



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:

- ## Fundraiser/5K
- ##
- ##

1. **Name/purpose of event:** Race to Cure Sarcoma Nashville 5K WalkRun
2. **Location Requested:** (if Temporary Street Closure, list major roads to be closed):
Partial Street Closure same as last year.
3. **Date or dates of event:** 10/06/2018
4. **Start/End Times of Event:** Set up on Friday, October 5 at 8 AM.

Event on Saturday, October 6 at 7 AM until 2 PM

What date/time will set-up begin? 10/05/2018 05:00:00 AM

What date/time will tear-down be complete? 10/06/2018 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).*

5. **Time of Street Closure** (if applicable): Streets to close by 8 AM on October 6.
6. **An estimated number expected to attend during the course of the event:**
Spectators/Attendees: 500 Event Staff/Volunteers: 30 Total: 530
7. **Name of applicant and Organization Requesting Permit:**
Michaela Mueller - Sarcoma Foundation of America
a) Address: 9899 Main Street
Damascus, MD 20872
b) Phone: 3012538687 **c) Cell:** **d) Fax:**
e) E-mail address: mmueller@curesarcoma.org

8. **DETAILED description of event** (use additional sheets):

This 5K Walk/Run is a family friendly event, organized by the Sarcoma Foundation of America (SFA). Our goal is to raise both awareness and resources for sarcoma research nationally through the SFA and locally through the Vanderbilt-Ingram Cancer Center. The morning starts with packet pick up and onsite registration. We have an opening ceremony that includes speakers. The race starts at 9:30 and it over by 11:30 AM. We have a post race festival where we provide food and have live music. The event will be over at 1 PM.

9. **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 Citys GIS division**

Please detail any restricted parking areas on the event map.

Event Map: [RTCSMapV3.pdf](#)

10. **Person in charge on day of event:** Michaela Mueller

Cell: 301-928-9453

E-mail address: mmueller@curesarcoma.org

11. **Name and Cell Number of at least two others available on day of event:**

Name: Jayme Fornero

Cell: 615-403-8002

E-mail address: jayme.fornero@yahoo.com

Name: Craig Braun

Cell: 262-685-8968

E-mail address: craig@racelighthouse.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:

13. **Where is your organization based?** Damascus, MD

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?** Yes

IRS tax exemption letter: [2017 SFA W9.pdf](#)

16. **Will you charge an admission fee?** Yes

Average admission fee: 30

17. **Will you charge a vendor participation fee?** Yes

Average vendor participation fee? 50

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? Sarcoma Foundation of America and Vanderbilt-Ingram Cancer Center

What percentage of funds will they receive? 50

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.** Lilly
Oncology
Novartis
Food
More TBD
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: [Clean Up Plan.docx](#)
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?** Yes
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: [RTCS Nashville Neighbor Letter.docx](#)
Good Nieghbor Letter Mailing List:



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: [Signature] Senior manager of events Date: 11/21/17
(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) *
*

Event: Race to Cure Sarcoma Nashville
Name: 5K WalkRun



FORM 1

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: Michaela Mueller - Sarcoma Foundation of America

Event Name: Race to Cure Sarcoma Nashville 5K WalkRun

Event Date(s): 10/06/2018

1. **Time amplification equipment will be used:** From: 06:00:00 AM To: 11:00:00 AM
2. **Exact locations sound amplification equipment will be used** (*i.e. stage located on Second Avenue*). Provide map/layout if necessary.:

We will have a live band and announcements happening on the green space by the registration tent and start/finish line

Sound Amplification Map: [Nashville Event Map.PNG](#)

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

- o #i# DJ and announcements
- o #i#

4. **Type of Amplifier:**

- o #i# type TBD - depends on band
- small amp plugged into power onsite

5.

Number of Amplifiers: 1	Number of Speakers: 1	Number of Performers: 4
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6. **Name and Cell Number of at least two coordinators who will monitor the sound level and respond to complaints and violations:**

Name: Michaela Mueller

Cell: 301-928-9453

E-Mail: mmueller@curesarcoma.org

Name: Jayme Fornero

Cell: 615-403-8002

E-Mail: jayme.fornero@yahoo.com

Authorized Signature: Michaela Mueller

Date: 11/21/2017

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.

We will use the City of Franklin's dumpsters and volunteers will clean up all trash and food post race.

Onsite contact:

Michaela Mueller

301-928-9453

January 2018

Sarcoma Foundation of America
9899 Main St, 204
Damascus, MD 20872

Dear Neighbor,

I am writing to let you know of a proposed event coming to your neighborhood this fall. On October 6th we are hosting the second annual Race to Cure Sarcoma™ Nashville This 5K Walk/Run is a family friendly event, organized by the Sarcoma Foundation of America (SFA). Our goal is to raise both awareness and resources for sarcoma research nationally through the SFA and locally through the Vanderbilt-Ingram Cancer Center. The Race to Cure Sarcoma™ Nashville is anticipated to draw close to 500 racers and 100 spectators into Berry Farms, Franklin.

Some streets would be affected by the event. The event map is attached to this letter. It highlights the streets which will be closed and those with limited access.

This event would run from 8 a.m. until 1 p.m. With set-up and tear-down, we anticipate having the area closed from 6 a.m. until approximately 2 p.m.

If you would like to contact someone in the City Administration's office regarding the event, you may contact the Public Outreach Specialist by e-mail at CityofFranklin@FranklinTN.gov, by phone at 615-550-6606, or by mail at 109 Third Avenue South, Franklin, TN 37064.

If you need to contact the event organizer or would like to get involved, or become a sponsor, you may contact Michaela Mueller, 301-253-8687, mmueller@curesarcoma.org.

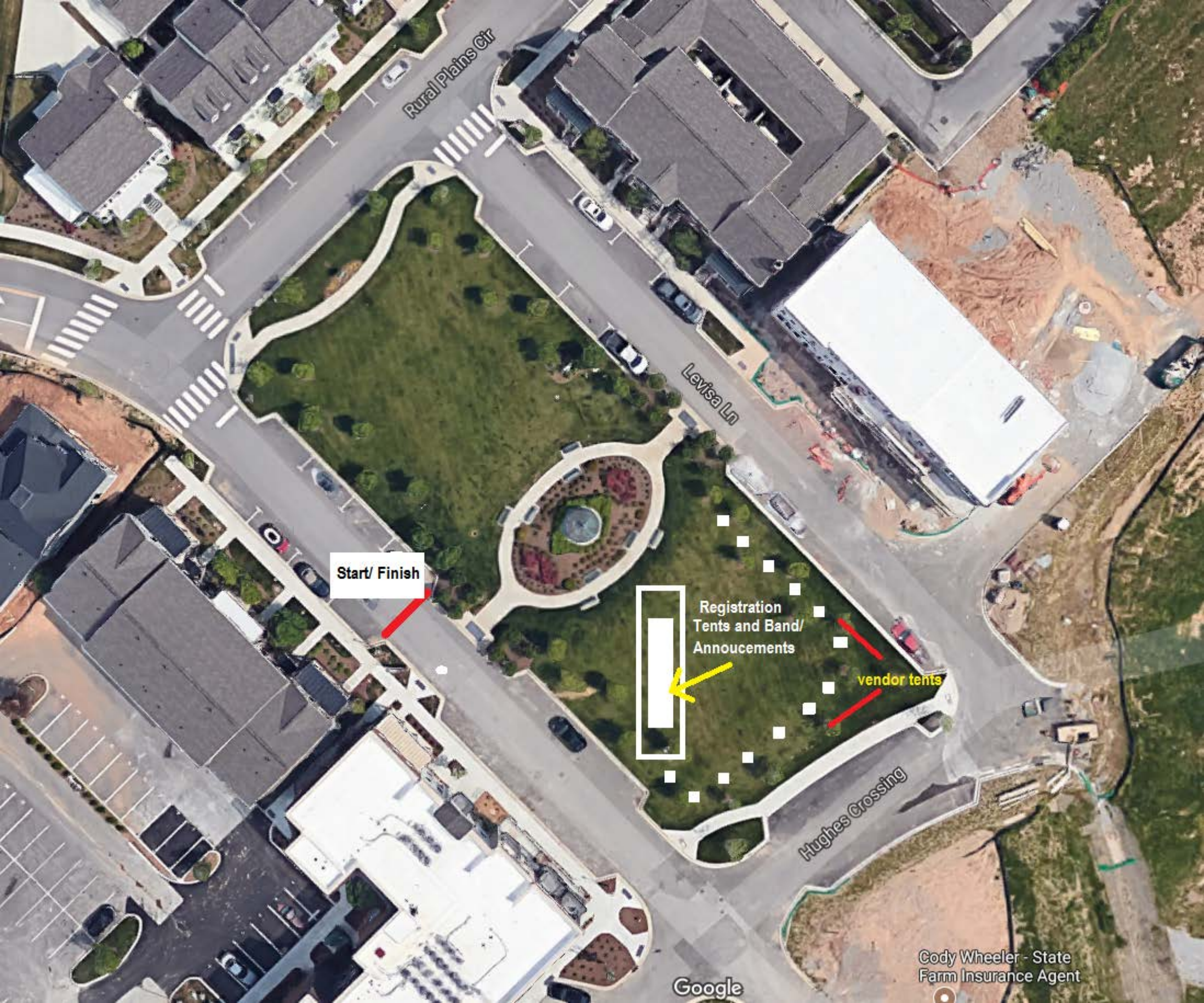
We look forward to sharing this exciting day with you.

Regards,

Michaela O. Mueller | *Senior Manager of Events*



Sarcoma Foundation of America
9899 Main Street, Suite 204, Damascus, MD 20872
Ph.: [301-253-8687 ext 107](tel:301-253-8687)
Website: www.curesarcoma.org
mmueller@curesarcoma.org



Rural Plains Cir

Levisa Ln

Hughes Crossing

Start/ Finish

Registration
Tents and Band/
Annoucements

vendor tents

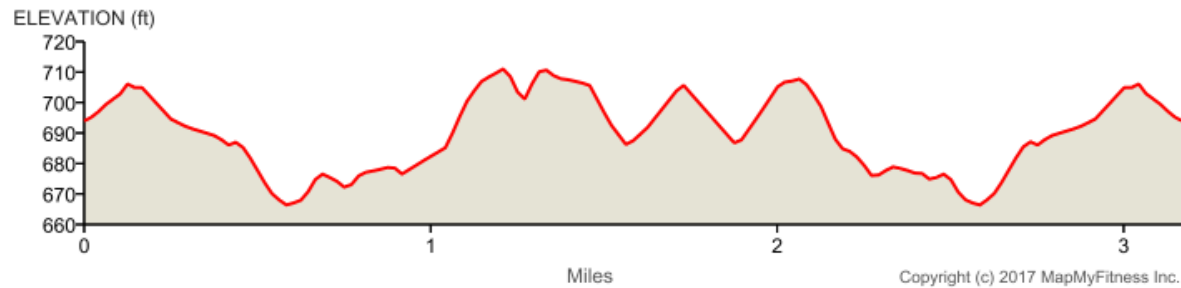
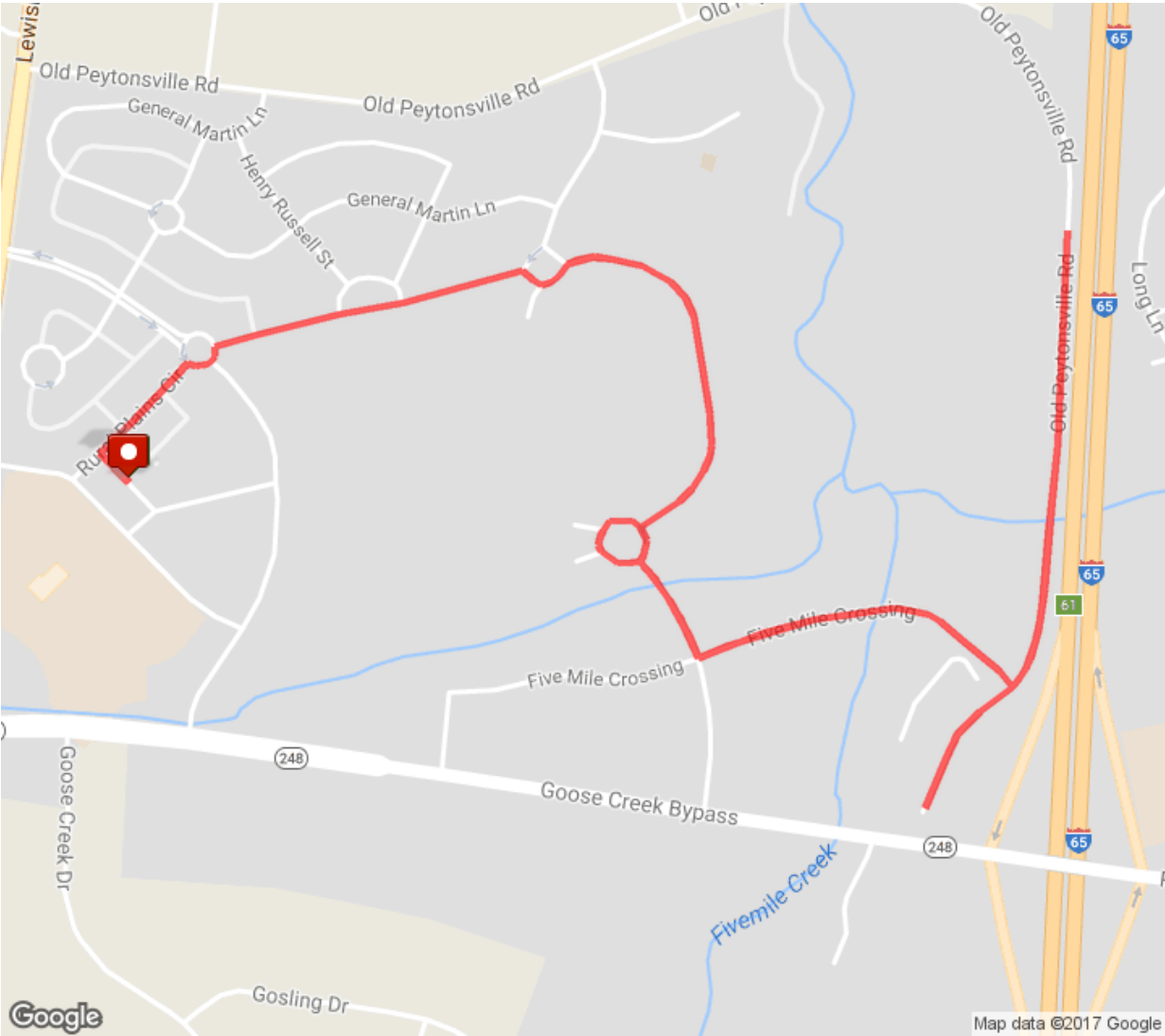
Google

Cody Wheeler - State
Farm Insurance Agent

TRCSv3

Distance: 3.17 mi
Elevation Gain: 83 ft
Elevation Max: 711 ft

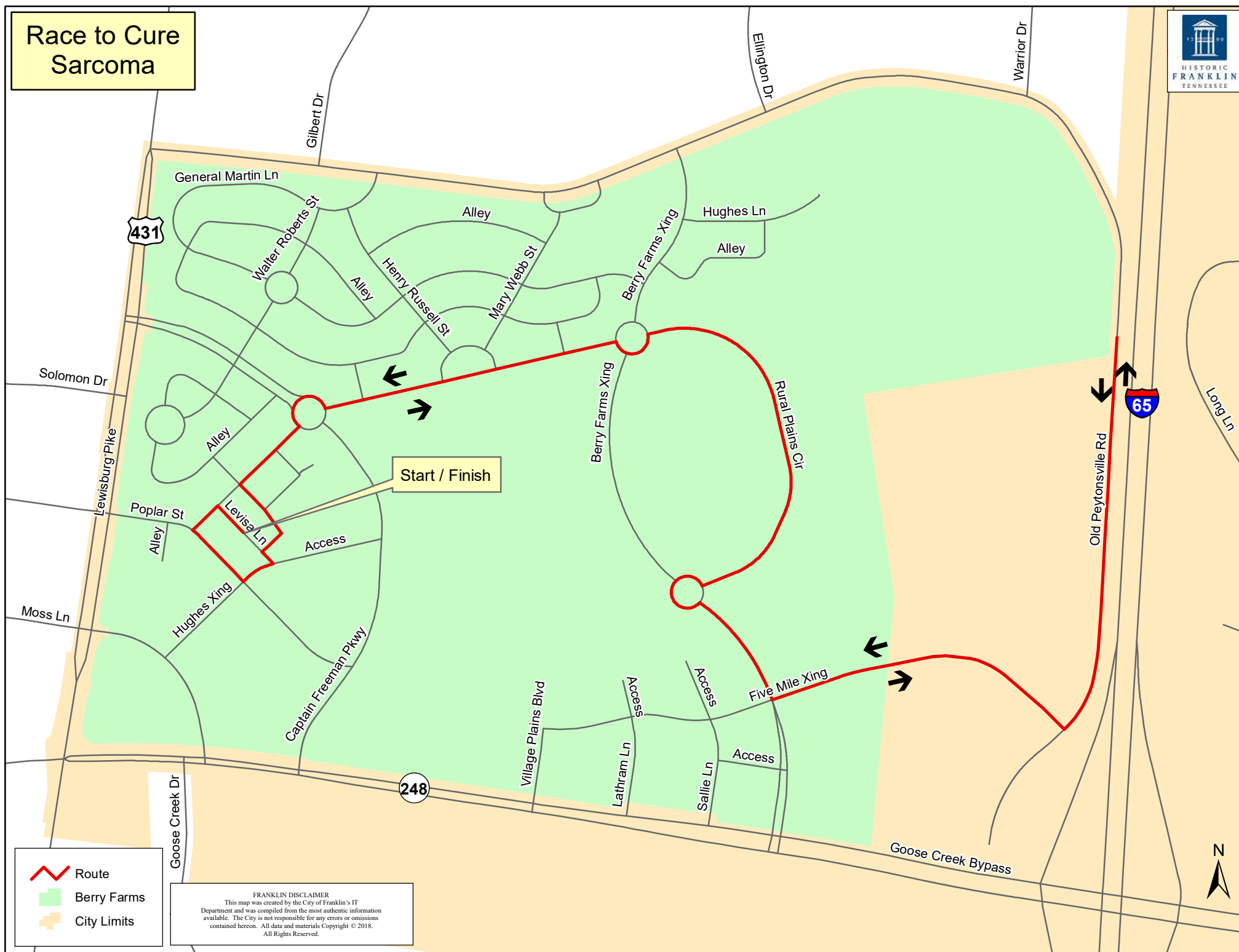
Notes



0.00 mi Head northwest on Levisa Ln toward Rural Plains Cir

0.03 mi	Turn right onto Rural Plains Cir Destination will be on the right
0.12 mi	Head northeast on Rural Plains Cir
0.12 mi	At the traffic circle, take the 2nd exit onto Rural Plains St
0.39 mi	At the traffic circle, take the 2nd exit Destination will be on the right
0.45 mi	Head east Destination will be on the left
0.62 mi	Head south
0.73 mi	Enter the traffic circle
0.75 mi	Head southwest
0.80 mi	Head east
0.81 mi	Exit the traffic circle
0.89 mi	Turn left onto Five Mile Crossing
1.06 mi	Head east on Five Mile Crossing toward Old Peytonsville Rd
1.15 mi	Turn right onto Old Peytonsville Rd Destination will be on the left
1.27 mi	Head northeast on Old Peytonsville Rd
1.73 mi	Head south on Old Peytonsville Rd
2.07 mi	Turn right
2.08 mi	Head northwest
2.12 mi	Continue onto Five Mile Crossing
2.33 mi	Turn right Destination will be on the right
2.41 mi	Head northwest
2.42 mi	At the traffic circle, take the 1st exit
2.74 mi	Head southwest
2.78 mi	Exit the traffic circle
2.92 mi	Continue onto Rural Plains St
3.01 mi	At the traffic circle, take the 2nd exit onto Rural Plains Cir Destination will be on the right
3.14 mi	Head southeast on Levisa Ln toward Hughes Crossing
3.17 mi	Destination

Race to Cure Sarcoma



Staff Conditions:

- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods. Applicant will also post signs in affected neighborhoods at least 7 days before event.

Risk Management:

- Applicant will provide certificate of insurance naming the City as additional insured.

Police Department:

- Applicant will hire the recommended extra-duty Franklin Police Officers to provide security and traffic control. Runners must utilize ALL available sidewalks and trails (where possible).

Sanitation and Environmental Services Department:

- Department will provide extra roll-outs and recycling bins/bags for the applicant to use.