



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #27  
BOMA  
07/13/2010

## MEMORANDUM

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June 14, 2010

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator  
Special Events Advisory Team

**SUBJECT:** Jingle Bell Run Event Application

### Purpose

The purpose of this memo is to outline recommendations for approval of the Wine Down Main Street event.

### Background

The Arthritis Foundation has requested an Event Permit for the second "Jingle Bell 5K" on December 4<sup>th</sup>. Estimated attendance is 1000. This event is scheduled for the same day as the Kiwanis Club Christmas Parade. Registration for the run begins at 8 AM; the actual run begins at 9 AM. Closure of the Square is requested from approximately 7 AM until 12 Noon.

### Recommendation

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

- Applicant will provide a \$1000 refundable damage deposit to City prior to event.
- Applicant will provide a Good Neighbor letter which will be distributed to affected neighborhoods.
- **Risk Management:**
  - Applicant will provide certificate of insurance naming the City as additional insured.
- **Police Department:**
  - Applicant will hire twelve (12) extra-duty Franklin Police Officers to provide security and crowd control.
  - Applicant will meet with Police Department before event for final look at route and location of volunteers.
- **Building & Neighborhood Services Department:**
  - Electrical permit will be required.
- **Solid Waste Department:**
  - Department will provide fifteen extra roll-outs and recycling bins/bags for the applicant to use.
  - Applicant shall return all roll-outs (full or empty) and all recycling bags and frames to the alley behind Mellow Mushroom.
- **Revenue Management:**
  - Applicant will provide list of vendors to City.

OFFICE USE ONLY:  
Permit No:  
\_\_\_\_\_



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## 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:

<input checked="" type="checkbox"/> street closure	<input type="checkbox"/> parade
<input checked="" type="checkbox"/> other special event	<input type="checkbox"/> 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	Other: <u>Streets for the</u>
_____ Fieldstone Farms	_____ Pinkerton Park	<u>Jingle Bell Row 5K</u>
_____ Jim Warren Park	_____ Winstead Hill Park	<u>Circle in Downtown Frankl</u>
  
- 2) Name/purpose of event: Williamson County Jingle Bell Row 5K for the
- 3) Date or dates of event: Arthritis Foundation.
- 4) Time of Event: Saturday, December 4th 2010
- 5) Time of Street Closure (if applicable): 8am Registration, 9am Row Starts
- Set-Up Date/Time: 7am 12/4/10 Tear-down Date/Time: 7am 12/4/10
- 6) Name of Applicant and Organization Requesting Permit: Kathleen Mohr (Arthritis Foundation)
- a) Address: 421 Great Circle Road Suite 104 Nashville, TN 37203
- b) Phone: 615-254-6795 Cell: \_\_\_\_\_ d) Fax: 615-254-8316
- e) E-mail address: KMohr@arthritis.org
- 7) Person in charge on day of event: Kathleen Mohr
- Cell: 615-254-6795 E-mail address: KMohr@arthritis.org



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

Name: Marian Eidson Cell: (615) 254 6795 E-mail address: MEidson@arthritis.org

Name: Kim Branch Cell: (615) 254 6795 E-mail address: KBranch@arthritis.org

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

The event will include a competitive 5k run as well as a 1 mile fun walk for those who wish to not run. we will have the Franklin square serve as a start/finish area.

\* 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 ppl (last year we had 680 show up)

\* 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: Davidson County)

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. \$25 per runner \$0 for walkers \$250 for vendors

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% of proceeds will go to the Arthritis Foundation for Research.

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

However, restricted on the course



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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 and christmas music

22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.

DJ

23) During what time period is sound amplification requested?

8am to 10am

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. 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.

NONE

26) What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets.

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.

Yes

Kathleen Mohr 615-254-6795 + Marian Eidson

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.



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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:

Yes, to fill water jugs for the race. In front of City Hall would be best.

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.*



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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: Kathleen Ann Mohr - Community Director Date: 2/1/2010  
 (Signature and title – must be officer of organization)

Approved by the Board of Mayor and Aldermen on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 John C. Schroer, 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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TENNESSEE CHAPTER  
MIDDLE TENNESSEE AREA  
421 Great Circle Road Suite 104  
Nashville, Tennessee 37228  
Tel (615) 254-6795  
Fax (615) 254-8316  
Info.tn@arthritis.org www.arthritis.org

February 2, 2010

### EXAMPLE OF GOOD NEIGHBOR LETTER

Dear Neighbor,

I am writing to let you know of an event coming to your neighborhood this winter. We are holding the 2<sup>nd</sup> Annual Williamson County Jingle Bell Run on Saturday, December 4<sup>th</sup>, 2010 in the Downtown Franklin Area. The Jingle Bell Run is a 5K race/walk that includes a 1 mile fun run. The 5k race will begin at 9am with registration starting at 8:00am. The race route will include the following streets to be closed: **TBD**. We are looking forward to having this event in your neighborhood and hope that you all will join our excitement by getting involved.

The Jingle Bell Run/Walk is the Arthritis Foundation's nationwide run/walk holiday event that raises funds to fight arthritis. Funds raised provide vital funding for research, programs and services to prevent, control and cure arthritis and related diseases in the local area. In 2010, the event will take place in about 125 markets from coast to coast, with almost 100,000 participants raising over \$3 million dollars to fund arthritis research as well as public health and public policy efforts to improve the lives of people with arthritis, and we are excited that the 2<sup>nd</sup> Annual Jingle Bell Run in the Middle Tennessee area is going to be held in your neighborhood!

If you would like to get involved or need to contact the event organizer, you may contact Kathleen Mohr by phone at (615) 254-6795 ext. 110 or by mail at 421 Great Circle Rd., Ste 104, Nashville, TN 37228. If you would like to contact someone in the City Administrator's office, you may reach them by phone at (615) 791-3217 or by mail at City Hall, 109 Third Ave South, Franklin, TN 37065.

I would personally like to thank you in advance for any support that you can provide for the 2010 Williamson County Jingle Bell Run and hope you will help raise the excitement level about this event in your neighborhood!

Sincerely,

Kathleen Mohr  
Middle Tennessee Branch  
Community Director  
Arthritis Foundation

KNOXVILLE • MEMPHIS • NASHVILLE  
865/470-7909 901/685-9060 615/254-6795





From : Officer Rose Steagall

Race Start 9 AM  
Race finish 10 AM



Jingle Bell 5K

Saturday, December 5, 2009

✱ 5K Run route and traffic control:

Contact: Kim Branch (254-6795 x108)

Start @ 3<sup>rd</sup> and Public Square

Lead Car

3<sup>rd</sup>/Bridge

Officer \_\_\_\_\_ Volunteer \_\_\_\_\_

3<sup>rd</sup>/N. Margin

Officer \_\_\_\_\_ Volunteer \_\_\_\_\_

N. Margin/4<sup>th</sup>

Officer \_\_\_\_\_ Volunteer \_\_\_\_\_

4<sup>th</sup>/Hillsboro Road

Officer \_\_\_\_\_

Hillsboro Rd/Del Rio/Farrier Ln

Officer \_\_\_\_\_

Del Rio/Pioneer Credit/KROGERS Shopping area

Volunteer \_\_\_\_\_

Del Rio/Magnolia/KROGERS area

Officer \_\_\_\_\_ Volunteer \_\_\_\_\_

Del Rio/Meadowview Apt.

Volunteer \_\_\_\_\_

Del Rio/Alexander

Volunteer \_\_\_\_\_

Alexander/Lynn Ct

Volunteer \_\_\_\_\_

Alexander/Draper Ct

Volunteer \_\_\_\_\_

Alexander/Carver

Volunteer \_\_\_\_\_

Alexander/Westfield

Volunteer \_\_\_\_\_

Westfield/Fairmont

Volunteer \_\_\_\_\_

Westfield/Hamlet Dr.

Volunteer \_\_\_\_\_

Westfield/96 West

Officer \_\_\_\_\_

96 West/Boyd Mill Ave

Officer \_\_\_\_\_

Boyd Mill/Culberson

Officer \_\_\_\_\_

Boyd Mill/Entrance to Jim Warren Park

Officer \_\_\_\_\_

Exit Jim Warren Park onto Culberson

Officer \_\_\_\_\_

Boyd Mill/Laurel Wood/Regency Square

Volunteer \_\_\_\_\_

Boyd Mill/Glass Street

Volunteer \_\_\_\_\_

Boyd Mill/Buckworth

Volunteer \_\_\_\_\_

Boyd Mill/11<sup>th</sup> Ave

Officer \_\_\_\_\_

Boyd Mill/Fair Street/Colony House

Volunteer \_\_\_\_\_

11<sup>th</sup> Ave/W. Main

Officer \_\_\_\_\_

W. Main/10<sup>th</sup>

Volunteer \_\_\_\_\_

W. Main/9<sup>th</sup>

Officer \_\_\_\_\_

W. Main/8<sup>th</sup>

Volunteer \_\_\_\_\_

W. Main/7<sup>th</sup>

Officer \_\_\_\_\_

W. Main/6<sup>th</sup>

Volunteer \_\_\_\_\_

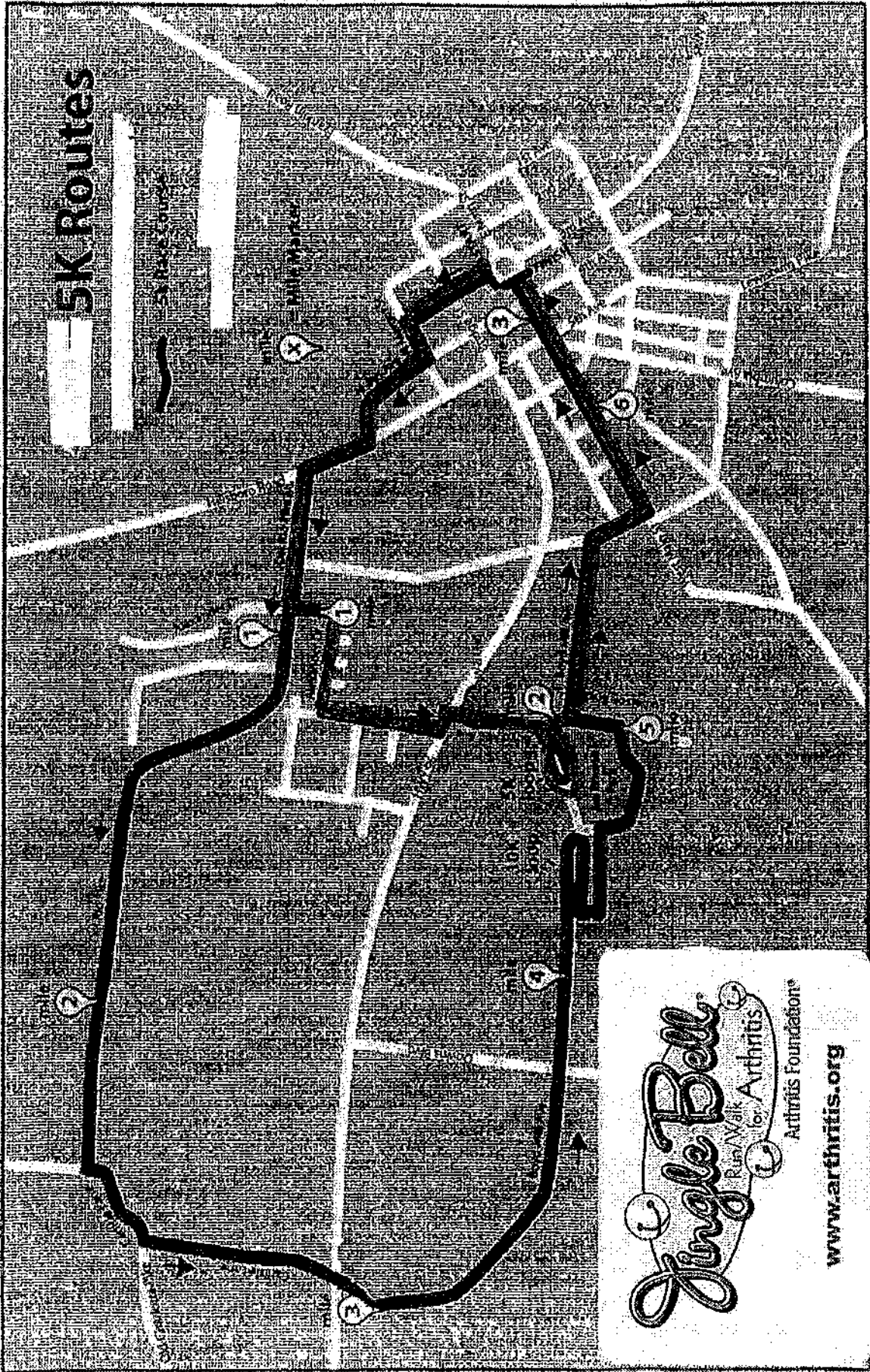
W. Main/Main/Columbia/5<sup>th</sup> (5 points)

Officer \_\_\_\_\_

Main/4<sup>th</sup>

Officer \_\_\_\_\_

End @ W. Main / Public Square



**Jingle Bell**  
Run/Walk for Arthritis

Arthritis Foundation®

[www.arthritis.org](http://www.arthritis.org)

Fun Run Start 10AM



Jingle Bell 1 Mile FUN RUN

\* Saturday, December 5, 2009

Start @ 3<sup>rd</sup> and Public Square

3<sup>rd</sup> /Bridge St

3<sup>rd</sup> /N. Margin

4<sup>th</sup> /N. Margin

4<sup>th</sup> /Bridge St

END @ 4<sup>th</sup> /Main

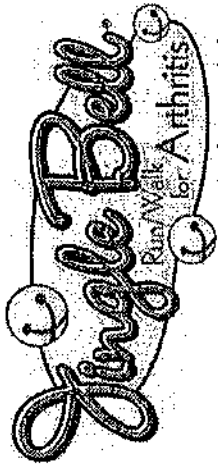
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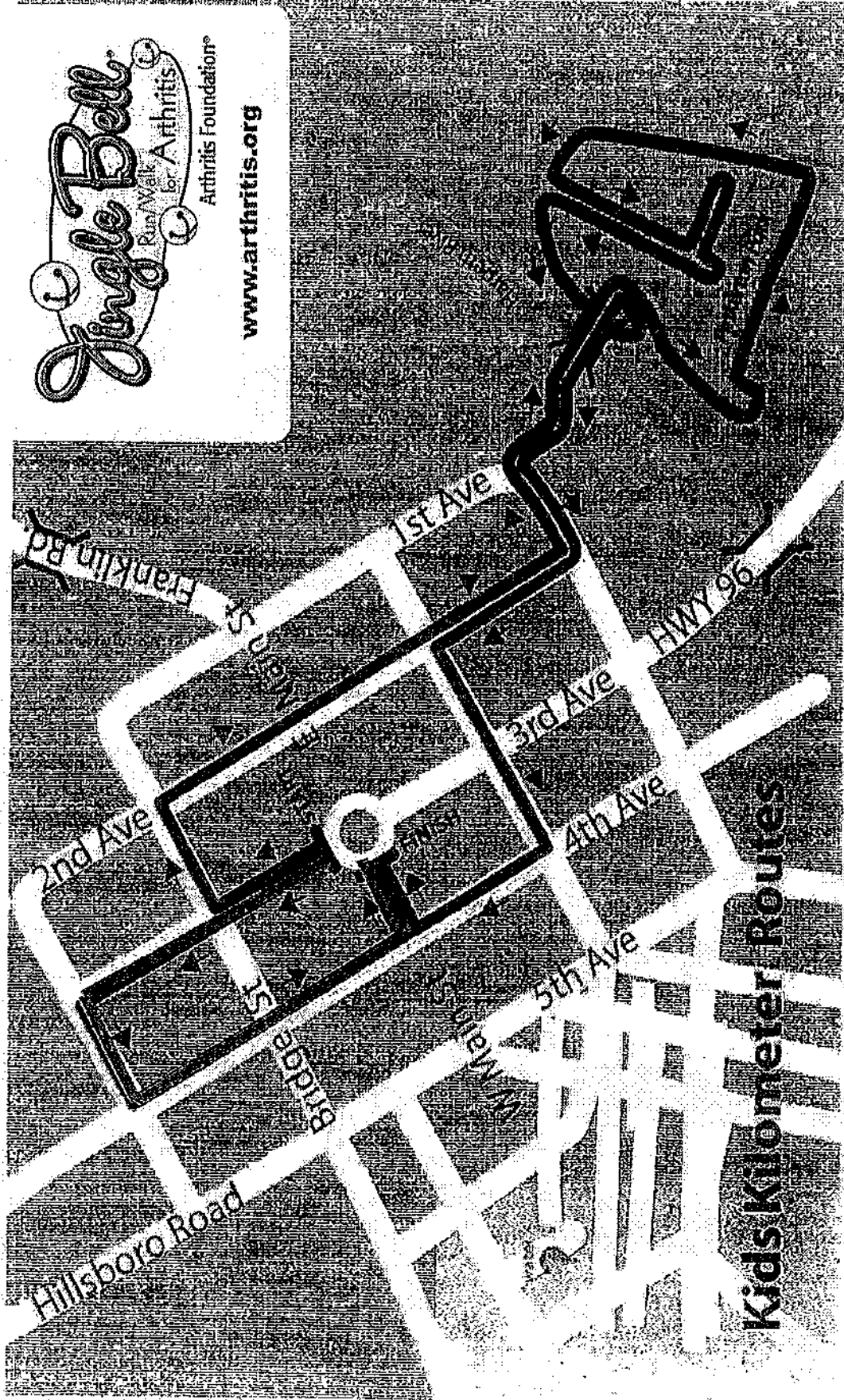
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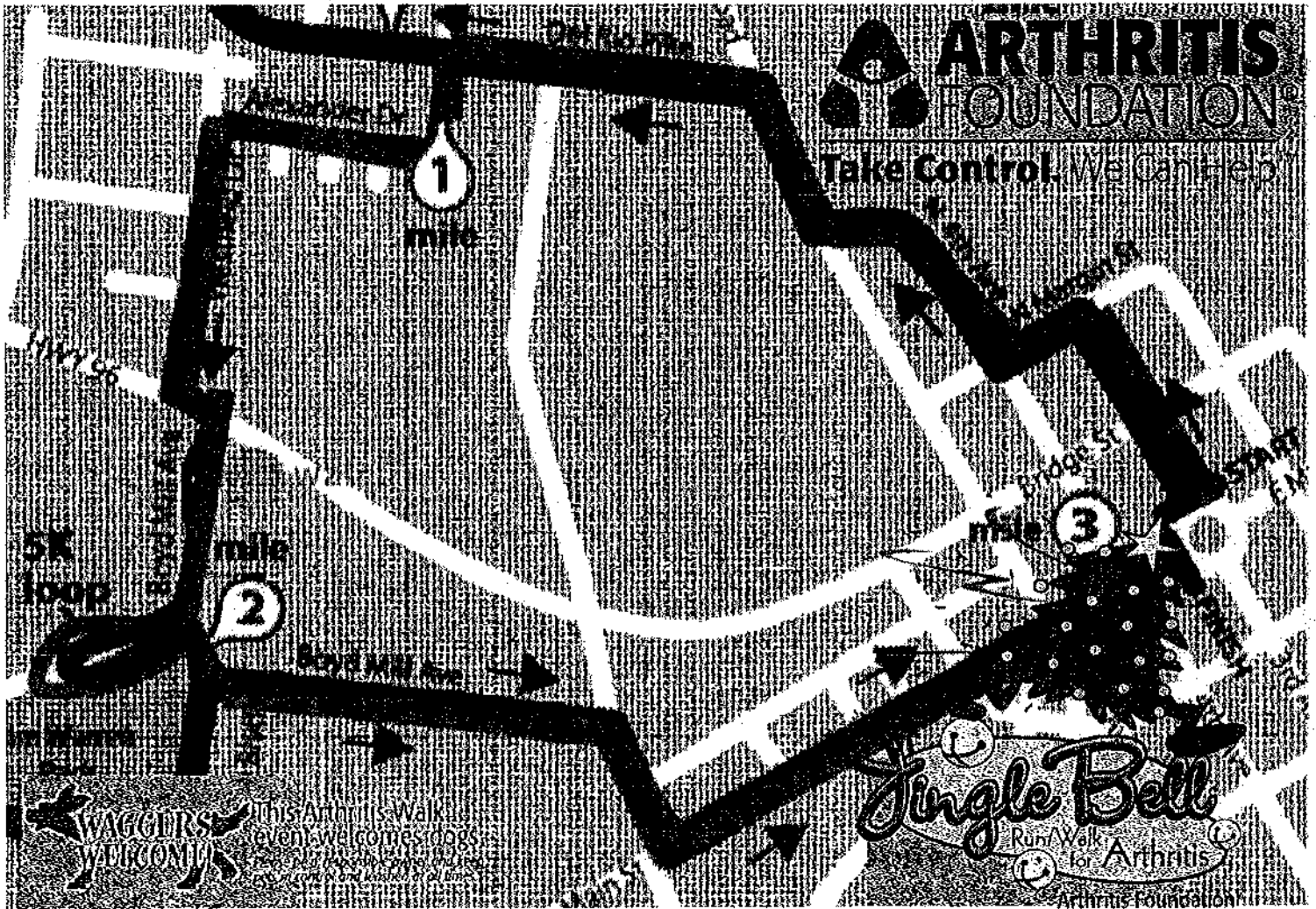


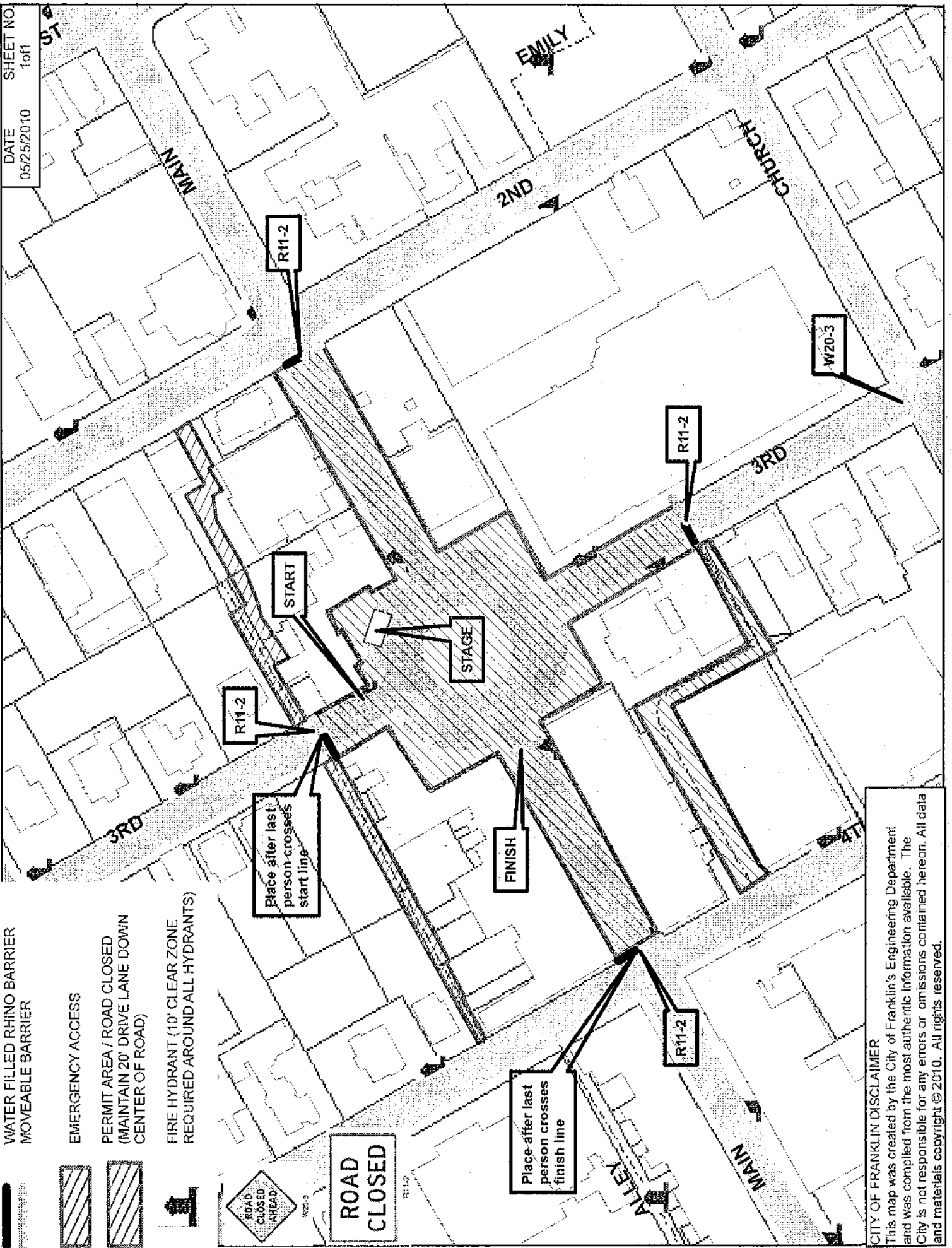
Arthritis Foundation®

[www.arthritis.org](http://www.arthritis.org)



Kids Kilometer Routes





WATER FILLED RHINO BARRIER  
 MOVEABLE BARRIER

EMERGENCY ACCESS

PERMIT AREA / ROAD CLOSED  
 (MAINTAIN 20' DRIVE LANE DOWN  
 CENTER OF ROAD)

FIRE HYDRANT (10' CLEAR ZONE  
 REQUIRED AROUND ALL HYDRANTS)

Place after last  
 person crosses  
 start line

FINISH

Place after last  
 person crosses  
 finish line

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