

OFFICE USE ONLY:

Permit No:



HISTORIC
FRANKLIN
TENNESSEE

CITY OF FRANKLIN EVENT PERMIT APPLICATION

*Application is Due 90 Days Prior to Scheduled Event.
Please read application carefully and fully complete each section.
A non-refundable application fee of \$100 is due at time of filing.*

Note: Filing this application does not guarantee that your request will be granted.

Please check
all that apply:



street closure

☐ parade

☐ other special event

☐ beer served (*separate permit required*)

Please supply the following information. For additional space, use separate sheets of paper and attach to the application.

1) Location requested (if Temporary Street Closure only, list major roads to be closed):

_____ Aspen Grove Park

_____ Liberty Park

_____ Eastern Flank Battlefield Park

_____ Fieldstone Farms

_____ Pinkerton Park

_____ Jim Warren Park

_____ Harlinsdale Farm

Other: Westhaven

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

3) Date or dates of event: Friday, September 16, 2016

4) Time of Event: Starts at 6:30 pm

5) Time of Street Closure (if applicable): 6:15 pm → 7:45 pm (Roads can open when runners go through)
Set-Up Date/Time: 9.16.16 Noon **Tear-down Date/Time:** 9.16.16 evening

*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:

The Westhaven Foundation

a) Address: 188 Front St 116.25 Franklin TN 37064

b) Phone: 615-791-6740 c) Cell: 615-642-2948 d) Fax: _____

e) E-mail address: amy.law@southernland.com

7) Person in charge on day of event: Amy Law

Cell: 615-642-2948

E-mail address: amy.law@southernland.com



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

Name: Doug Stacey Cell: 615-533-3358 E-mail address: dougstacey@ispns.net

Name: Charlie Grimes Cell: 615-218-1501 E-mail address: grimescharles@aol.com

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

See Attached

- ✓ 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:

1,000

- ✓ 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. Yes. Registration Fee for 5K \$35 - \$50

- 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? Cancer research at 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.



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- 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.)?
Music will be played at the end of the event along w/
announcements.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
DJ and announcer
- 23) During what time period is sound amplification requested? 7pm - 9pm
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.).
DJ and 2 Speakers
- 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.** Use additional sheets. Will provide closer to event -
we will have sponsors and GNT
- 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. water and fruit
Kodiak Event Company will clean-up
- 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:

I will provide when specific location is determined

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.*

10x10 tents
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: Angela Westhaven Foundation Treasurer Date: 6-21-16
(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) ★
★
★

Description of Event

Franklin 4 the Cure - Colorful Run 4 the Cure

This is an annual event done by the Westhaven Foundation. Historically, this has been a morning 5k. This year, we would like to do an early evening Color Run through Westhaven. Basically, participants will wear white clothes and they will be given color packets to put on their clothing at the start line. They will run through three to four "color zones" where color will be doused on them as they run through.

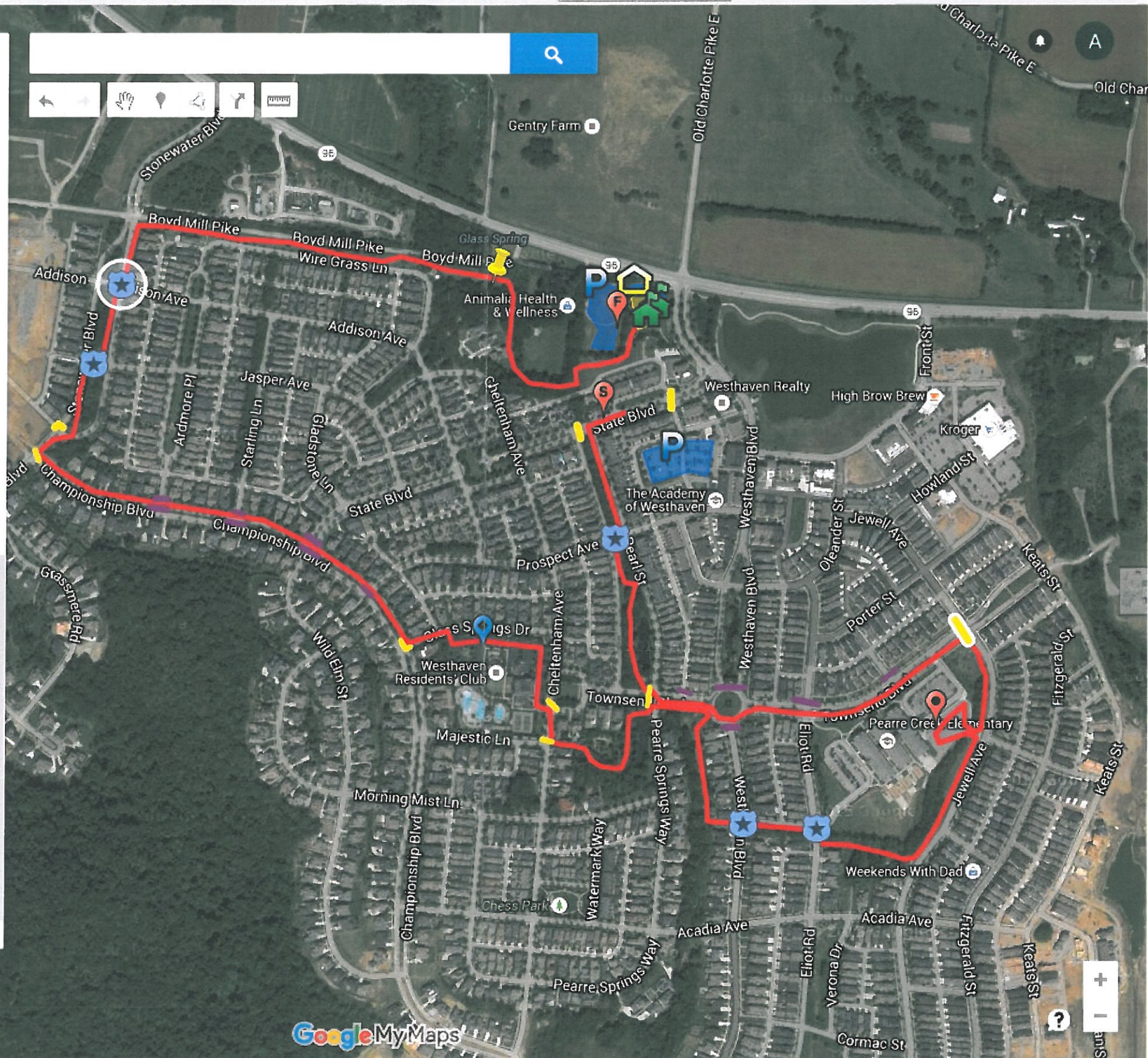
Most of the route takes place on paved walking trails throughout the community. There are only a handful of streets that will need to be temporarily closed during the run and there are a few places where the trail crosses a street where we will need either a police officer or a volunteer to stop cars 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. A company called Kodiak Events is putting on the event, but Amy Law will be onsite working with the professional event company.

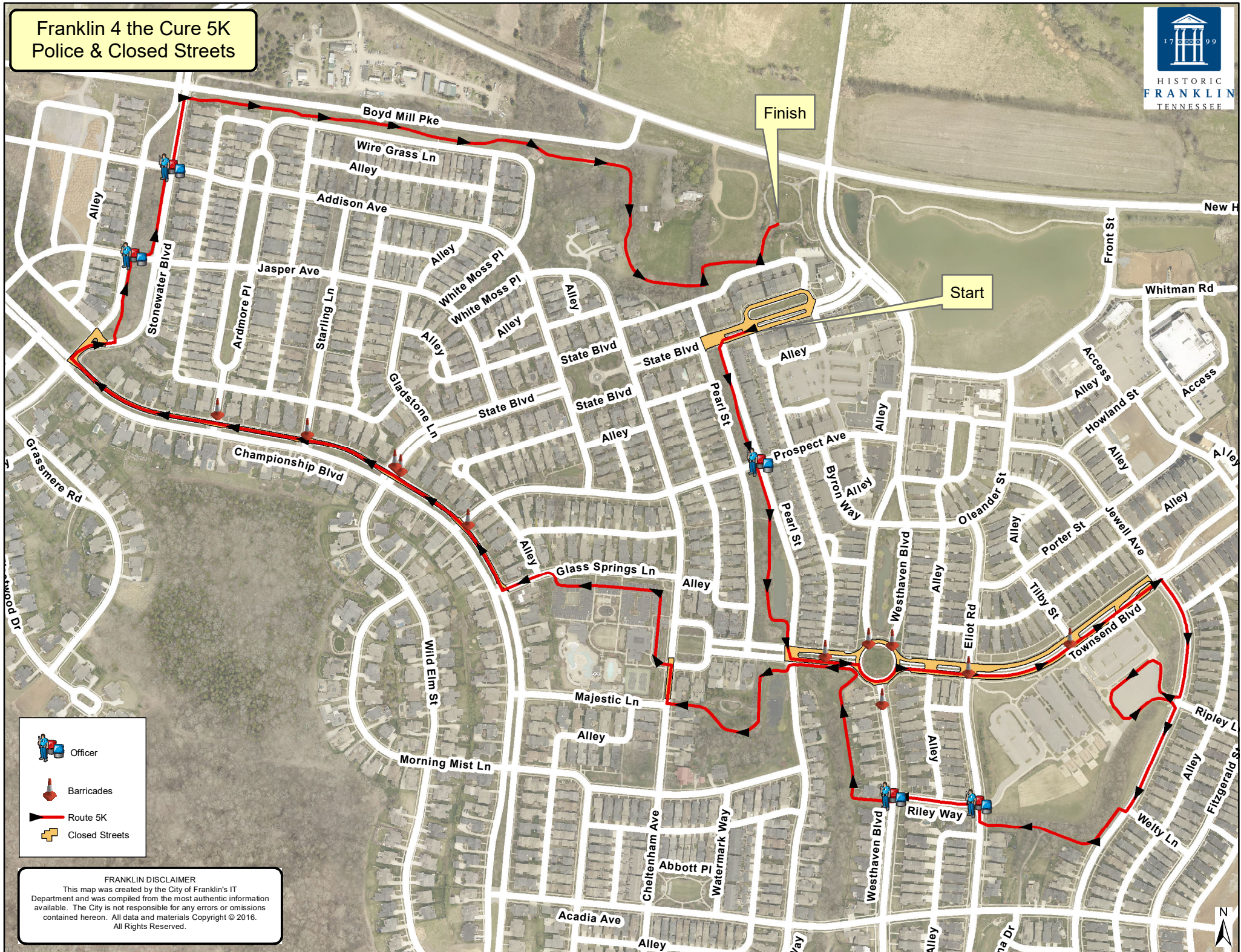
The "color" stations will be located in areas that are not near houses. And, after the event, Kodiak Events will use a water truck to clean any residual powder that is remaining.

The event will begin at 6:30 pm and the running portion of the event will end before the sun goes down. Then there will be a "color party" in the finish area with sponsor tents, a stage with a DJ, prizes, etc. The entire event will be finished by 9pm at the very latest.

- Copy of Westhaven's Colorful 5K ...
5K Graffiti Run
All changes saved in Drive
- Add layer Share Preview
- Start of Race Area
 - Close until runners pass this ...
 - Put Officer to allow runners t...
 - Road Closed
 - Road closed
 - Line 9
 - Line 10
 - Barricade with volunteer
 - Barricade with volunteer
 - Put officer to allow runner so...
 - Put officer to allow runners t...
 - Barricade with volunteer
 - Close Road
 - Close Road
 - Close
 - Barricades with volunteers
 - Barricades
 - Close
 - Barricade with Volunteer
 - Barricade
 - Close
 - Close
 - Put Officer there to allow run...
 - Put officer to allow runners t...



Franklin 4 the Cure 5K Police & Closed Streets



Officer



Barricades



Route 5K



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 © 2016. All Rights Reserved.

THE WESTHAVEN
est. 2007
FOUNDATION

2015 Board Members

Mark McCutcheon, President	mark@westhavenfoundation.org
Matt Magallanes, Vice President	matt.magallanes@southernland.com
Scott Jones, Vice President	sjones@aemgrp.com
Louise Scott, Secretary	louise.scott@comcast.net
Amy Law, Treasurer	amy.law@southernland.com
Daniel Klatt	dan@klatt2design.com
Shari Fox	sharifox615@gmail.com
Chris Fowler	Chris_Fowler@mac.com
Aaron Gaither	Aaron. Gaither <argate@bellsouth.net>
Jason Kaplan	Jason.Kaplan@franklinsynergy.com
Chas Morton	CMorton@pnmlaw.com

Franklin 4 the Cure Planning Committee

Amy Law	Amy.law@southernland.com
Doug Stacey	Doug Stacey dougstacey@lsipros.net
Larisa Featherstone	Larisa Featherstone <LF@johnstonandassoc.com>
Charlie Grimes	grimescharlesg@aol.com



TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX CERTIFICATE OF EXEMPTION

THE WESTHAVEN FOUNDATION, INC.
188 FRONT ST PMB 116-25
FRANKLIN TN 37064-5078

Effective Date: July 1, 2015
Exemption Number: 780286648
Expiration Date: June 30, 2019
 401 CHELTENHAM AVE
 FRANKLIN TN 37064-0864

The Tennessee Department of Revenue has issued a tax-exemption number for the educational, religious, historical, or charitable non-profit organization or institution named above. State law (Tenn. Code Ann. § 67-6-322) gives the Department the authority to allow this organization to make tax-exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

This authorization for exemption is limited to sales made directly to the above named organization. This certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the above named organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the above named organization.

The organization must furnish its suppliers of goods and services with a copy of this certificate. The lower portion of the certificate must be properly completed. The organization must retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of the exempt sale to the organization. Later purchases made before the expiration date do not require the submission of additional copies.

The organization must notify the Department immediately if it ceases to exist or if its location or mailing address changes.

Richard H. Roberts
 Commissioner of Revenue

To Be Completed by the Organization

TO: Supplier's Name _____

Address _____

City _____ State _____ Zip _____

I, _____, as an authorized representative of the organization named above, affirm that the purchases made under this authority will be used and consumed by the organization or will be given away.

Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Organization _____

Print Name of Purchaser _____

Signature of Purchaser _____ Date _____

Draft of Good Neighbor Letter for Franklin 4 the Cure

(Insert Date)

Dear neighbor of Westhaven,

I wanted to let you know about an event called Franklin 4 the Cure (Colorful Run 4 the Cure), which is taking place in Westhaven on Friday, September 16, 2016 from 6:30pm until 9:00pm. 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 afternoon/evening. 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 music, a color party, and prizes in the common space by the front entrance. The event will end at 9:00pm. A cleanup crew will return the event areas back to their original condition.

If you have any questions, please feel free to contact Amy Law at 615-791-6740.

Best regards-

Amy Law
Director of Community Management
Southern Land Company

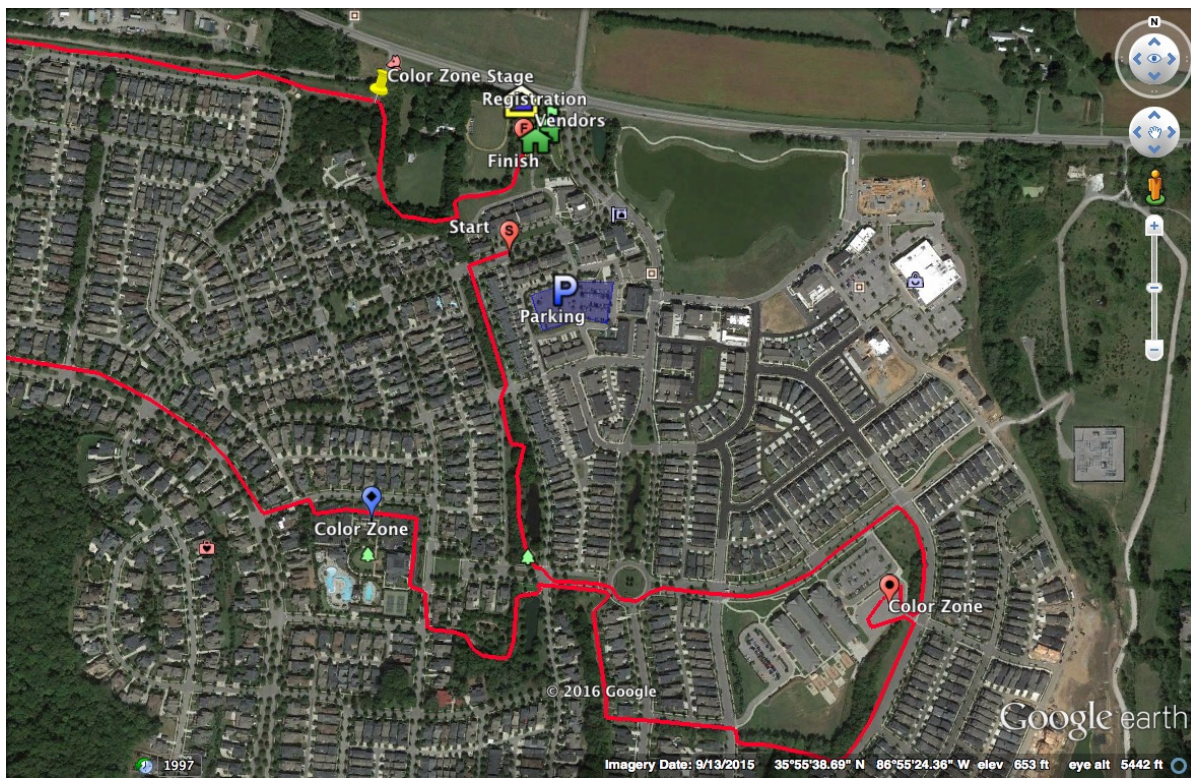
The Colorful Run 4 The Cure – Franklin, TN

Event

Franklin 4 the Cure is bringing some excitement to the annual 5K fundraising event held each year in the Westhaven Community. This year, the event, called the Colorful Run 4 the Cure, will take place on the evening of Friday, September 16, 2016 and will include a 5K course and multiple color zones where runners get covered head to toe in colored corn starch powder. The run/walk is suitable for all ages and will wind through beautiful paved trails and streets in the Westhaven Community. We encourage folks to register, form teams, and do additional fundraising! At the end of the run there will be an event area with vendors, food, beverages and a night time Color Party. This Color party will include, music, dancing and much much more!

Route

Friday September 16th, 2016 at 6:30pm.



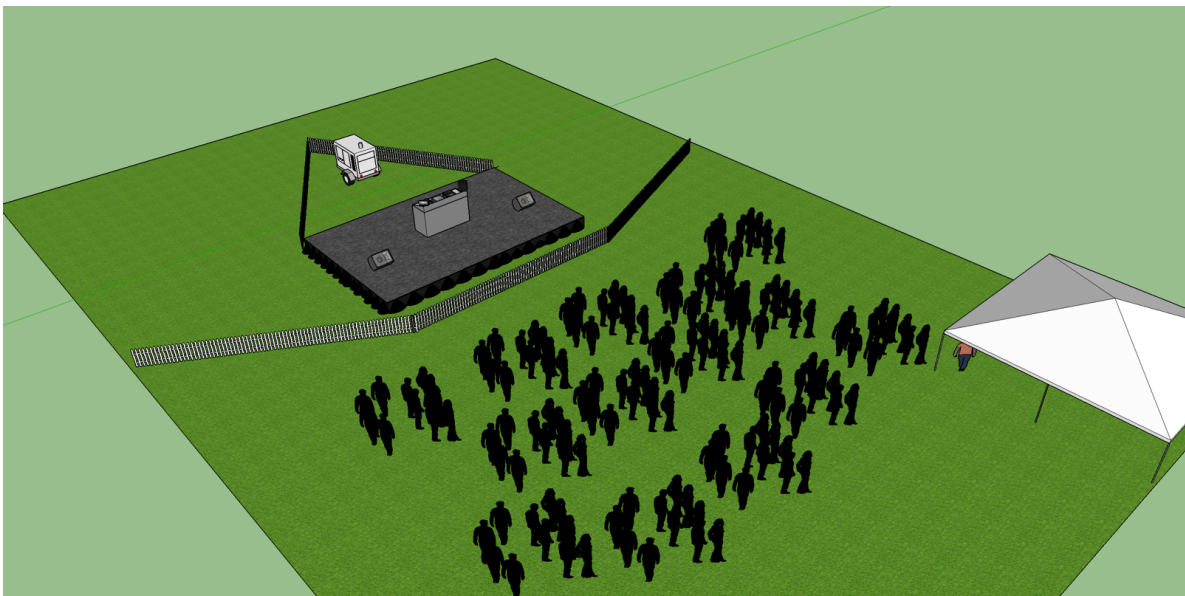
Stage – Franklin, TN

Stage

The Stage is located at the event area. The stage has a 25 kw generator that is stationed behind the stage. The stage and generator are fenced off from participants. There will be 4-6 PA speakers on stage, a Truss system raised with lights on them and a DJ booth.

Event Area

The event area will have vendors, pop up tents, restrooms, etc. The participants will have stations with volunteers to help them paint themselves using liquefied colored corn starch. All Color paint stations will have canvas drop cloths to catch any color.



Rendering of the stage and participants. The participants will be fenced off from the stage and generator. There will be a 8- buffer in front of the stage before the fencing.

*****All color packs will be confined to the event area only to minimize any color getting outside the designated areas.**

Color Zones – Franklin, TN

Color Distribution Method for Color Zones

There are 3 color zones located throughout the 5k route. These color zones consist of designated areas where participants can paint themselves in color. These areas have large canvas drop cloths throughout to catch any color. These will be packed and disposed of after the event. Below is a picture of a color zone drop cloth area. Any downhill drains will be bagged in case of unpredictable runoff during the run.

*****All color packs will be confined to the event area only to minimize any color getting outside the designated areas.**



Clean Up Plan – Franklin, TN

Location/Event Route:

The event will be held in the Westhaven Community –

Westhaven Realty - Real Estate Agency 1001 ; Westhaven Blvd #100 ; Franklin, TN 37064.

- The festival area will be located in the field pictured in the Event Area Jpg. (Yellow area is color area)

Clean Up:

The race will start at 6:30pm with waves of 500 being released every 10 minutes. The last wave is expected to be released by 7:15pm. Immediately following the last wave, the course clean-up will begin. One all materials are removed from the color paint stations on the course. This includes picking up and trash and drop cloths with color. The next morning (Saturday) the Kodiak Events (Graffiti Run) crew will begin the remaining cleanup process. The North field clean-up will have a similar cleanup in that the drop cloths will catch the any excess color paint and then be discarded. We will also be cleaning up any trash or excess color that gets outside these designated color paint areas with the drop cloths. We will not let any color go down any drains or get into the drains and water systems.

