

OFFICE USE ONLY

Permit No:



**HISTORIC
FRANKLIN
TENNESSEE**

City of Franklin Special 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 you request will be granted.

Please list all that apply:

- Athletic/Recreation

- Name/purpose of event:** 39th Annual Franklin Classic 5k/10K
- Location Requested:** *(if Temporary Street Closure, list major roads to be closed):*
Franklin Square. Main and 3rd Street
- Date or dates of event:** 09/04/2017
- Start/End Times of Event:** Set Up starts at 3am, Tear Down by 2pm
What date/time will set-up begin? 09/04/2017 03:00:00 AM
What date/time will tear-down be complete? 09/04/2017 02:00:00 PM
**Note: Event is responsible for cost of staff required during this time (including Franklin Police Officers). Read Additional Requirements section for more information).*
- Time of Street Closure** *(if applicable):* 6:45 am to 10 am
- An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 3,000 Event Staff/Volunteers:100 Total:3,100
- Name of applicant and Organization Requesting Permit:**
Brent Barrett - Start 2 Finish Events
a) Address: 769 S. Cooper St
 Memphis, TN 38104
b) Phone: 9013011786 **c) Cell:** **d) Fax:**
e) E-mail address: brent@bluffcitysports.com
- DETAILED description of event** *(use additional sheets):*
5k, 10k, 1 mile kids run
- ENCLOSE A DETAILED MAP** of event site and/or route, 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 detail any restricted parking areas on the event map.

Event Map: [Franklin Classic Start Finish.pdf](#)

10. **Person in charge on day of event:** Brent Barrett
Cell: 901-301-1786 **E-mail address:** brent@bluffcitysports.com
11. **Name and Cell Number of at least two others available on day of event:**
Name: Daniel Shaffer **Cell:** 1-662-252-9248 **E-mail address:** Daniel@s2fevents.com
Name: Adam Shelton **Cell:** 1-901-289-3170 **E-mail address:** adam@s2fevents.com

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.

Administrative Contact List: [Franklin Classic Contacts.pdf](#)

13. **Where is your organization based?** Shelby County Tennessee
14. **Is your organization authorized to do business in Tennessee?** Yes
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?** No
 IRS tax exemption letter:
16. **Will you charge an admission fee?** Yes
Average admission fee: \$30
17. **Will you charge a vendor participation fee?** No
Average vendor participation fee?
18. **Total Estimated Revenue from vendors, ticket sales, and sponsorship to event organizer:**
19. **Will any charity, gratuity, or offers be solicited or accepted during the event?** Yes
20. **Is this event a fundraiser?** Yes
What organization will be the benefactor of event? Mercy Community Hospital
What percentage of funds will they receive? 100
21. **Will parking in the area of the event need to be restricted or prohibited?** No
22. **Will any sound amplification equipment be used during the event?** Yes

23. **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.

If you already have your insurance certificate, please upload it now. Otherwise your insurance certificate will need to be submitted before your event is approved.

Insurance Certificate:

24. **What, if any, vendors will be present at event?** (i.e. medical related, shirts, arts, etc.) **Please provide detailed list.** Sponsors of the event will be allowed to set up 10X10 tents through out the event area
25. **Will food, beverages, or merchandise be sold or given away?** Yes
 Clean-up of the area is required. Please attach your clean-up and recycling plan, including name of clean-up provider with contact information for person who will be on on-site during event. See Question #26.
Clean Up Plan and Provider: [Franklin Classic Contacts.pdf](#)

26. 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 the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Franklin for any costs incurred in restoring the property after the event. Surrender of the deposit in no way relieves the applicant of the responsibility for any costs incurred by the City of Franklin in excess of the deposit. 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. ***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.*
27. **Will you require a temporary water tap?** No
If yes, please list exact locations:
28. **Will alcohol, beer, and/or wine be given away or sold?** No
If yes, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
29. **Will your event include tents or other temporary structures, propane use, or open flames?** No
Tents 400 sq. ft. or larger (or, if cooking operations are under the tent, 200 sq. ft. 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.*
30. **Attach Good Neighbor Letter and Mailing List used.** *Please read Additional Requirements section of this application for more information.*
Good Neighbor Letter: [Good Neighbor letter on letterhead - Word Template.doc](#)
Good Neighbor Letter Mailing List:

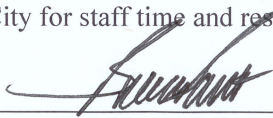


HISTORIC
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TENNESSEE

Rules and Regulations

Please Read All 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 mayor, 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.
- 4) I/We agree to submit a certificate of insurance prior to the event in an amount determined by the City naming the City of Franklin and its employees as additional insured. The City may require the sponsor and/or vendor provide higher levels of insurance, coverage, and policies as deemed reasonable and necessary based on specific event risk factors and review by the City's insurer.
- 5) I/We agree, if holding the special event on City property, to return the site to its pre-event condition at the conclusion of the event.
- 6) I/We agree to provide a copy of the 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.
- 7) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 8) I/We understand that granting of Special Event Permit does not imply granting of other permits that are separately required.
- 9) 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.
- 10) I/We understand that event permit holders may be responsible for 100 percent of the costs incurred by the City for staff time and resources.

BY:  Date: 4/17/17
 (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

 *
 * **Return application to:** *
 * City Administrator's Office *
 * City Hall *
 * 109 Third Ave South *
 * Franklin, TN 37065 *
 * 615-791-3217 *
 * 615-790-0469 (FAX) *
 *



Signature: _____

Buildings, Structures, & Power Sources

If your special event includes any of the following, you may need to obtain a permit from the Building and Neighborhood Services Department. Please check any that apply.

Building permits and/or inspections also may be required whenever deemed necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems.

All Permit applications are subject to permit fees.

If you have any questions about whether you need to apply for a permit from the Building & Neighborhood Services Department, please call 615-794-7012.



Signature: _____

Sound Amplification

In accordance with Title 11 Chapter 4 of the Franklin Municipal Code (*Offenses Against the Peace and Quiet*), amplification of sound located in or within 100 feet of a residential property line which is plainly audible is prohibited between the hours of 10:00 p.m. and 7:00 a.m. Sunday through Thursday and between the hours of 11:00 p.m. and 7:00 a.m. Friday and Saturday except for special events where a special permit has been obtained from the City of Franklin authorizing such event. In the event that a special event permit has been obtained from the City of Franklin, no other amplification of sound will be permitted within the area of the special event except that which has been applied for and authorized by the city pursuant to the permit application.

Applicant/Organization: Brent Barrett - Start 2 Finish Events

Event Name: 39th Annual Franklin Classic 5k/10K

Event Date(s): 09/04/2017

- 1. Time amplification equipment will be used:** From: 06:30:00 AM To: 01:00:00 PM
- 2. Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:

Finish Line on Main Street

Sound Amplification Map: [Franklin Classic Start Finish.pdf](#)

- 3. For what purpose will sound amplification be used?** Please list all that apply:

- o Announcements/Speeches
- o Band/Singers
- o DJ

- 4. Type of Amplifier:**

- o PA System

5.

Number of Amplifiers: 1

Number of Speakers: 4

Number of Performers: 2

- 6. Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

Name: Brent Barrett

Cell: 901-301-1786

E-Mail: brent@bluffcitysports.com

Name: Adam Shelton

Cell: 901-289-3170

E-Mail: adam@s2fevents.com

Authorized Signature: Brent Barrett

Date: 04/17/2017

The City of Franklin's Municipal Code (Title 11, Chapter 4) allows for exceptions to the City's noise standards for City authorized or sponsored events. However, the City retains the right to ask for a change of an event's location or time in an attempt to decrease the number of people impacted by event noise. The City may refuse a special event application based on noise complaints by neighboring businesses and residents. The City therefore encourages event-holders to work with neighbors to alleviate negative impacts wherever possible. At minimum, you should plan to point speakers away from residences.

Chad Pinkston

Marketing & Events Coordinator
Mercy Community Healthcare

1113 Murfreesboro Road, Suite 319
Franklin, TN 37064
Office [615-790-0567](tel:615-790-0567)
www.MercyTN.org

Brent Barrett
Start 2 Finish Event Management
769 S. Cooper
Memphis, TN 38104
901-301-1786



1113 Murfreesboro Road • Suite 319
Franklin, TN 37064
(P) 615.790.0567
(T) 866.790.8388
(F) 615.595.8030
www.mercytn.org

July 5, 2015

Dear Neighbor,

We are writing to let you know of an event coming to your neighborhood this fall. The 38th Annual Franklin Classic benefiting Mercy Community Healthcare will be held in Historic Downtown Franklin and the surrounding area on Monday September 5, 2016. Set up begins at 3:00 am and the races begin at 7:00am. The Franklin Classic is a 5K, 10K and 1K Kids Fun Run. The proposed map route is attached to this letter. Runners will run only in a designated, coned lane. Streets will be re-opened to traffic once the runners have passed. We look forward to hosting the 38th Annual Franklin Classic in your neighborhood and hope you will raise the excitement level in your neighborhood by getting involved.

The Franklin Classic is held to raise awareness and provide vital program funding for our organization, Mercy Community Healthcare, www.mercytn.org. Mercy Community Health is a local 501(c)(3) nonprofit organization providing complete primary healthcare, including sick and urgent care, counseling and social services, chronic illness management, and psychiatry services to patients of all ages, both insured and uninsured. Mercy exists to reflect the love and compassion of Jesus Christ by providing excellent healthcare for all and support to their families. Vision statement: Mercy Community Healthcare will transform the physical, mental and spiritual health of individuals through the healing power of Jesus Christ for generations to come. We hope you'll share in the excitement and participate on September 5th! Visit www.franklinclassic.org for info and to register.

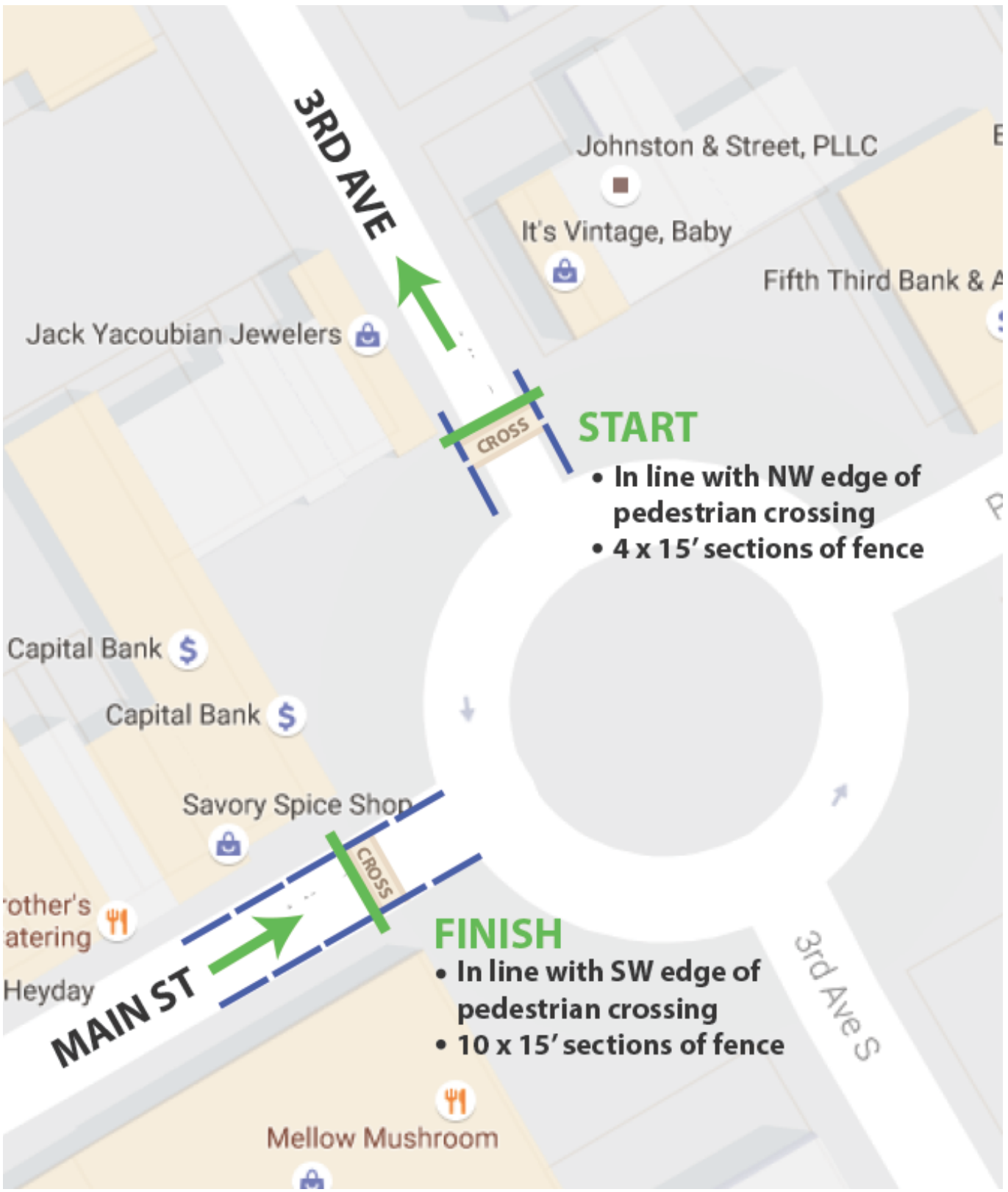
You may contact the event organizer, Start 2 Finish Event Management, by phone at (901) 274-2202 or by email, info@s2fnashville.com. You may also contact Monique McCullough with the Franklin Special Events office regarding the event at MONIQUEM@franklintn.gov, (615) 791-3217.

We would like to thank you in advance for any support that you can provide for the 38th Annual Franklin Classic. We hope you will help raise the excitement level about this event in your neighborhood!

Sincerely,

Allison Bender
Director of Development
Mercy Community Healthcare





START

- In line with NW edge of pedestrian crossing
- 4 x 15' sections of fence

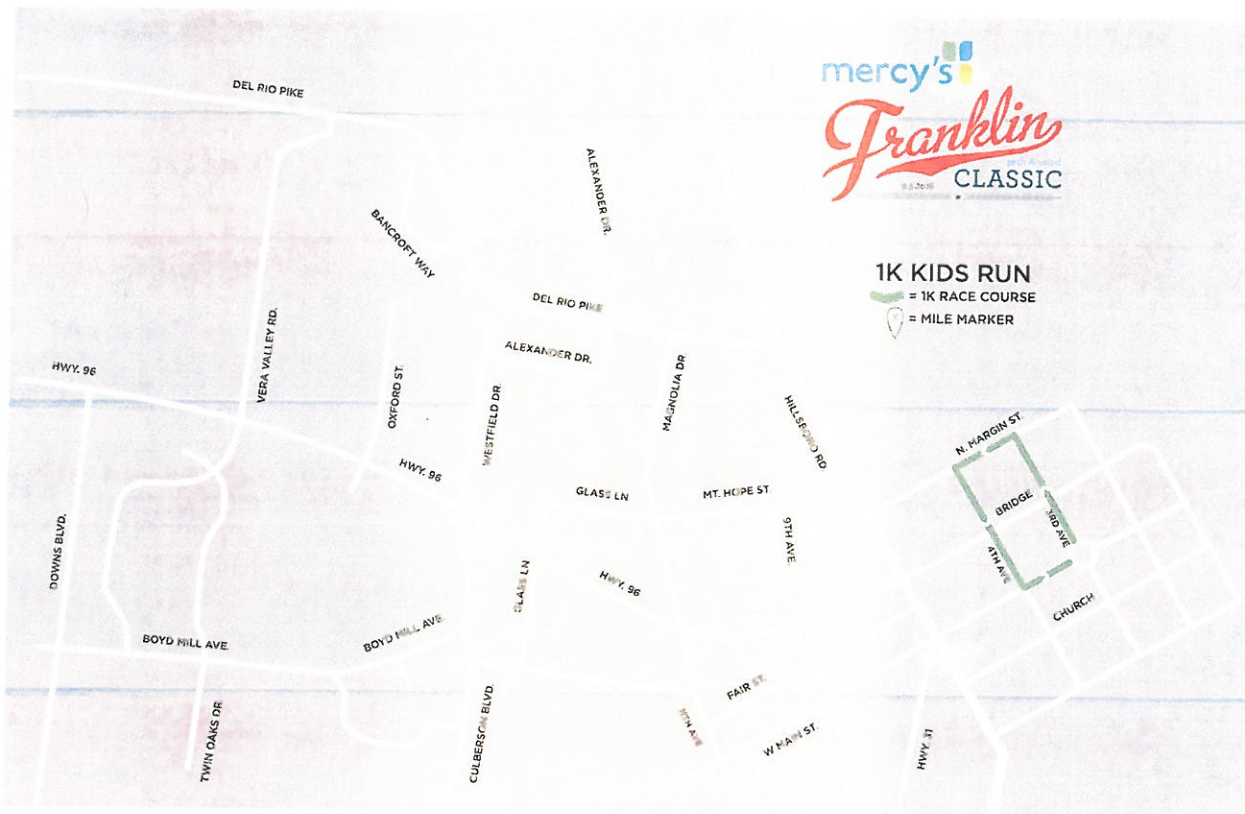
FINISH

- In line with SW edge of pedestrian crossing
- 10 x 15' sections of fence

Start 2 Finish Event Management

1K

<http://www.mapmyrun.com/routes/fullscreen/1249310536/>



USAT&F Course Certification Number: N/A

Start Line Location: On Third Ave at City Square in line with NW edge of pedestrian crossing

Finish Line Location: On Main Street at City Square, in line with SW edge of pedestrian crossing

Number of Right Hand Turns: 0

Number of Left Hand Turns: 3

Number of Turnaround Signs: 0

Turn by Turn Directions:

- Start on Third Ave at the City Square
- Left on N. Margin St
- Left on 4th Ave
- Left on W Main St to the finish at City Square on W. Main St

Start 2 Finish Event Management

10K

<http://www.mapmyrun.com/routes/fullscreen/1249256437/>



USAT&F Course Certification Number:

Start Line Location: On Third Ave at City Square in line with NW edge of pedestrian crossing

Finish Line Location: On Main Street at City Square, in line with SW edge of pedestrian crossing

Number of Right Hand Turns: 5

Number of Left Hand Turns: 6

Number of Turnaround Signs: 0

Turn by Turn Directions:

- Start on Third Ave at the City Square. Third Ave veers left to become 4th Ave.
- Right on Fifth Ave N (Hillsboro Rd)
- Left on Del Rio Pike
- Left on Carlisle, which becomes Boyd Mill Ave. Cross Hwy 96.
- Left into Jim Warren Park at entrance across skateboard park. Turn right and follow the parking lot around the ball fields. Turn right and then left onto the main park road. Continue down to the lower trail, then straight back to the tennis court loop.
- Left on Culberson Blvd

Start 2 Finish Event Management

5K

<http://www.mapmyrun.com/routes/fullscreen/1249282999/>



USAT&F Course Certification Number:

Start Line Location: On Third Ave at City Square in line with NW edge of pedestrian crossing

Finish Line Location: On Main Street at City Square, in line with SW edge of pedestrian crossing

Number of Right Hand Turns: 7

Number of Left Hand Turns: 5

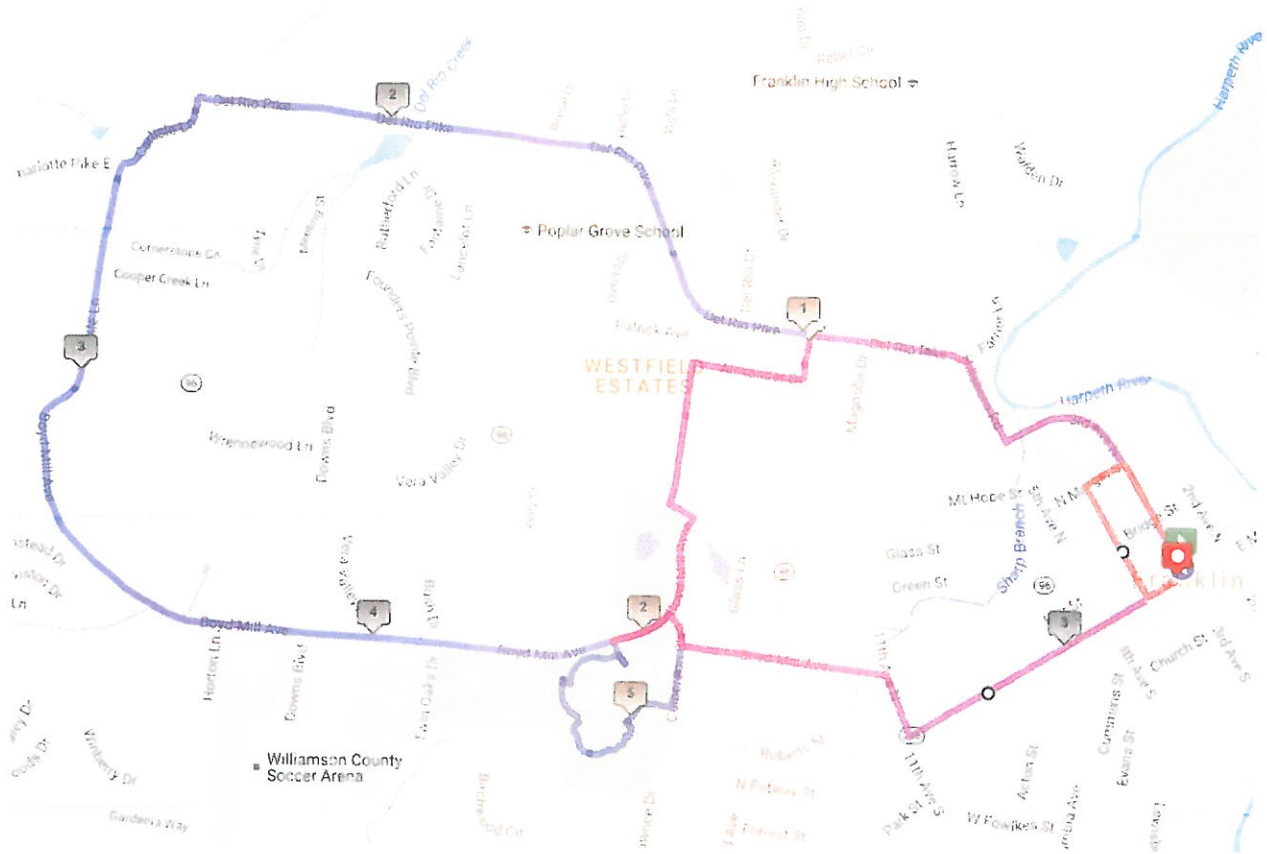
Number of Turnaround Signs: 1

Turn by Turn Directions:

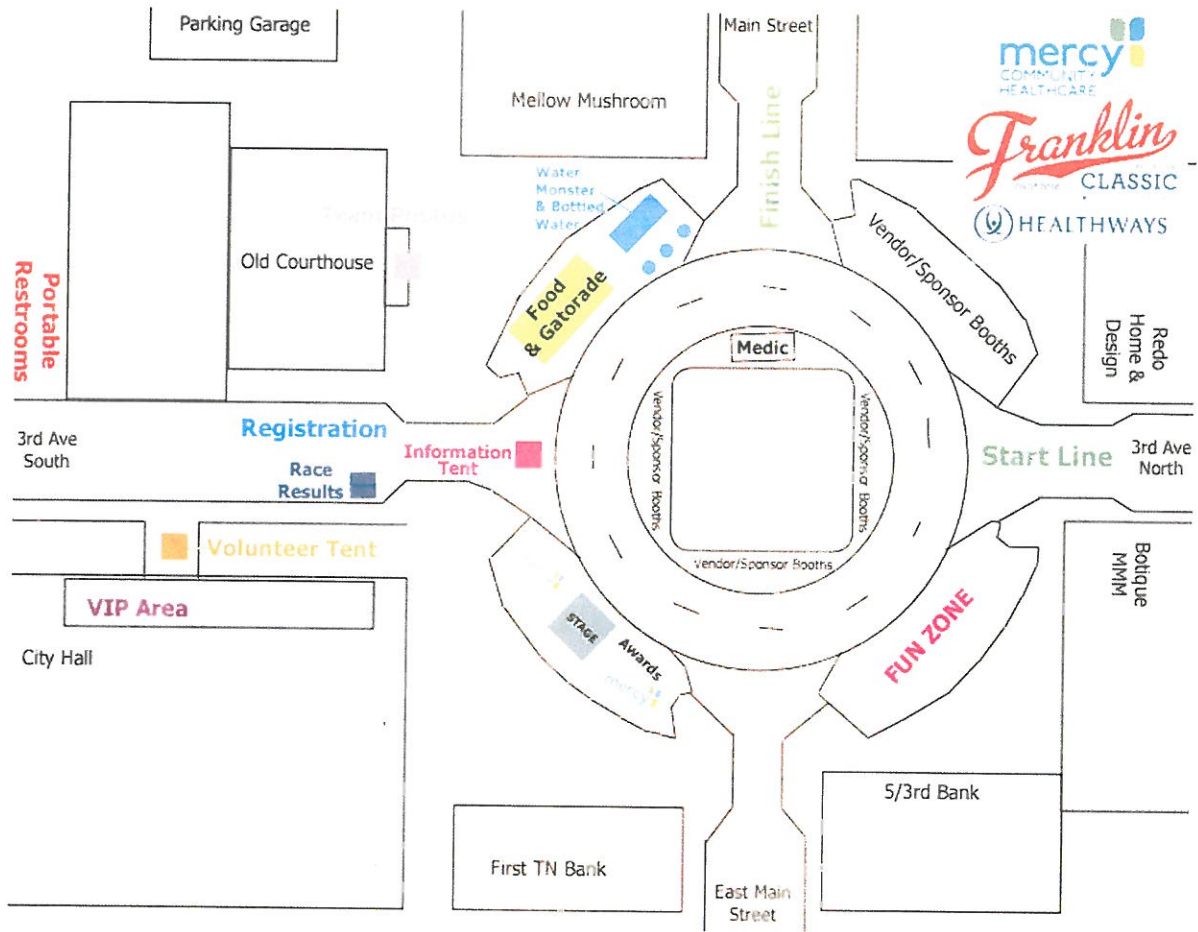
- Start on Third Ave at the City Square. Third Ave veers left to become 4th Ave.
- Right on Fifth Ave N (Hillsboro Rd)
- Left on Del Rio Pike
- Left on Alexander Dr
- Left on Westfield Dr
- Left on Hwy 96
- Immediate right on Boyd Mill Ave to a turnaround by the skating park. Return on the right side of the yellow median to turn right on Culberson Blvd.

Start 2 Finish Event Management

Run Course Details

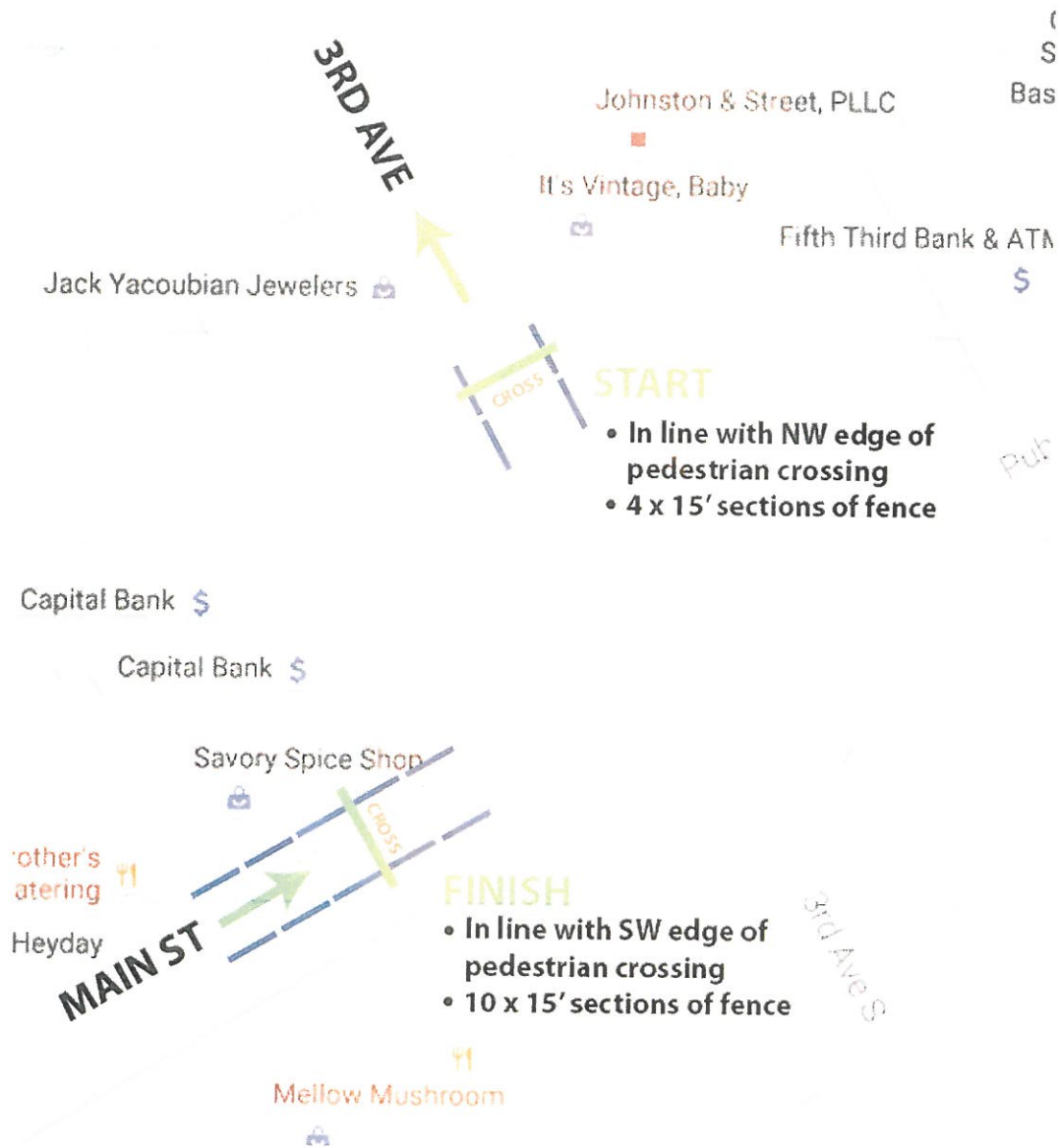


Start 2 Finish Event Management



Start 2 Finish Event Management

Expo

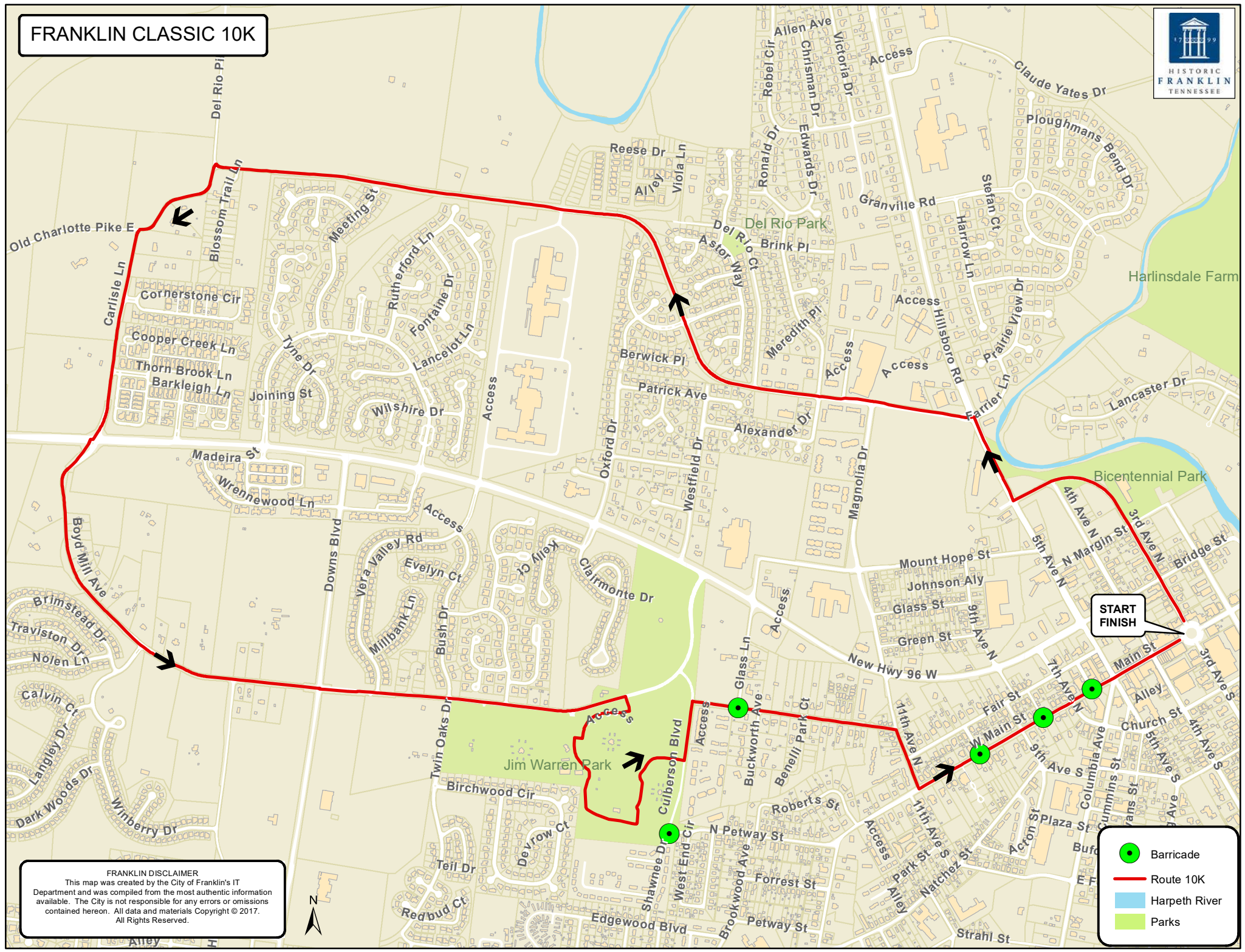


FRANKLIN CLASSIC 5K and KID'S 1K



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FRANKLIN CLASSIC 10K



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START FINISH

- Barricade
- Route 10K
- Harpeth River
- Parks