

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: AROUND COOL SPRINGS
GROVERIA

2) Name/purpose of event: 2018 TURKEY TROT BENEFITTING GRACEWORKS MINISTRIES

3) Date or dates of event: 11/22/18

4) Time of Event: 7:45 am

5) Time of Street Closure (if applicable): 7:30 - 10:30

Set-Up Date/Time: 5:00 am / 11/22/18

Tear-down Date/Time: 11:00 am / 11/22/18

*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 / KORTUM FLOUR

a) Address: 104 SOUTHERST PKWY. FRANKLIN, TN 37064

b) Phone: 615-794-9055

c) Cell: 615-425-6312

d) Fax: 615

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

7) Person in charge on day of event: KORTUM FLOUR

Cell: 615-425-6312

E-mail address: kkfgwm@gmail.com



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

Name: Alicia Bell Cell: 615-509-3325 E-mail address: abell@graceworksministries.net

Name: Jeff Fuqua Cell: 615-210-0374 E-mail address: jfuqua@graceworksministries.net

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

5K 10K 1K RUN/WALK USING COOL SPRINGS MEA ON THURSDAY
DAY.

- 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:

3500 PARTICIPANTS 3000 ATTENDEES

- 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 30-35 / POL RUNNIN DISCOUNTS / FREEBIES

- 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? 100%

- 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. Yes
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
ANNOUNCEMENTS / START RACE
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
MIC / SPEAKERS
- 23) During what time period is sound amplification requested? 7:15-9:15
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). NONE
- 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.) **Please provide detailed list.** Use additional sheets. NO
- 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. GIVEN AWAY TO RUNNERS
- 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:

- 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.*

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

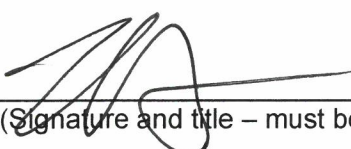
The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



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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: 
(Signature and title – must be officer of organization)

Date: 8/31/18

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

Dr. Ken Moore, Mayor

Eric S. Stuckey, City Administrator

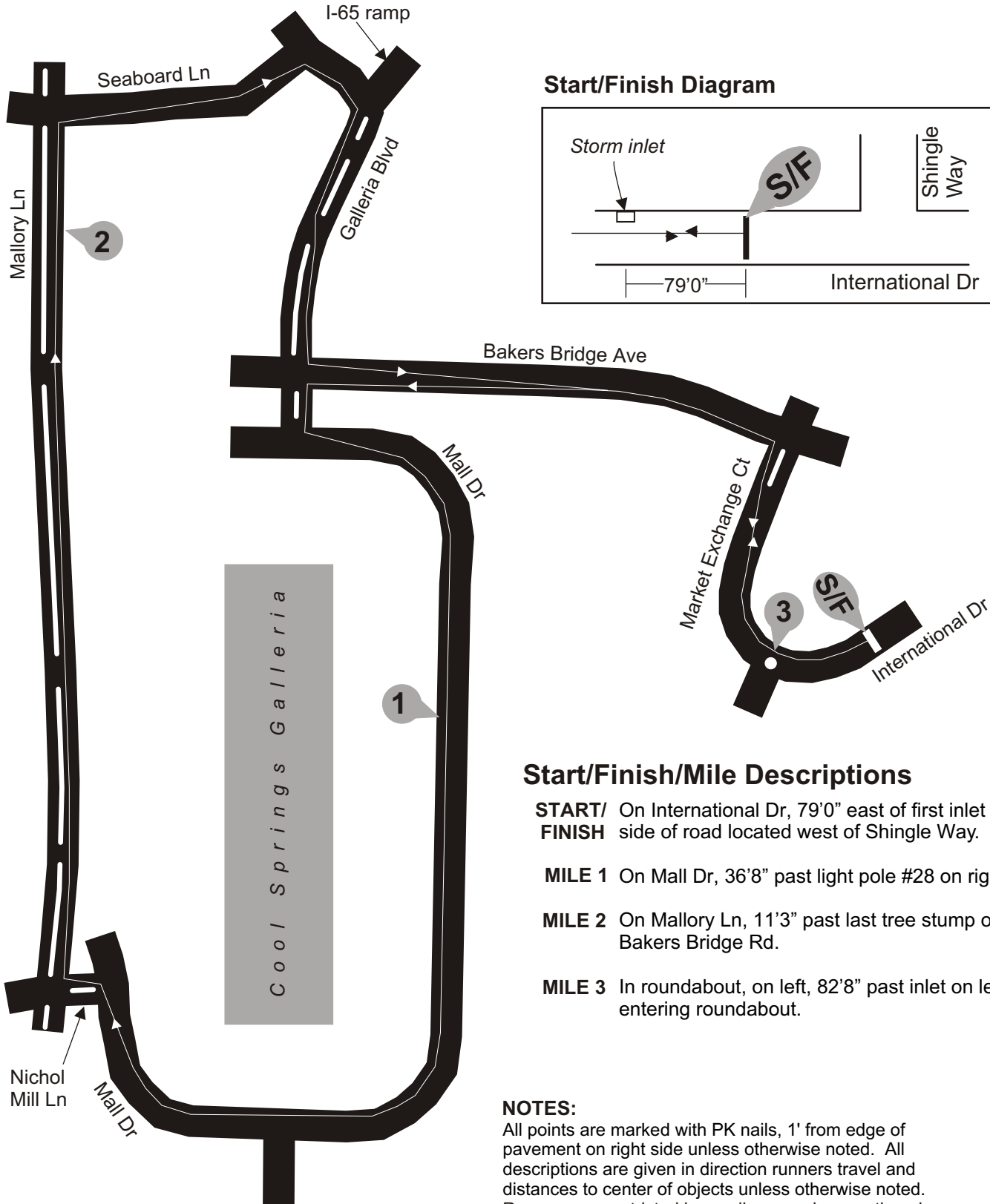
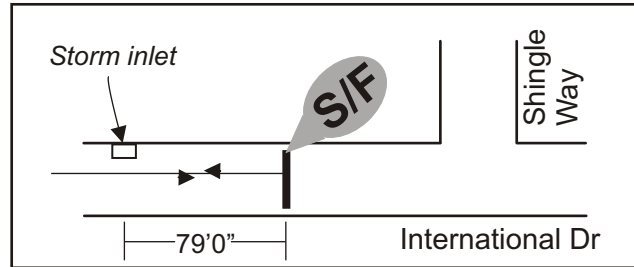
If you have questions concerning your request, please call 615-550-6606.

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

Cool Springs Habitrot 5K

Franklin, TN

Start/Finish Diagram



Start/Finish/Mile Descriptions

START/ FINISH On International Dr, 79'0" east of first inlet on north side of road located west of Shingle Way.

MILE 1 On Mall Dr, 36'8" past light pole #28 on right.

MILE 2 On Mallory Ln, 11'3" past last tree stump on left after Bakers Bridge Rd.

MILE 3 In roundabout, on left, 82'8" past inlet on left before entering roundabout.

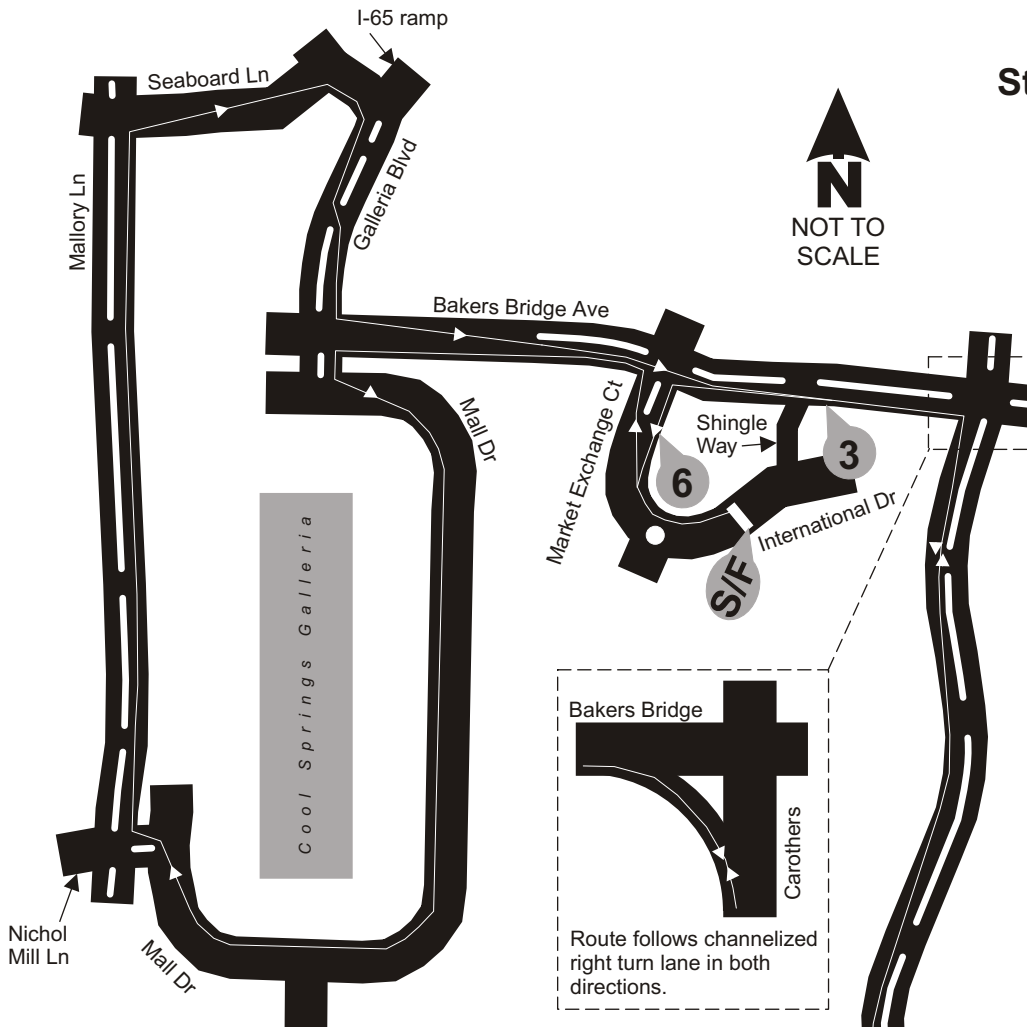
NOTES:

All points are marked with PK nails, 1' from edge of pavement on right side unless otherwise noted. All descriptions are given in direction runners travel and distances to center of objects unless otherwise noted. Runners are restricted by medians as shown; otherwise, course follows shortest path on all road segments.



Cool Springs Habitrot 10K

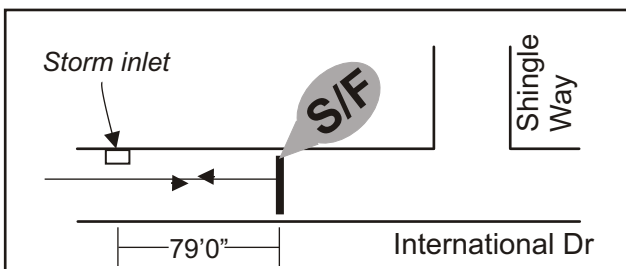
Franklin, TN



Start/Finish/Mile Descriptions

- START/ FINISH** On International Dr, 79'0" east of first inlet on north side of road located west of Shingle Way.
- MILE 1** On Mall Dr, 36'8" past light pole #28 on right.
- MILE 2** On Mallory Ln, 11'3" past last tree stump on left after Bakers Bridge Rd.
- MILE 3** On Bakers Bridge Ave, 61'9" past inlet on right after Shingle Way.
- MILE 4** On Carothers Pkwy, 14'10" past signal pole on right after Cool Springs Blvd.
- TURNING POINT** On Carothers Pkwy, 10'6" before nose of concrete median on right at Nissan Way.
- MILE 5** On Carothers Pkwy, 13'0" past first light pole on right (in median) after Corporate Center Dr (nail is on right, next to median).
- MILE 6** On Market Exchange Ct, on left, 57'6" past nose of median island on right.

Start/Finish Diagram

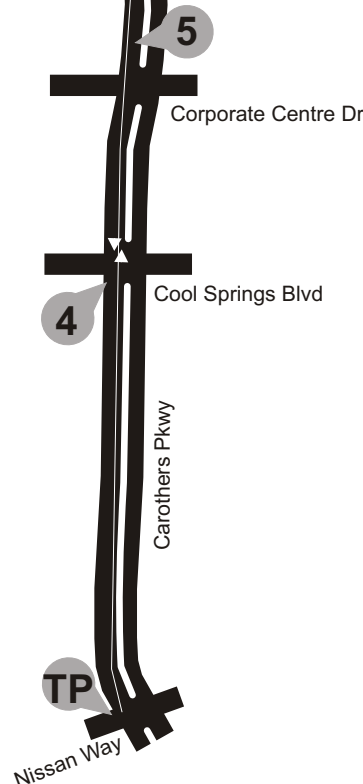
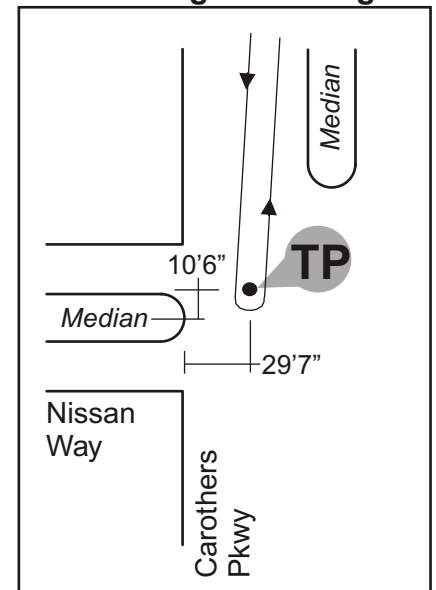


NOTES:

All points are marked with PK nails, 1' from edge of pavement on right side unless otherwise noted. All descriptions are given in direction runners travel and distances to center of objects unless otherwise noted. Runners are restricted by medians as shown; otherwise, course follows shortest path on all road segments.

Measured by Jeff Hammond (615-372-1527, Hammondjeff@hotmail.com) on September 15, 2018.

Turning Point Diagram



2018 Turkey Trot benefitting GraceWorks Ministries

5K & 10 K Routes

Both: Start on Market Exchange at Prairie Life, head north on Market Exchange

Both: turn left on Bakers Bridge Ave

Both: turn left on Galleria Blvd, follow mall loop road clockwise

Both: exit mall loop across from Academy Sports

Both: turn right on Mallory Ln

Both: turn right on Seaboard Ln thru ToysRUs

Both: turn right on Galleria Blvd

Both: turn left on Bakers Bridge Ave

Split 5K/10K on Bakers Bridge

5K: turn right on Market Exchange to continue to finish at Prairie Life

10K: turn right on Carothers Pkwy

10K: turn around on Carothers Pkwy south of Crescent Center Dr

10K: turn left on Bakers Bridge Ave

10K: turn left on Market Exchange to continue to finish at Prairie Life

Detailed Route Maps will be provided after they are certified with the United States of America Track and Field organization. Our course certification is Jeff Hammond. His phone number and email address are:

615-862-8764 (Nashville Metro Government) | jeff.hammond@nashville.gov

BOARD MEMBER BIOGRAPHICAL INFORMATION

(Please indicate principal officers with *)

1	Name: Carolyn Moore*	Street: 805 Meadow Ridge Court	City: Franklin	Zip: 37221
	Employer: HCA	Email: carolyn.moore1@hcahealthcare.com	Telephone: 615 337-4100	Yrs. on Board: 5
2	Name: Dayna Moseley*	Street: 1790 Montclair Blvd.	City: Brentwood	Zip: 37027
	Employer: H2U, HCA	Email: daynamose@comcast.net	Telephone: 615 535-6581	Yrs. on Board: 3
3	Name: Monica Hayes	Street: 2904 Americus Drive	City: Thompson's Station	Zip: 37179
	Employer: KPMG LLP	Email: mshayes@kpmg.com	Telephone: 678 517-5477	Yrs. on Board: 3
4	Name:	Street:	City:	Zip:
	Employer:	Email:	Telephone:	Yrs. on Board:
5	Name: Kelly Bair	Street: 793 Carters Creek Pike	City: Columbia	Zip: 38401
	Employer: The TMA Group	Email: skflock@yahoo.com	Telephone: 615 378-0462	Yrs. on Board: 3
6	Name: Leslie Carpenter	Street: 232 Gillette Drive	City: Franklin	Zip: 37069
	Employer: Retired teacher	Email: leslicar@aol.com	Telephone: 615 512-5037	Yrs. on Board: 1
7	Name: Stacy Clayton	Street: 4113 Idaho Ave.	City: Nashville	Zip: 37209
	Employer: private counselor	Email: stacyclayton962@gmail.com	Telephone: 615 294-5129	Yrs. on Board: 3
8	Name: Tom Halley	Street: 1550 Lost Hollow Drive	City: Brentwood	Zip: 37027
	Employer: Retired IT management (Nissan)	Email: tomhalley@hotmail.com	Telephone: 615 424-3607	Yrs. on Board: 1
9	Name: Carol Lloyd	Street: 1211 Chicksaw Drive	City: Brentwood	Zip: 37027
	Employer: YLC intern	Email: tlloyd123@comcast.net	Telephone: 615 533-0282	Yrs. on Board: 1
10	Name: Betty Dale Mullins	Street: 101 Woodview Court	City: Franklin	Zip: 37067
	Employer: Community volunteer	Email: bdb885@aol.com	Telephone: 615 289-5303	Yrs. on Board: 3
11	Name: Kevin Riggs	Street: 200 Devrow Court	City: Franklin	Zip: 37064
	Employer: Pastor	Email: kevin@franklincommunitychurch.org	Telephone: 615 440-7553	Yrs. on Board: 2
12	Name: Charles Valdez	Street: 5106 Heron Hill Lane	City: Thompson's Station	Zip: 37179
	Employer: ITS Resources	Email: charlesv@itsresources.com	Telephone: 818 554-1663	Yrs. on Board: 2
13	Name: Bill Wright	Street: 6607 Arno College Grove Road	City: College Grove	Zip: 37046
	Employer: Learning Solutions HCA	Email: williamwright64@gmail.com	Telephone: 615 364-5731	Yrs. on Board: 1
14	Name:	Street:	City:	Zip:
	Employer:	Email:	Telephone:	Yrs. on Board:
15	Name:	Street:	City:	Zip:
	Employer:	Email:	Telephone:	Yrs. on Board:

Staff Conditions:

Staff recommends approval of the event application with the following recommendations:

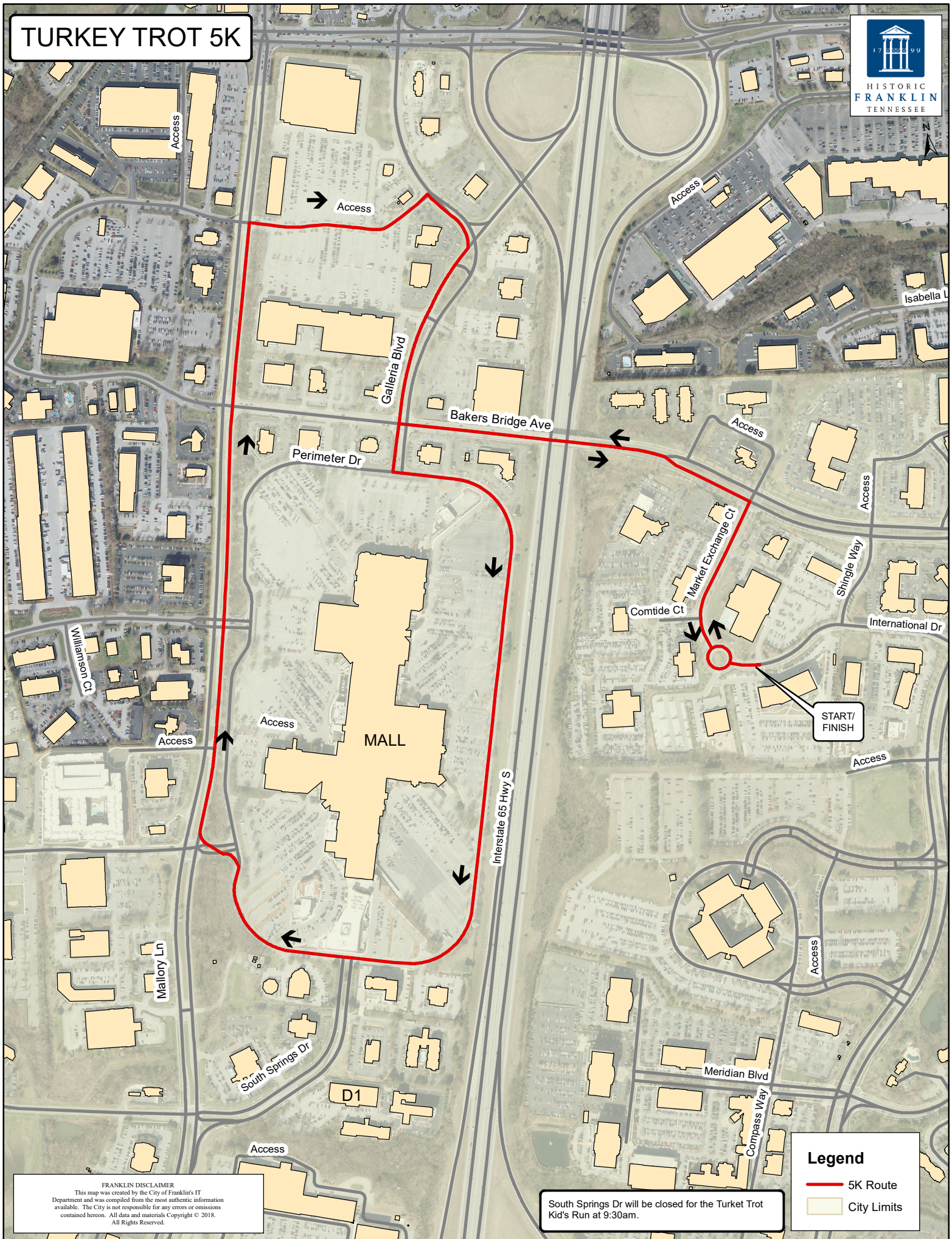
- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- Applicant will coordinate with management of Cool Springs Galleria.
- Applicant will work with City staff to determine 10K route

- ***Risk Management:***
 - Applicant will provide a certificate of insurance naming the City as additional insured.

- ***Police Department:***
 - Applicant will hire recommended number of Franklin Police Officers to secure the route.
 - Applicant will work with Department on other logistics.

- ***Sanitation and Environmental Services Department:***
 - Applicant will provide volunteers to clean up during and after event.

TURKEY TROT 5K



Williamson Ct

Galleria Blvd

Bakers Bridge Ave

Perimeter Dr

MALL

Interstate 65 Hwy S

Mallory Ln

South Springs Dr

D1

Meridian Blvd

Compass Way

Shingle Way

International Dr

Isabella L

START/
FINISH

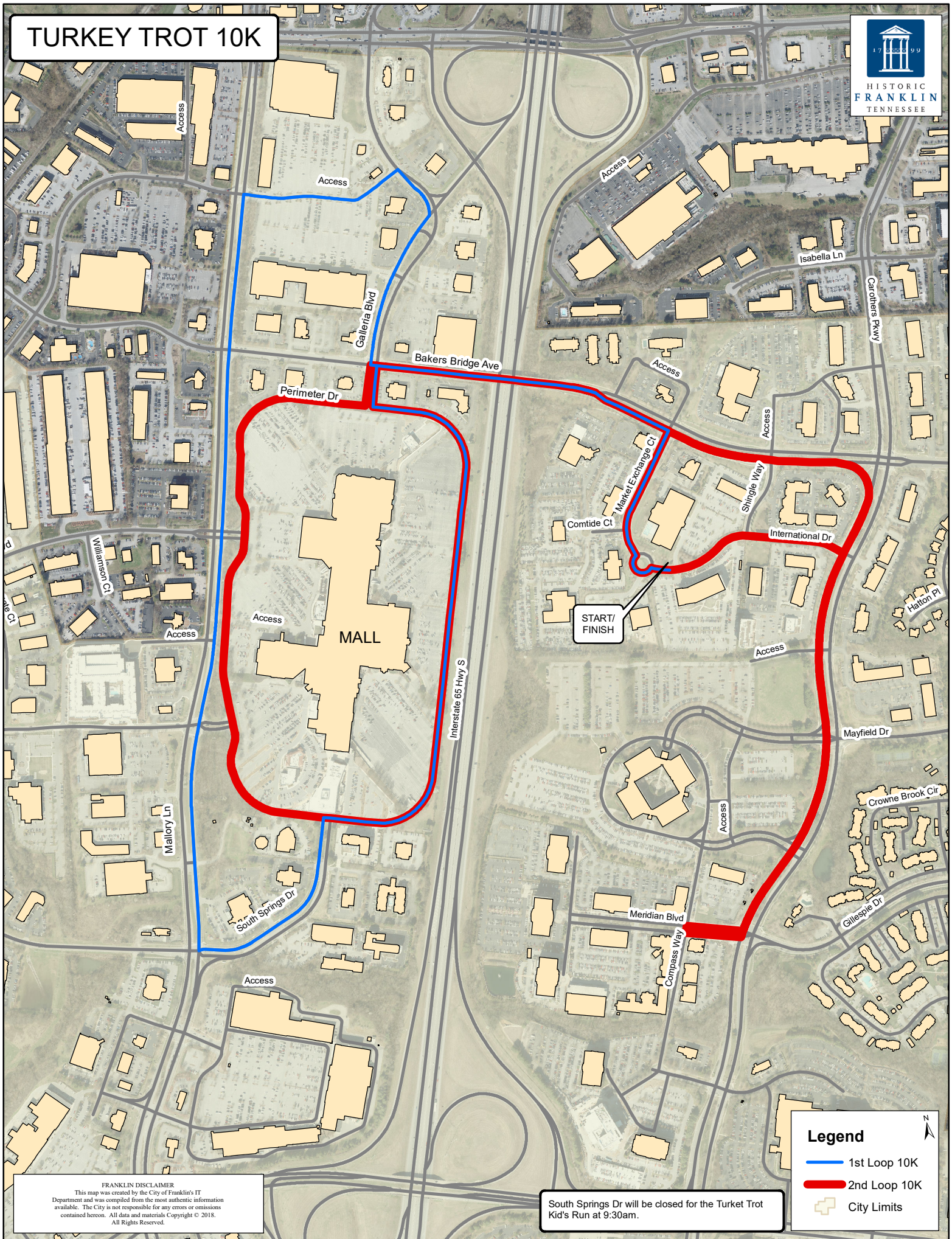
Legend

- 5K Route
- City Limits

South Springs Dr will be closed for the Turkey Trot Kid's Run at 9:30am.

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TURKEY TROT 10K



START/
FINISH

MALL

Legend

- 1st Loop 10K
- 2nd Loop 10K
- City Limits



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South Springs Dr will be closed for the Turkey Trot Kid's Run at 9:30am.

TURKEY TROT KIDS RUN



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