

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: COOL SPRINGS GALLERIA & SURROUNDING AREA

- 2) Name/purpose of event: 2016 TURKEY TROT BENEFITTING GRACEWORKS MINISTRIES

- 3) Date or dates of event: THURSDAY, NOVEMBER 24, 2016

- 4) Time of Event: 6:00 - 10:30 AM

- 5) Time of Street Closure (if applicable): 8:00 - 9:45 AM

Set-Up Date/Time: 11/24 6AM Tear-down Date/Time: 11/24 10AM

*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:

GRACEWORKS MINISTRIES

a) Address: 104 SOUTHERST PKWY SUITE 100

b) Phone: 615-794-9055 c) Cell: 615/425-6312 d) Fax: _____

e) E-mail address: kkf gwm@gmail.com

- 7) Person in charge on day of event: KONTINO KURVA

Cell: 615-425-6312 E-mail address: kkf gwm@gmail.com



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

Name: Kristi Sylvester Cell: 615-473-9559 E-mail address: ksylvester@graceworksministries.net
Name: Jeff Furva Cell: 615-210-0374 E-mail address: jfuqua@graceworksministries.net

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

5K + 1K KIDS RUN SUPPORTING GRACEWORKS MINISTRIES
W/ OVER 3,000 PARTICIPANTS EXPECTED.

- ✓ 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:

3000 PARTICIPANTS / 3000 SPECTATORS

- ✓ 12) **Please attach a list** containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee.

- 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 ONLY BIDD \$30 / 35 / DAY OF 40

- 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? _____

GRACEWORKS MINISTRIES

- 19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.

PARKING @ MAIL

Revised February 2014



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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.)?
INSIDE D1 SPORTS TRAINING FACILITY +
AT START LINE OF 5K + 1K. ANNOUNCEMENTS
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
MIC + MEGAPHONE
- 23) During what time period is sound amplification requested? 7:30 - 9:15 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.** Use additional sheets. N/A
- 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.
GRACEWORKS MINISTRIES + D1 SPORTS TRAINING FACILITY
- 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:
No
- 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.*
No
- 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.*
No
- 33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.* N/A

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: Kristi Sylvest Date: 8/15/16
(Signature and title – must be officer of organization)

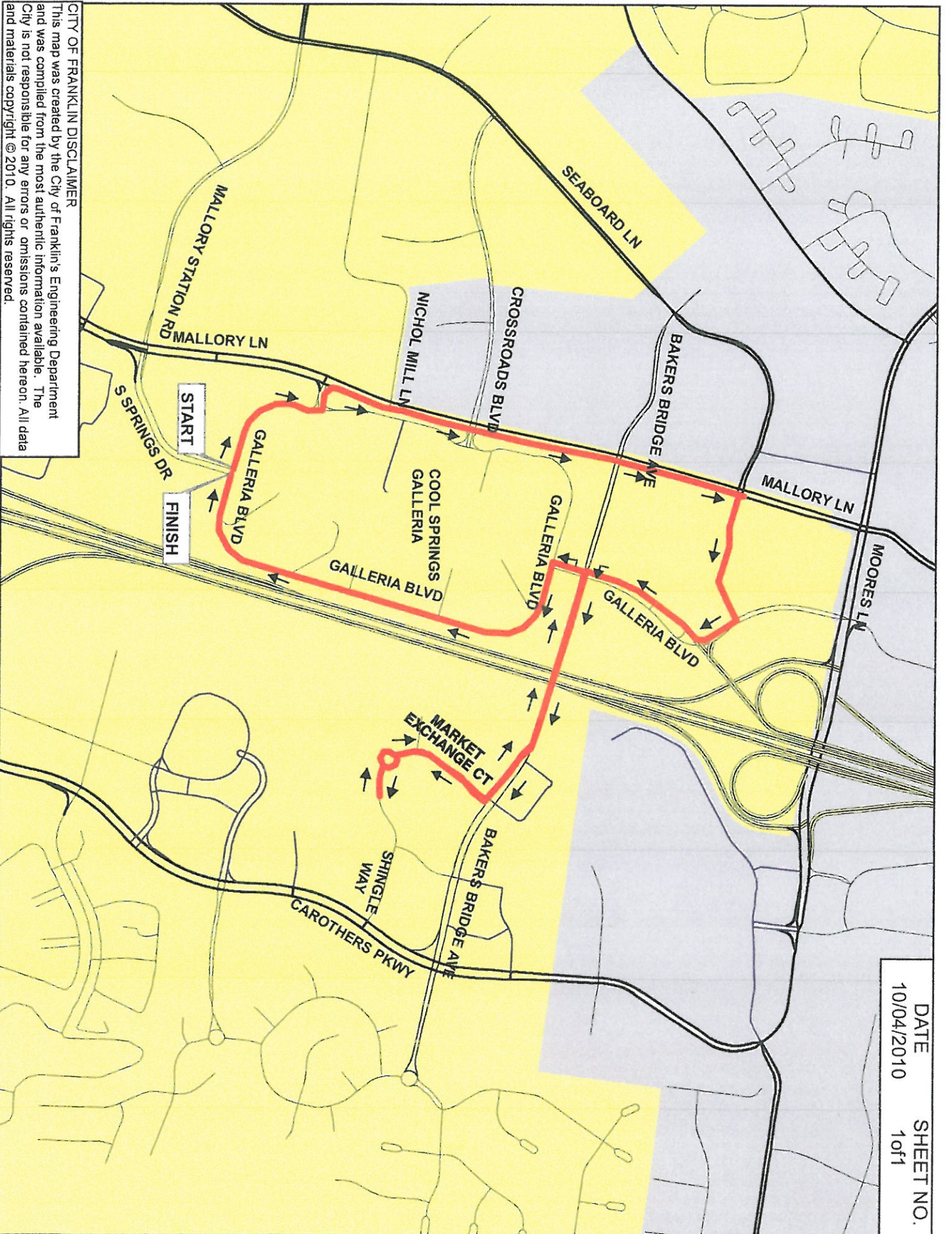
Approved by the Board of Mayor and Aldermen on _____, 20__.

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) ★
★
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GraceWorks Board of Directors Contact List 7/18/16

Name	Position	Phone	Email	Address	Spouse	Profession
Kimberly Matthews	Interim Chairman of the Board	H: 615-8299020 W: 615-519-1986 W: 615-744-2151	kcasteel45@gmail.com	3208 Tumdale Court Franklin, TN 37064		President, KCasteel Strategies LLC
Monica Hayes	Treasurer	C: 615-	mshayes@kpmg.com	2904 Americus Drive Thompsons Station, TN 37179		Managing Director, Tax KPMG LLP
Erika Small	Secretary	C: 615-946-4016	erika.marie.small@gmail.com	449 Ridgestone Drive Franklin, TN 37064	Lydon Small	Consultant, c3/consulting
Kelly Bair	Director	H: 615-628-0257 C: 615-378-0462	skfluck@yahoo.com	793 Carters Creek Pike Columbia, TN 38401	Alan Bair	Finance and Business Administrator, The TMA Group
Stacy Clayton	Director	H: 615-368-2477 C: 615-294-5129	stacyclayton962@gmail.com	4110 Idaho Avenue, Nashville TN 37209		Counselor
Jeff Fulmer	Director	H: 615-661-0080 W: 615-371-2424 C: 615-545-8611	jeff@jefffulmer.com	305 Forsyth Street Murfreesboro, TN 37127	Sonja	Real Estate Broker, Synergy Realty Network
Mark Leuellen	Director	H: 615-794-9562 W: 615-771-3743 C: 615-417-3074	mleuellen@icloud.com	408 Meadow Green Dr. Franklin, TN 37069	Lania Leuellen	Financial Advisor, Edward Jones
Dayna Moseley	Director	H: 615-373-5293 W: 615-344-4426 C: 615-585-6581	daynamosee@comcast.net	1709 Montclair Blvd. Brentwood, TN 37027	Robert Moseley	AVP, Health Management Operations, H2U, HCA
Betty Dale Mullins	Director	H: 615-	bdb885@aol.com	101 Woodview Court Franklin, TN 37067		community volunteer
Raja O'Brien	Director	C: 615-791-1149 H: 615-373-3333 C: 615-478-4775	rajaobrien@aol.com	5021 Country Club Drive Brentwood, TN 37027	Kevin O'Brien	Retired
Dennis Pompa	Director	H: 615-	dennis.pompa@yahoo.com	5003 Paint Creek Court, Spring Hill TN 37174		Consultant, Charles Schwab and Co.
Kevin Riggs	Director	C: 615-440-7553 H: 615-794-8014 W: 626-836-3600 C: 818-554-1663	kevin@franklincommunitychurch.org	200 Devrow Court, Franklin TN 37064		Pastor, Franklin Community Church
Charles Valdez	Director		charlesv@itsresources.com	5104 Heron Hill Ln Thompsons Station TN 37179		Vice President, ITS Resources