2.5	→	Right	Turn right onto Owen Hill Rd	71.9
1.6	←	Left	Turn left onto Pinkston Rd	73.5
0.6	→	Right	Turn right onto Arno-College Grove Rd	74.1
2.4	←	Left	Turn left	76.5
0.2	←	Left	Turn left toward Arno-College Grove Rd	76.7
0.2	←	Left	Turn left onto Arno-College Grove Rd	76.9
0.3	←	Left	Turn left onto US-31 ALT N	77.1
0.0	→	Right	Turn right onto Bellenfant Rd	77.1
0.8	↑	Straight	Continue onto College Grove Rd	77.9
0.7	←	Left	Turn left onto US-41A N	78.6
0.1	→	Right	Turn right onto Covington Rd	78.7
0.2	→	Right	Turn right onto John Windrow Rd	79.0
1.5	←	Left	Turn left onto Gene Underwood Rd/Taliaferro Rd	80.4
3.8	←	Left	Turn left onto US-31 ALT S/US-41A S	84.2
0.1	→	Right	Turn right onto Cox Rd	84.3
2.6	←	Left	Turn left onto McDaniel Rd	86.9
2.8	↑	Straight	Continue onto Meeks Rd	89.8
1.8	←	Left	Turn left onto Peytonsville-Trinity Rd	91.6
0.0	→	Right	Turn right onto Crowder Rd	91.6
0.8	→	Right	Turn right onto Gosey Hill Rd	92.4
0.3	←	Left	Turn left onto Long Ln	92.7
2.3	→	Right	Turn right onto Carothers Pkwy	95.0
6.0	←	Left	Turn left	101.0

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## Proposed HRR Metric

66.3 miles

Leg	Dir	Type	Notes	Total
	→	Right	Turn right toward Carothers Pkwy	0.1
0.1	→	Right	Turn right onto Carothers Pkwy	0.1
0.5	→	Right	Turn right onto E McEwen Dr	0.7
0.0	↑	Straight	Make a U-turn at Carothers Pkwy	0.7
0.0	→	Right	Turn right onto Carothers Pkwy	0.7
0.8	→	Right	Turn right onto Liberty Pike	1.4
2.8	←	Left	Turn left onto Franklin Rd	4.2
0.4	↑	Straight	Continue onto E Main St	4.6
0.2	↑	Straight	Continue onto Public Square	4.8
0.0	↑	Straight	At the traffic circle, take the 2nd exit onto Main St/Public Square	4.9
2.5	↑	Straight	Continue onto TN-246 S/Carters Creek Pike	7.4
4.2	→	Right	Slight right onto Bear Creek Rd	11.6
0.9	→	Right	Turn right onto Bailey Rd	12.4
1.6	←	Left	Turn left to stay on Bailey Rd	14.0
1.8	←	Left	Turn left onto TN-46 N	15.9
0.2	→	Right	Turn right to stay on TN-46 N	16.0
0.2	→	Right	Turn right	16.2
0.1	←	Left	Turn left onto TN-46	16.3
0.2	→	Right	Turn right onto Leipers Creek Rd	16.4
3.5	←	Left	Turn left onto Robinson Rd	20.0
2.4	↑	Straight	Continue onto Johnson Hollow Rd	22.4
1.3	↑	Straight	Continue onto Sycamore Rd	23.7
0.1	→	Right	Turn right onto Johnson Hollow Rd	23.8
1.1	→	Right	Turn right onto TN-246 S	24.9
0.4	←	Left	Slight left onto Popes Chapel Rd	25.3
1.2	←	Left	Turn left onto Evergreen Rd	26.5
3.3	→	Right	Turn right onto Thompson's Station Rd W	29.8
5.7	←	Left	Turn left onto US-431 N	35.4
0.1	→	Right	Turn right onto Bethesda Rd	35.5
4.1	←	Left	Turn left onto Bethesda-Arno Rd	39.6
3.8	→	Right	Turn right onto Arno-Allisona Rd	43.4
0.3	←	Left	Turn left onto Owen Hill Rd	43.6
1.6	←	Left	Turn left onto Pinkston Rd	45.2
0.6	→	Right	Turn right onto Arno-College Grove Rd	45.9
2.4	←	Left	Turn left	48.3
0.2	←	Left	Turn left toward Arno-College Grove Rd	48.4
0.2	→	Right	Turn right onto Arno-College Grove Rd	48.6
0.6	→	Right	Turn right onto Eudailey-Covington Rd	49.2
4.5	→	Right	Turn right onto Arno Rd	53.7
1.1	←	Left	Turn left onto Meeks Rd	54.8
1.8	←	Left	Turn left onto Peytonsville-Trinity Rd	56.6
0.0	→	Right	Turn right onto Crowder Rd	56.6
0.8	→	Right	Turn right onto Gosey Hill Rd	57.4
0.3	←	Left	Turn left onto Long Ln	57.7
2.3	→	Right	Turn right onto Carothers Pkwy	60.0

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6.0 ← Left Turn left

66.0

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## Proposed HRR 44-Mile Route

43.5 miles

Leg	Dir	Type	Notes	Total
	→	Right	Turn right toward Carothers Pkwy	0.1
0.1	→	Right	Turn right onto Carothers Pkwy	0.1
0.5	→	Right	Turn right onto E McEwen Dr	0.7
0.0	↑	Straight	Make a U-turn at Carothers Pkwy	0.7
0.0	→	Right	Turn right onto Carothers Pkwy	0.7
0.8	→	Right	Turn right onto Liberty Pike	1.4
2.8	←	Left	Turn left onto Franklin Rd	4.2
0.4	↑	Straight	Continue onto E Main St	4.6
0.2	↑	Straight	Continue onto Public Square	4.8
0.0	↑	Straight	At the traffic circle, take the 2nd exit onto Main St/Public Square	4.9
2.5	↑	Straight	Continue onto TN-246 S/Carters Creek Pike	7.4
5.0	→	Right	Turn right toward TN-246 N	12.4
2.1	←	Left	Turn left onto Thompsons Station Rd W	14.5
8.5	←	Left	Turn left onto US-431 N	23.0
0.1	→	Right	Turn right onto Bethesda Rd	23.1
4.1	←	Left	Turn left onto Bethesda-Arno Rd	27.2
2.5	←	Left	Turn left onto Cool Springs Rd	29.7
1.9	↑	Straight	Continue onto Peytonsville-Trinity Rd	31.6
2.3	←	Left	Turn left onto Crowder Rd	33.8
0.8	→	Right	Turn right onto Gosey Hill Rd	34.6
0.3	←	Left	Turn left onto Long Ln	34.9
2.3	→	Right	Turn right onto Carothers Pkwy	37.2
6.0	←	Left	Turn left	43.2

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## Proposed HRR 25-Mile Route

25.4 miles

Leg	Dir	Type	Notes	Total
	→	Right	Turn right toward Carothers Pkwy	0.1
0.1	→	Right	Turn right onto Carothers Pkwy	0.1
0.5	→	Right	Turn right onto E McEwen Dr	0.7
0.0	↑	Straight	Make a U-turn at Carothers Pkwy	0.7
0.0	→	Right	Turn right onto Carothers Pkwy	0.7
0.8	→	Right	Turn right onto Liberty Pike	1.4
2.8	←	Left	Turn left onto Franklin Rd	4.2
0.4	↑	Straight	Continue onto E Main St	4.6
0.2	↑	Straight	Continue onto Public Square	4.8
0.0	↑	Straight	At the traffic circle, take the 2nd exit onto Main St/Public Square	4.8
2.5	↑	Straight	Continue onto TN-246 S/Carters Creek Pike	7.3
3.0	←	Left	Turn left onto Coleman Rd	10.3
3.3	←	Left	Turn left onto US-31 N	13.6
0.1	→	Right	Turn right onto Henpeck Ln	13.7
1.4	→	Right	Turn right onto Valley Ridge Rd	15.0
0.6	←	Left	Valley Ridge Rd turns slightly left and becomes Moss Ln	15.6
0.8	→	Right	Turn right onto US-431 S	16.4
0.1	←	Left	Turn left onto TN-248 N/Goose Creek Bypass	16.5
0.9	↑	Straight	Continue onto Peytonsville Rd	17.4
0.1	←	Left	Turn left onto Long Ln	17.6
1.5	←	Left	Turn left onto Carothers Pkwy	19.1
6.0	←	Left	Turn left	25.1

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## **Attachment 3**

### **Contact Information**

## Team Contact Information

	Name	Leadership Role	Phone	Email
1	Stan Davey	Director	615-642-0173	<a href="mailto:standavey@gmail.com">standavey@gmail.com</a>
2	Phil Scharre	Advisor to Director	615-495-4289	<a href="mailto:pscharre@comcast.net">pscharre@comcast.net</a>
3	Frieda Barry	Advisor to Director	615-969-2081	<a href="mailto:fkbarry@att.net">fkbarry@att.net</a>
4	Andy Goodson	Website/Tech Coordinator	615-974-5050	<a href="mailto:agoodson@gmail.com">agoodson@gmail.com</a>
5	Tom Spears	Medical Advisor/Command Ctr	615-269-4545	<a href="mailto:tom@enfopoint.com">tom@enfopoint.com</a>
6	Scott Boyd	Home Base Coordinator	615-604-3593	<a href="mailto:scottboyd@comcast.net">scottboyd@comcast.net</a>
7	Penny Buttrey	Rest Stop Coordinator	615-504-0881	<a href="mailto:pennyb@wcs.edu">pennyb@wcs.edu</a>
8	John Brintnall	SAG Co-Coordinator	615-714-5971	<a href="mailto:bnabrintnall@aol.com">bnabrintnall@aol.com</a>
9		Registration Co-Coordinator		
10		Registration Co-Coordinator		
11	Patty Willman	Adaptive Athlete Coordinator		
12		Sales & Sponsors Coordinator	615-	
13	Tim Van Cleve	Financial Coordinator		<a href="mailto:tvancleve@comcast.net">tvancleve@comcast.net</a>
14	Craig Elliott	Volunteer Coordinator	615-852.5118	<a href="mailto:kaapie@gmail.com">kaapie@gmail.com</a>

**Attachment 4**

**IRS Tax Exemption Letter**

DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

Date: JUN 11 1998

HARPETH BICYCLE CLUB  
PO BOX 680802  
FRANKLIN, TN 37068

Employer Identification Number:  
62-1666444

DLN:  
17053076030028

Contact Person:  
D. A. DOWNING

Contact Telephone Number:  
(513) 241-5199

Internal Revenue Code  
Section 501(c)(7)

Accounting Period Ending:  
December 31

Form 990 Required:  
Yes

Addendum Applies:  
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in the section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excises, employment, or other Federal taxes, please address them to this office.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5

HARPETH BICYCLE CLUB

percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

A section 501(c)(7) organization is permitted to receive up to 35 percent of its gross receipts, including investment income, from sources outside of its membership without losing its tax-exempt status. Of the 35 percent, not more than 15 percent of the gross receipts may be derived from the use of the club's facilities or services by the general public. Income in excess of these limits may jeopardize your continued tax-exempt status.

Donors may not deduct contributions to you because you are not an organization described in section 170(c) of the Code. Under section 6113, any fundraising solicitation you make must include an express statement (in a conspicuous and easily recognizable format) that contributions or gifts to you are not deductible as charitable contributions for Federal income tax purposes. This provision does not apply, however, if your annual gross receipts are normally \$100,000 or less, or if your solicitations are made to no more than ten persons during a calendar year. The law provides penalties for failure to comply with this requirement, unless failure is due to reasonable cause.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt

HARPETH BICYCLE CLUB

status; you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Paul H. Hunsinger".

District Director

Enclosures:  
Addendum

**HARPETH BICYCLE CLUB**

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. Based on our review of your application for exemption, it appears that certain of your activities constitute unrelated trade or business activities as defined in section 513. Therefore, you may be liable for filing Form 990-T for each year for which such return is due. These returns should be filed with the Internal Revenue Service Center servicing your state.

Income derived from advertising in your newsletter and the income received from non-member are considered Unrelated Business income.

Attachment 5

Insurance Certificate



**CERTIFICATE OF LIABILITY INSURANCE**

03/03/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the Certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**

American Specialty Insurance & Risk Services, Inc.  
7609 W. Jefferson Blvd., Suite 100  
Fort Wayne, IN 46804

**NAMED INSURED**

League of American Wheelmen dba League of American Bicyclists  
1612 K Street NW, Suite 308  
Washington, DC 20006

HARPELTH BICYCLE CLUB  
PO BOX 680802  
FRANKLIN, TN 37068

**INSURER(S) AFFORDING COVERAGE**

**NAIC #**

INSURER A: Greenwich Insurance Company

22322

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

**COVERAGES**

**CERTIFICATE NUMBER: 1001287005**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	INSURANCE TYPE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS	
A	GL	ASG089853501	02/01/2016 12:01 a.m.	02/01/2017 12:01 a.m.	General Aggregate - Per Club	5,000,000
					Products-Completed Operations Aggregate	5,000,000
					Personal and Advertising Injury	1,000,000
					Each Occurrence	1,000,000
					Damage to Premises Rented to You (Any One Premises)	1,000,000
					Medical Expense Limit (Any One Person)	Excluded

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Additional Remarks Schedule may be attached if more space is required)**  
- The Certificate Holder is only an Additional Insured with respect to liability caused by the negligence of the Named Insured as per Form GXAL 428 Additional Insured - Certificate Holders, but only with respect to HARPELTH RIVER RIDE on June 25, 2016.

**CERTIFICATE HOLDER**

CITY OF FRANKLIN  
109 THIRD AVE S  
FRANKLIN, TN 37065

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

*Drew Smith*

## Attachment 6

### Vendor/Exhibitor List (invited)

MOAB Bicycles

REI

Gran Fondo Bicycles

Cumberland Transit

RB's Cyclery

Ride for Reading

Bike Ride Across Tennessee

Tennessee High School Bicycling Assn.

Jeff Roth Cycling Foundation

Cystic Fibrosis Foundation

American Diabetes Association

Multiple Sclerosis Society

Walk /Bike Nashville

Tennessee Association of Blind Athletes

Brusters Ice Cream

Attachment 7

Good Neighbor Letter

## FRANKLIN EVENT NOTICE

Annual Harpeth River Ride  
Saturday, June 25

To: Franklin Residents

From: The Harpeth Bicycle Club

The **Annual Harpeth River Ride** sponsored by the Harpeth Bicycle Club and Nissan North America will take place on Saturday, June 25, 2016 with approximately 1,000 cyclists planning to participate in this year's event.

The event route for this year includes cyclists riding south on Carothers Parkway from the Nissan building, turning west on Liberty Pike, south on Franklin Rd, through downtown, and out West Main and Carters Creek Pike.

The time period that the cyclists are expected to be on the above mentioned roads is from approximately 7:00 to 7:30 am on Saturday, June 25. There will be traffic police who will be ensuring that traffic is routed efficiently during this time with as little impact as possible to residents along the route.

The event organizers are members of the Harpeth Bicycle Club.

Thank you for your understanding.

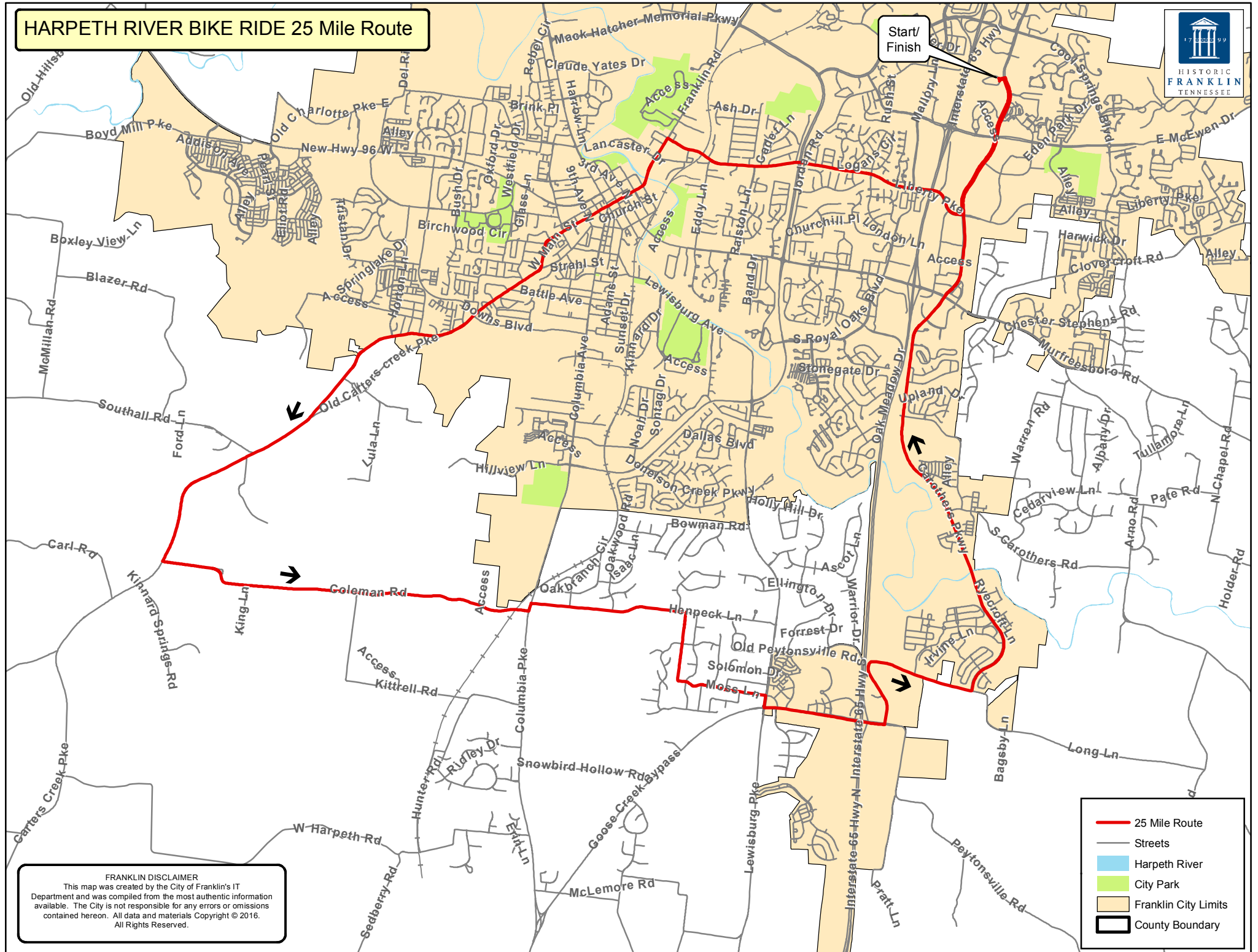
To read more about the Harpeth River Ride, please go to [www.harpethbikeclub.com](http://www.harpethbikeclub.com)

The Harpeth Bicycle Club

# HARPETH RIVER BIKE RIDE 25 Mile Route



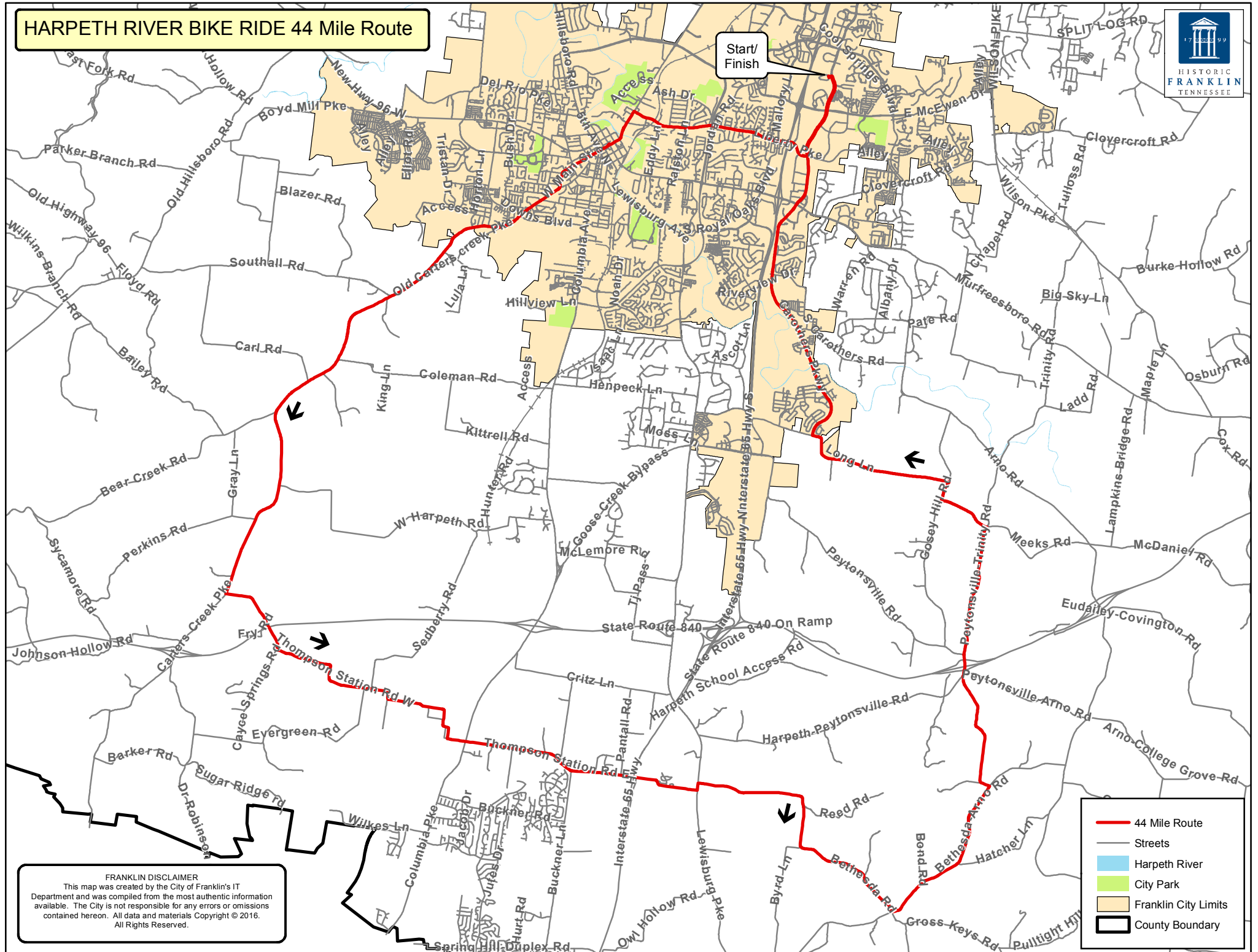
Start/  
Finish



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- 25 Mile Route
- Streets
- █ Harpeth River
- █ City Park
- Franklin City Limits
- County Boundary

# HARPETH RIVER BIKE RIDE 44 Mile Route

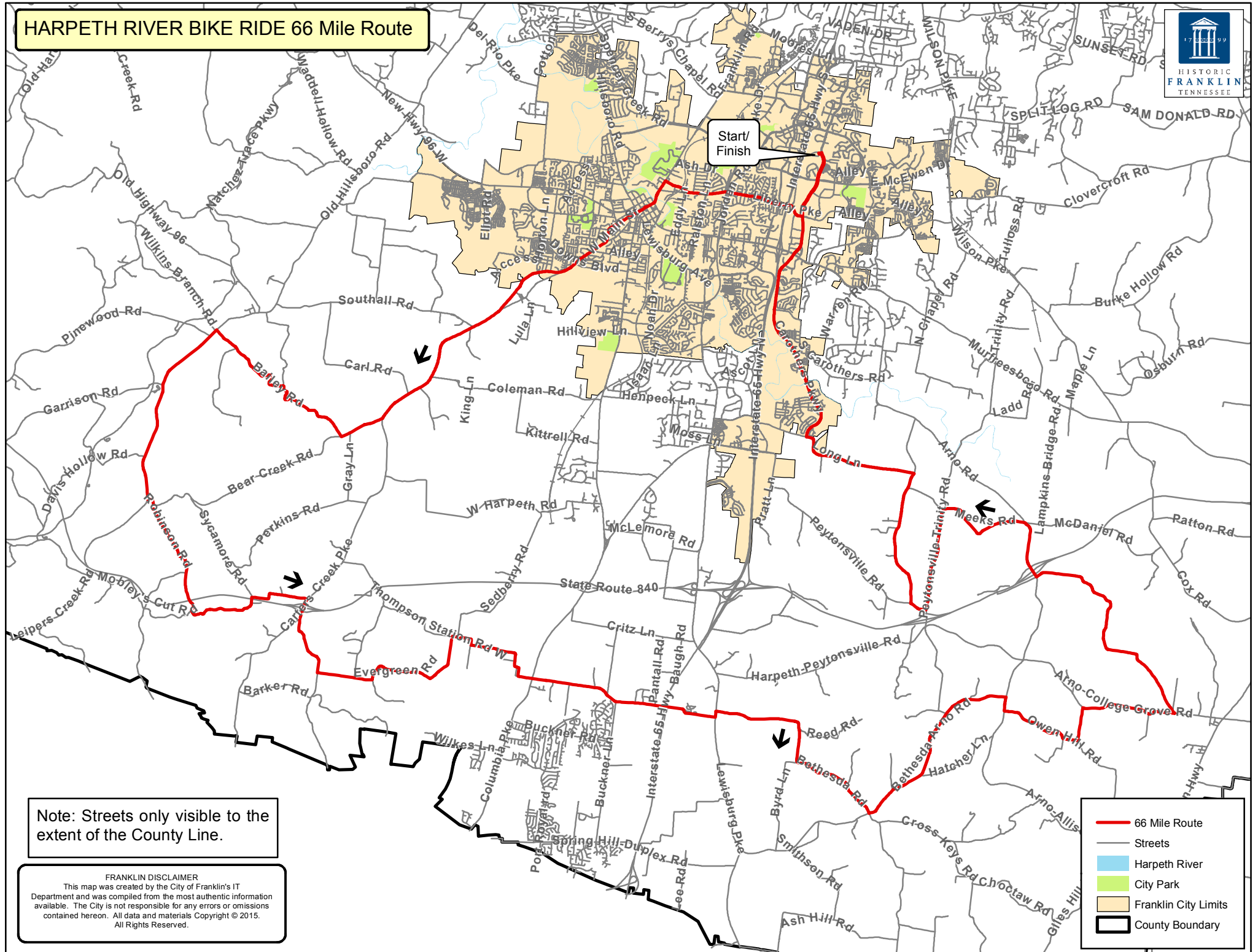


Start/Finish

- 44 Mile Route
- Streets
- Harpeth River
- City Park
- Franklin City Limits
- County Boundary

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# HARPETH RIVER BIKE RIDE 66 Mile Route



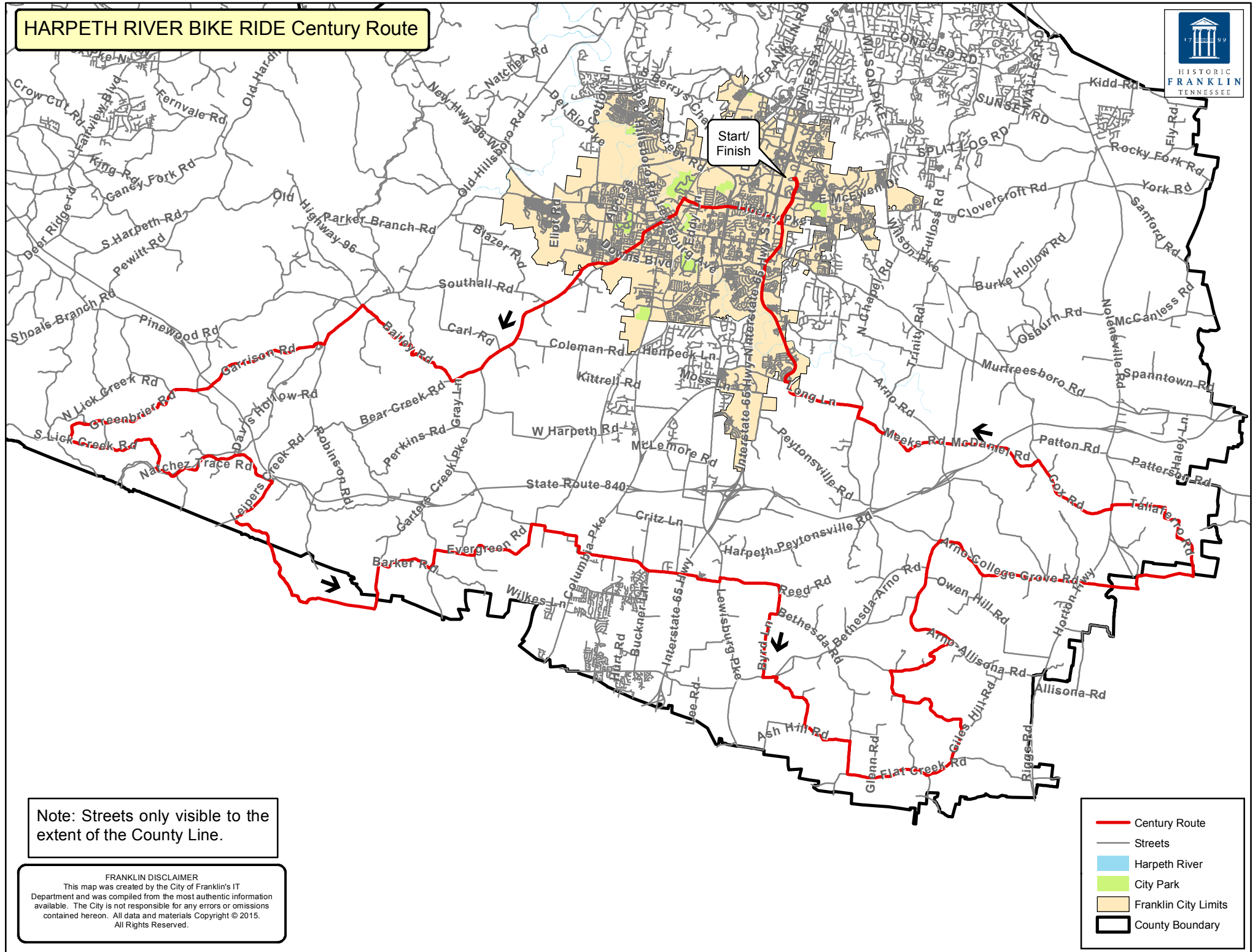
Start/  
Finish

Note: Streets only visible to the extent of the County Line.

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- 66 Mile Route
- Streets
- Harpeth River
- City Park
- Franklin City Limits
- County Boundary

# HARPETH RIVER BIKE RIDE Century Route



Note: Streets only visible to the extent of the County Line.

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- Century Route
- Streets
- Harpeth River
- City Park
- Franklin City Limits
- County Boundary