

June 17, 2015

City of Loretto Tennessee  
Mr. Keith A. Smith  
City Manager  
415 North Military  
Loretto, Tennessee 38469

VIA ELECTRONIC MAIL

Dear Mr. Smith:

Responsive to your request for general information on special event policies, please find enclosed the following examples for your consideration and use:

- Title 16, Chapter 5. Temporary Events and Street Closures - Franklin Tennessee
- Event Permit Application – Franklin
- Title 16, Chapter 6. Mass Gatherings/Special Events – Columbia Tennessee
- Special Events Application – Collierville Tennessee
- Special Event Information and Application – Bristol Tennessee
- Sec. 58-8. Parade Regulations – Brentwood Tennessee
- Special Event Planning Information - Brentwood

Please let me know if you require any additional assistance on this matter.

Very truly yours,



Jeffrey J. Broughton  
Municipal Management Consultant

City of Franklin Tennessee

Title 16, Chapter 5 - SPECIAL EVENTS AND TEMPORARY STREET CLOSURES

**Sec. 16-501. - Definitions.**

(1) Amusement ride or amusement attraction shall be defined as in Tennessee Code Annotated, § 56-38-102, excluding wholly inflatable attractions.

(2) Private gathering means a special event that is held on private property and is not open to the public. A private gathering shall not be subject to the requirements of this chapter unless:

(a) A temporary street closure is requested;

(b) Two hundred or more people gather in a residential area during the course of the event; or

(c) Five hundred or more people gather during the course of the event.

(3) Special event shall mean any public gathering such as a block party, local special event, parade, festival, celebration, concert, carnival, fair, exhibits, trade shows or any similar occurrence to be conducted on public or private property within the City of Franklin, Tennessee. Special events occurring entirely within structures that have been approved by the city for occupancy by 500 or more people shall be exempt from the requirements of this chapter.

(4) Temporary street closure shall refer to a condition created by special event or private gathering to be conducted within or on any street or intersection in the City of Franklin, Tennessee, that requires all lanes of travel be closed for a public safety purpose. Any request for temporary street closure(s) is deemed a request for a special event and requires a special event permit. Any temporary street closure authorized in whole or in part by the city for municipal purposes, including, but not limited to, conveyance of traffic, or travel is exempt from this chapter.

**Sec. 16-502. - Permit or notice required for special events.**

(1) Notice for private gatherings. No permit shall be required for a private gathering unless a temporary street closure permit is requested; however, 72 hours notice to the police department shall be required. Such notice may be oral and shall contain the date, time and place of the gathering, as well as contact information.

(2) Permit required. No person, firm, corporation or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit, or induce participation in a special event or a private gathering where a temporary street closure is requested unless a special event permit has first been obtained from the city administrator.

(3) No person, firm, corporation or organization shall violate any of the terms of a permit issued for a special event or this article, nor join or participate in any permitted activity under this article over the objection of the permit holder, nor in any manner interfere with the progress or orderly conduct of a special event.

**Sec. 16-503. - Application for a permit.**

For special events, an application for a permit shall be made upon a form provided by the city administrator and shall contain all of the following information:

(1) The name, residence and business address, and phone number of each person and organization sponsoring the special event. If an organization, the application shall indicate whether it is authorized to do business within the State of Tennessee and contain the names, residences and business addresses, and phone numbers of the president or chairman thereof, and all other persons:

(a) Having an interest or position of management or control in such organization;

(b) Who are or will be engaged in organizing, promoting, controlling, managing or soliciting participation in such special event; and

(c) Who will be vending or soliciting at the event under the special event permit.

(2) The date, or dates, and beginning and ending hours of such special event;

(3) The location, including blocks, streets, or intersections, in which such special event will occur and a map of same, and indicate where a temporary street closure is required, if any;

(4) The estimated number of persons who will participate;

(5) The purpose of the special event;

(6) Whether parking is requested to be restricted or prohibited during such closure;

(7) Whether any sound amplification equipment is proposed to be used, and if so, information describing such sound amplification. No sound amplification equipment shall be used in anyway contrary to the applicable city ordinance on sound amplification equipment, or contrary to the city ordinance on noise pollution;

(8) Whether or not charity, gratuity, or offerings will be solicited or accepted, or sales of food, beverages, including alcohol or beer, or other merchandise will occur;

(9) Whether any temporary street closure will occupy all or only a portion of the street or intersection involved;

(10) Whether the special event includes any amusement attraction or amusement ride; and

(11) Such other information as the city administrator deems reasonably necessary in order to carry out his duties under this chapter.

**Sec. 16-504. - Time of filing application.**

The application shall be filed not less than 90 nor more than 364 days prior to the scheduled street date of such special event.

**Sec. 16-505. - Barricades, litter collection, and sanitary facilities.**

When a special event permit is granted and includes a temporary street closure, applicants shall provide and remove such barricades and warning devices as are deemed necessary by and are acceptable to the city administrator. Applicants shall also provide for the collection and removal, at applicant's expense, of all trash, garbage, and litter caused by or arising out of such special event and for adequate sanitary facilities as are deemed necessary by the city administrator. Each applicant shall enter into a written agreement, specifying the duties to be performed under this section and the costs to be imposed. Such written agreement, shall be in a form approved by the city attorney and shall be binding after approval by the city administrator.

**Sec. 16-506. - Hold harmless; liability insurance.**

Applicants shall agree in writing 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 special event and the activities permitted in connection therewith. The city administrator shall require the applicant to submit a certificate of insurance from a Tennessee state-licensed entity prior to the event in an amount no less than as specified in appendix A, comprehensive fees and penalties, but within the discretion of the city administrator, depending upon the nature, size and duration of the event.

**Sec. 16-507. - Personnel cost; permit fee; grant program.**

(1) In addition to a permit fee, applicants shall pay to the city the cost of city personnel who are required by the city to work overtime hours or other than regular shift or perform duties during or because of special event. An application for a special event permit shall be accompanied by a permit review fee as specified in appendix A, comprehensive fees and penalties; for special events requiring a beer permit, the total fee for both the beer and special event permits shall be as set forth in title 8, chapter 2 of this Code. Governmental entities shall be exempt from permit fees.

(2) Organizers of events may apply for in-kind support from the City of Franklin, as provided in the "special event grant policy," which is hereby adopted by reference and made a part of this chapter as if fully set forth herein. The city administrator shall have the authority to administer the special event grant policy and amend its terms as needed. A copy of the special event grant policy shall be placed on file at the city recorder's office.

**Sec. 16-508. - Compliance with laws.**

Prior to issuance of a permit under this chapter, all applicable ordinances and laws shall be complied with and all required permits and licenses shall be secured in connection with such special event, or the proposed activities associated therewith including, but not limited to, peddling, street vending, charitable solicitations, collections or acceptance of gratuities, the sale of food, beverages, including alcohol or beer, or other merchandise, or the use of candles, torches, fires, or other combustibles, or amusement attractions or rides.

**Sec. 16-509. - Conditions in permits.**

- (1) Conditions. Any permit granted under this chapter may contain conditions reasonably calculated to reduce or minimize the dangers and hazards to vehicular or pedestrian traffic or to the public health, safety, tranquility, morals, or welfare, including, but not limited to, changes in time, duration, numbers of participants, or noise levels.
- (2) Deposit or bond. The city administrator may also require as a condition of the permit a deposit or bond to cover clean-up, damage or other costs. The amount of the deposit or bond shall be related to the size, nature, and duration of the event and shall be refundable, to the extent not exhausted by clean-up, damage or and other costs.

**Sec. 16-510. - Standards for issuance of a permit.**

A permit shall be issued when, from a consideration of the application and from such other information as may otherwise be obtained, all of the following circumstances exists:

- (1) The applicant has not knowingly and with intent to deceive, made any false, misleading or fraudulent statements of material fact in the application for a permit or in any other document required pursuant to this chapter;
- (2) The applicant has met the standards in this chapter, and paid in advance any fee required and agrees to such conditions as are imposed in the permit;
- (3) The time, duration and size of the special event will not substantially disrupt the orderly and safe movement of other traffic or create a public nuisance;

(4) The special event is of a size or nature such that it will not require the diversion of so great a number of public safety officers of the city as to prevent normal public safety protection to the city;

(5) The concentration of persons will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such special event;

(6) The special event will not unduly interfere with the movement of firefighting equipment on the way to a fire or 911 call;

(7) The special event will not unduly interfere with the orderly operation of parks, hospitals, churches, schools, or other public and quasi-public institutions in the city; and

(8) The applicant has provided reasonable means for informing all persons listed in section 16-503, paragraph (1) of this chapter, and all other persons participating in the special event of the terms and conditions of such permit and all applicable laws.

**Sec. 16-511. - Issuance or denial.**

(1) Small special events. A special event where fewer than 200 people gather during the entire course of the event shall be considered a small special event. The city administrator shall have authority to issue or deny a small special event permit. Written notice of the issuance or denial of a permit shall be provided to the applicant within 14 business days of receipt of a complete application.

(2) Large special events. A special event where 200 or more people gather during the entire course of the event shall be considered a large special event. Applications for large special events shall be considered by the board of mayor and aldermen after consideration by the appropriate committees. Applicant must be present at all meetings where the application is considered. Failure to appear shall constitute good cause for denial of an application. At least ten days prior to any committee or board meeting when a special event permit is to be considered, the applicant shall be given written notice by the city administrator that the application will be considered such notice to contain the recommendations of the city administrator and staff.

(3) Calculation. For the purposes of this section, the total number of people shall include all special event participants, workers and attendees.

(4) Denial. Applicants must meet the standards for issuance of a permit in order to receive a permit. Additional criteria for denial may include, but are not limited to:

(a) Failure to submit a complete application with supporting documentation;

(b) Previous revocation of a special event permit;

(c) Previous convictions by the persons listed in section 16-503, paragraph (1) of this chapter for any crime involving moral turpitude within the past ten years;

(d) A finding that the proposed activity or use will unreasonably interfere with the general public's use and enjoyment of the area at the time of the event or in the future due to repetitive use or damage to a public facility;

(e) A finding that the proposed activity or use will unreasonably interfere with or detract from the public health, safety or welfare, or involve violence, crime or disorderly conduct, at least to the extent that can be reasonably foreseen;

(f) A finding that the proposed activity or use will entail extraordinary or burdensome expense or emergency operations by the city; or

(g) A finding that the proposed activity or use will constitute a nuisance to adjoining property owners.

(5) Notice. Written notice of the issuance or denial of a small or large special event permit shall be provided to the applicant within five business days of any final decision. If a permit is denied, said written notice shall state the reasons for denial.

#### **Sec. 16-512. - Appeals procedure.**

An appeal from denial of the permit shall be by writ of certiorari to the chancery court.

#### **Sec. 16-513. - Revocation of a permit.**

Any permit for a special event issued pursuant to this chapter may be revoked by the city administrator, chief of police, fire chief or fire marshal, or their designees, at any time when by reason of emergency, disaster, calamity, disorder, riot, extreme traffic conditions, violation of this chapter or of any permit conditions, or undue burden on public services, it is determined that the health, safety, tranquility, morals or welfare of the public or the safety of any person or property requires such revocation in light of all the circumstances. Notice of revocation of a permit shall be delivered in writing to at least one person named upon the permit by personal service or by certified mail, or if the special event has commenced, orally, or in writing, by personal contact or service, or by telephone. If the number of people attending the event exceeds the number permitted in the application, it shall constitute an undue burden on public services and the special event permit may be orally revoked. Continuance of a special event after such notice has been delivered is unlawful. Revocation of a permit, for any reason, shall constitute a valid reason for denial of any future special event application by the same persons, or any combination thereof, listed in section 16-503, paragraph (1) of this chapter.

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: \_\_\_\_\_

**2) Name/purpose of event:** \_\_\_\_\_

**3) Date or dates of event:** \_\_\_\_\_

**4) Time of Event:** \_\_\_\_\_

**5) Time of Street Closure (if applicable):** \_\_\_\_\_

**Set-Up Date/Time:** \_\_\_\_\_

**Tear-down Date/Time:** \_\_\_\_\_

\*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:**

\_\_\_\_\_

**a) Address:** \_\_\_\_\_

**b) Phone:** \_\_\_\_\_ **c) Cell:** \_\_\_\_\_ **d) Fax:** \_\_\_\_\_

**e) E-mail address:** \_\_\_\_\_

**7) Person in charge on day of event:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_





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

Name: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

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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:

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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. \_\_\_\_\_

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? \_\_\_\_\_

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



- 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.)?  
\_\_\_\_\_  
\_\_\_\_\_
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.  
\_\_\_\_\_  
\_\_\_\_\_
- 23) During what time period is sound amplification requested? \_\_\_\_\_
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 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.
- 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. \_\_\_\_\_  
\_\_\_\_\_
- 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

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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.



HISTORIC  
FRANKLIN  
TENNESSEE

**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: \_\_\_\_\_ Date: \_\_\_\_\_  
(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.*

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 \*  
 \* **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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HISTORIC  
FRANKLIN  
TENNESSEE

<b>FOR CITY USE ONLY</b>				
<b>Department</b>		<b>Date</b>	<b>Initials</b>	<b>Attach Any Comments</b>
Administration				Comments: _____Yes _____No
Business Office				Comments: _____Yes _____No
Codes				Comments: _____Yes _____No
Engineering				Comments: _____Yes _____No
Finance				Comments: _____Yes _____No
Fire				Comments: _____Yes _____No
Information Technology				Comments: _____Yes _____No
Law				Comments: _____Yes _____No
Parks				Comments: _____Yes _____No
Planning				Comments: _____Yes _____No
Police				Comments: _____Yes _____No
Risk Manager				Comments: _____Yes _____No
Solid Waste				Comments: _____Yes _____No
Streets				Comments: _____Yes _____No
Water/Wastewater				Comments: _____Yes _____No



HISTORIC  
**FRANKLIN**  
TENNESSEE

**FOLLOWING IS AN OUTLINE FOR OBTAINING A SPECIAL EVENT PERMIT FROM THE CITY OF FRANKLIN**

*No person, firm, corporation or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit, or induce participation in an event on public property or a temporary street closure unless a permit has first been obtained from the City Administrator.*

*This outline is intended to serve as a guide and may not be inclusive of all City, State, and Federal requirements.*

1. Obtain Permit Application Form from the City Administrator's Office (109 Third Avenue South, Suite 103 or online at [www.franklinton.gov](http://www.franklinton.gov))
2. Return *completed* application along with a *check or money order for \$100* to the City Administrator's Office at least ninety (90) days prior to event.
3. The completed Special Event Permit Application Form and a Departmental Review Form will be distributed to representatives in the necessary Departments. The Department representatives will recommend approval, denial, or approval with changes. Department representatives may also list any prerequisites required by that Department.
4. The City Administrator's Office, with the help of other City Departments, will determine the minimum number of off-duty police officers and other public safety personnel required to assure the safety of all participants, the safety of the general public, and traffic flow around the event or parade. The event organizer will be responsible for hiring all necessary personnel deemed required by the City Administrator.
5. The Board of Mayor and Aldermen will review all large special event recommendations and determine approval, denial, or approval with changes. Small special events will be reviewed by the Parks Director or the City Administrator.
6. If alcohol, beer, and/or wine is sold or given away, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
7. If the event is approved with changes, the City Administrator's office will assist and/or guide the organizer with making all necessary changes.
8. Included with the letter of conditional approval will be an outline of all necessary additional requirements.
9. Once the event organizer obtains all necessary additional requirements, the City Administrator's office will issue a Special Event Permit. At this time, the event organizer may be required to post a *security deposit, the amount of which will be dependent on the size, nature, and duration of event.*
10. If the event permit is denied, the City Administrator's office will issue a letter of denial. The event organizer may appeal by writ of certiorari to the Chancery Court.

## **ADDITIONAL REQUIREMENTS**

Please read the following section carefully. It contains information that is important to the approval of your event.

### **A. Tent Permit**

Contact: City of Franklin Fire Department  
109 Third Avenue South  
Franklin, TN 37064  
Phone: 615-791-3270, Fax: 615-591-5615

A tent permit is required for all tents 10x12 or larger that are erected for a special event. Large events (with 500 persons or more in attendance) will be required to have a meeting with the Fire Department to discuss Fire Safety issues.

### **B. Electrical Permit**

Contact: Codes Department  
City of Franklin  
109 Third Avenue South  
Franklin, TN 37064  
Phone: 615-790-7012

An Electrical Permit may be required for your event. Electrical Permits are obtained through the City's Codes Department. There will be an additional charge for this permit.

### **C. Health Department Permit**

Contact: Director, Williamson County Health Department  
1324 West Main Street  
Franklin, TN 37064  
Phone: 615-794-1542, Fax: 615-790-5967

If food will be served, the event organizer must call the Health Department to discuss rules and regulations. Health Department official(s) will do an on site inspection of all food vendors. The Health Department has the right to close any vendor not abiding by health codes.

### **D. Fire Marshal Regulations and Inspection**

Contact: Fire Marshal  
City of Franklin Fire Department  
109 Third Avenue South  
Franklin, TN 37064  
Phone: 615-791-3270, Fax: 615-591-5615

The Fire Marshal's Office reviews site plans to determine clear access for emergency vehicles and clear access to fire hydrants and stand pipes. Event organizers will be required to provide a copy of a site diagram indicating the location of all tents, vendor booths or trailers, vehicles parked on site, stages, portable rest rooms, fencing, entrance gates, alcoholic and non-alcoholic beverage booths, etc. The diagram must also indicate where streets will be blocked and how (fencing, barricades, etc.). The site diagram should be returned with the completed Event Application and will be forwarded to the Fire Marshal's Office for approval. Any changes to the site diagram after initial approval must be re-submitted for review. **Organizers of large events MUST meet with the Fire Marshal's office 30 days prior to event and 5 days prior to event.** If the Fire Marshal On-Site Inspector determines that all rules have not been adhered to, or that unapproved changes have been made to the site layout, he/she can delay or stop the event until the site layout is revised and approved.

*E. Alcoholic Beverages*

*1. Beer Board Permit*

Contact: Assistant City Recorder  
City of Franklin  
109 Third Avenue South  
Franklin, TN 37064  
Phone: 615-791-3225

Events where beer is available will be required to apply for a beer permit. If there is any question as to whether a permit is needed, the event organizer should contact the City of Franklin's Assistant City Recorder at the above number and discuss the event in detail. A temporary Special Event Beer Permit authorizing the sale of beer on public owned property might be issued. The beer permit application must be in the name of the owner and signed by the owner, officer, chairman, or director of the organization. Due to the time involved in obtaining a Beer Permit, it is suggested that the event organizer start this process at least thirty (30) days prior to the event.

- Complete Application for Beer Permit can be obtained at the Business Office in City Hall (on Public Square).
- Fill out application completely and return it with appropriate fee. The application fee is non-refundable. The application must be filed fifteen (15) days prior to the next Beer Board meeting. The Beer Board meets once a month on the second Tuesday at 4:30 p.m.

*2. Tennessee Alcoholic Beverage Commission*

Alcoholic Beverage Commission  
226 Capital Boulevard  
Nashville, TN 37219-1804  
Phone: 615-741-1602

The Tennessee Alcoholic Beverage Commission (TABC) is responsible for the enforcement and regulation of all phases of the alcoholic beverage industry in the State of Tennessee. For the sale or give-away of alcoholic beverages, other than beer, please contact them directly. A copy of the TABC permit will be required at your event.

*F. Emergency Medical Services*

Contact: Williamson Medical Center  
Phone: 615-791-2094

The Williamson County Emergency Management Services should be alerted of any possible street closures in case of emergency. They can also provide first aid tents on-site. Please contact Emergency Medical Services for more details.

*G. Event Signage*

Contact: City of Franklin Codes Department  
109 Third Avenue South  
Franklin, TN 37064  
Phone: 615-794-7012

City of Franklin Codes Department restricts certain types of signage and sign placement. Please contact the Codes Department for specific details.

*J. Litter-free event*

The City of Franklin encourages all events held in the City to be Litter-free. Event Coordinator should contact **Keep Williamson Beautiful** at 790-5848 or [www.keepwilliamsonbeautiful.org](http://www.keepwilliamsonbeautiful.org) for more information.



#### H. Sanitation and Environmental Services Deposit

City of Franklin Sanitation and Environmental Services Department  
417 Century Court  
Franklin, TN 37064  
Phone: 615-794-1516

Event organizers must post a one thousand dollar (\$1000) deposit for events over 200 and a \$250 deposit for events under 200. The deposit will be refunded if the applicant restores the area to its condition prior to the event. 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. The check should be made out to the City of Franklin and delivered to the City Administrator's office.

**\*NOTE:** Fats, oils and grease are a leading cause of sewer backups, septic system failures and environmental disasters. Events that include deep frying cooking oil operations require that a grease pit be secured for on-site use. The primary sponsor of the event must provide proof a grease waste hauler is contracted to handle the grease waste and removal of the grease pit. All cooking grease MUST be removed from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. Sponsors needing assistance securing a grease waste hauler should contact the City's Solid Waste Department.

#### I. Good Neighbor letter

The event organizer may be required to deliver written notice to all businesses and residents on or near the event site. The notice must include the following:

- Date, time and location of event;
- Date, time and location of all related street closures;
- Name, address, and phone number of event organizer; and
- Name, address, and phone number for City Administrator's office.

It is suggested that the event organizers inform all businesses and residents within a two (2)-block radius of the event, of the event dates and any related street closures. The event organizer must provide the City Administrator's office with a copy of the letter and a mailing list of whom received the letter. If the event takes place in Downtown Franklin, the event organizer should contact the Downtown Franklin Association (615-591-8500) to alert them to possible closures. Any closure of Main Street will have an effect on Downtown businesses.

#### K. Vendors

For events that have multiple vendors, a form must be completed for *each vendor* that contains: Name and Location of Business, Name of Managing Agent, and Driver's License Number. Background checks will be conducted on *all* vendors. A Map of the event should be returned to City Administrator's office that shows location of each vendor.

ATTACHMENT A

**16-107. Littering streets, alleys, or sidewalks prohibited.** It shall be unlawful for any person to litter, place, throw, track, or allow to fall on any street, alley, or sidewalk any refuse, glass, tacks, mud, or other objects or materials which are unsightly or which obstruct or tend to limit or interfere with the use of such public ways and places for their intended purposes.

Provided, however, it shall be lawful for persons resident within the corporate limits of the City of Franklin to place fallen leaves at the edge of the public street for collection by the city garbage vehicles if such persons promptly notify the superintendent of streets that leaves have been so placed. From October 1 through December 31, leaves may be placed in loose piles at the street's edge. At all other times, leaves must be placed in bags or garbage cans and placed in a position accessible to city garbage vehicles. Persons not complying with these requirements shall be considered to be littering; to be in violation of this section; and to be subject to the penalties therefore.

Any person violating this section shall, in addition to any fine, which may be adjudged, be liable to the city for the cost of removing any such foreign matter from the streets.

It shall also be unlawful for any person to throw any litter, etc., into any private property from a public thoroughfare. (1976 Code, § 12-207)

ATTACHMENT B

**TITLE 16: CHAPTER 5  
SPECIAL EVENTS AND TEMPORARY STREET CLOSURES**

**SECTION**

- 16-501. - Definitions.
- 16-502. - Permit or notice required for special events.
- 16-503. - Application for a permit.
- 16-504. - Time of filing application.
- 16-505. - Barricades, litter collection, and sanitary facilities.
- 16-506. - Hold harmless; liability insurance.
- 16-507. - Personnel cost; permit fee; grant program.
- 16-508. - Compliance with laws.
- 16-509. - Conditions in permits.
- 16-510. - Standards for issuance of a permit.
- 16-511. - Issuance or denial.
- 16-512. - Appeals procedure.
- 16-513. - Revocation of a permit.

**Sec. 16-501. - Definitions.**

- (1) Amusement ride or amusement attraction shall be defined as in Tennessee Code Annotated, § 56-38-102, excluding wholly inflatable attractions.
- (2) Private gathering means a special event that is held on private property and is not open to the public. A private gathering shall not be subject to the requirements of this chapter unless:
  - (a) A temporary street closure is requested;
  - (b) Two hundred or more people gather in a residential area during the course of the event; or
  - (c) Five hundred or more people gather during the course of the event.
- (3) Special event shall mean any public gathering such as a block party, local special event, parade, festival, celebration, concert, carnival, fair, exhibits, trade shows or any similar occurrence to be conducted on public or private property within the City of Franklin, Tennessee. Special events occurring entirely within structures that have been approved by the city for occupancy by 500 or more people shall be exempt from the requirements of this chapter.
- (4) Temporary street closure shall refer to a condition created by special event or private gathering to be conducted within or on any street or intersection in the City of Franklin, Tennessee, that requires all lanes of travel be closed for a public safety purpose. Any request for temporary street closure(s) is deemed a request for a special event and requires a special event permit. Any temporary street closure authorized in whole or in part by the city for municipal purposes, including, but not limited to, conveyance of traffic, or travel is exempt from this chapter. (1976 Code, § 12-501; Ord. No. 2004-64, 8- -2004)

**Sec. 16-502. - Permit or notice required for special events.**

(1) Notice for private gatherings. No permit shall be required for a private gathering unless a temporary street closure permit is requested; however, 72 hours notice to the police department shall be required. Such notice may be oral and shall contain the date, time and place of the gathering, as well as contact information.

(2) Permit required. No person, firm, corporation or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit, or induce participation in a special event or a private gathering where a temporary street closure is requested unless a special event permit has first been obtained from the city administrator.

(3) No person, firm, corporation or organization shall violate any of the terms of a permit issued for a special event or this article, nor join or participate in any permitted activity under this article over the objection of the permit holder, nor in any manner interfere with the progress or orderly conduct of a special event. (1976 Code, § 12-502; Ord. No. 2004-64, 8- -2004)

**Sec. 16-503. - Application for a permit.**

For special events, an application for a permit shall be made upon a form provided by the city administrator and shall contain all of the following information:

(1) The name, residence and business address, and phone number of each person and organization sponsoring the special event. If an organization, the application shall indicate whether it is authorized to do business within the State of Tennessee and contain the names, residences and business addresses, and phone numbers of the president or chairman thereof, and all other persons:

- (a) Having an interest or position of management or control in such organization;
- (b) Who are or will be engaged in organizing, promoting, controlling, managing or soliciting participation in such special event; and
- (c) Who will be vending or soliciting at the event under the special event permit.

(2) The date, or dates, and beginning and ending hours of such special event;

(3) The location, including blocks, streets, or intersections, in which such special event will occur and a map of same, and indicate where a temporary street closure is required, if any;

(4) The estimated number of persons who will participate;

(5) The purpose of the special event;

(6) Whether parking is requested to be restricted or prohibited during such closure;

(7) Whether any sound amplification equipment is proposed to be used, and if so, information describing such sound amplification. No sound amplification equipment shall be used in anyway contrary to the applicable city ordinance on sound amplification equipment, or contrary to the city ordinance on noise pollution;

(8) Whether or not charity, gratuity, or offerings will be solicited or accepted, or sales of food, beverages, including alcohol or beer, or other merchandise will occur;

(9) Whether any temporary street closure will occupy all or only a portion of the street or intersection involved;

(10) Whether the special event includes any amusement attraction or amusement ride; and

(11) Such other information as the city administrator deems reasonably necessary in order to carry out his duties under this chapter. (1976 Code, § 12-503; Ord. No. 2004-64, 8- -2004)

**Sec. 16-504. - Time of filing application.**

The application shall be filed not less than 90 nor more than 364 days prior to the scheduled street date of such special event. (1976 Code, § 12-504; Ord. No. 98-42, 6- -1998; Ord. No. 2004-64, 8- -2004)

**Sec. 16-505. - Barricades, litter collection, and sanitary facilities.**

When a special event permit is granted and includes a temporary street closure, applicants shall provide and remove such barricades and warning devices as are deemed necessary by and are acceptable to the city administrator. Applicants shall also provide for the collection and removal, at applicant's expense, of all trash, garbage, and litter caused by or arising out of such special event and for adequate sanitary facilities as are deemed necessary by the city administrator. Each applicant shall enter into a written agreement, specifying the duties to be performed under this section and the costs to be imposed. Such written agreement, shall be in a form approved by the city attorney and shall be binding after approval by the city administrator. (1976 Code, § 12-505; Ord. No. 2004-64, 8- -2004)

**Sec. 16-506. - Hold harmless; liability insurance.**

Applicants shall agree in writing 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 special event and the activities permitted in connection therewith. The city administrator shall require the applicant to submit a certificate of insurance from a Tennessee state-licensed entity prior to the event in an amount no less than as specified in title 22, comprehensive fees and penalties, but within the discretion of the city administrator, depending upon the nature, size and duration of the event. (1976 Code, § 12-506; Ord. No. 2004-64, 8- -2004; Ord. No. 2010-56, § VIII, 9-14-2010)

**Sec. 16-507. - Personnel cost; permit fee; grant program.**

(1) In addition to a permit fee, applicants shall pay to the city the cost of city personnel who are required by the city to work overtime hours or other than regular shift or perform duties during or because of special event. An application for a special event permit shall be accompanied by a permit review fee as specified in title 22, comprehensive fees and penalties; for special events requiring a beer permit, the total fee for both the beer and special event permits shall be as set forth in title 8, chapter 2 of this Code. Governmental entities shall be exempt from permit fees.

(2) Organizers of events may apply for in-kind support from the City of Franklin, as provided in the "special event grant policy," which is hereby adopted by reference and made a part of this chapter as if fully set forth herein. The city administrator shall have the authority to administer the special event grant policy and amend its terms as needed. A copy of the special event grant policy shall be placed on file at the city recorder's office. (1976 Code, § 12-507; Ord. No. 2004-64, 8- -2004; Ord. No. 2010-56, § IX, 9-14-2010; Ord. No. 2011-25, § I, 6-14-2011, eff. 1-1-2012)

**Sec. 16-508. - Compliance with laws.**

Prior to issuance of a permit under this chapter, all applicable ordinances and laws shall be complied with and all required permits and licenses shall be secured in connection with such special event, or the proposed activities associated therewith including, but not limited to, peddling, street vending, charitable solicitations, collections or acceptance of gratuities, the sale of food, beverages, including alcohol or beer, or other merchandise, or the use of candles, torches, fires, or other combustibles, or amusement attractions or rides. (1976 Code, § 12-508; Ord. No. 2004-64, 8- -2004)

**Sec. 16-509. - Conditions in permits.**

(1) Conditions. Any permit granted under this chapter may contain conditions reasonably calculated to reduce or minimize the dangers and hazards to vehicular or pedestrian traffic or to the public health, safety, tranquility, morals, or welfare, including, but not limited to, changes in time, duration, numbers of participants, or noise levels.

(2) Deposit or bond. The city administrator may also require as a condition of the permit a deposit or bond to cover clean-up, damage or other costs. The amount of the deposit or bond shall be related to the size, nature, and duration of the event and shall be refundable, to the extent not exhausted by clean-up, damage or and other costs. (1976 Code, § 12-509; Ord. No. 98-42, 6- -1998; Ord. No. 2004-64, 8- -2004)

**Sec. 16-510. - Standards for issuance of a permit.**

A permit shall be issued when, from a consideration of the application and from such other information as may otherwise be obtained, all of the following circumstances exists:

(1) The applicant has not knowingly and with intent to deceive, made any false, misleading or fraudulent statements of material fact in the application for a permit or in any other document required pursuant to this chapter;

(2) The applicant has met the standards in this chapter, and paid in advance any fee required and agrees to such conditions as are imposed in the permit;

(3) The time, duration and size of the special event will not substantially disrupt the orderly and safe movement of other traffic or create a public nuisance;

(4) The special event is of a size or nature such that it will not require the diversion of so great a number of public safety officers of the city as to prevent normal public safety protection to the city;

(5) The concentration of persons will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such special event;

(6) The special event will not unduly interfere with the movement of firefighting equipment on the way to a fire or 911 call;

(7) The special event will not unduly interfere with the orderly operation of parks, hospitals, churches, schools, or other public and quasi-public institutions in the city; and

(8) The applicant has provided reasonable means for informing all persons listed in section 16-503, paragraph (1) of this chapter, and all other persons participating in the special event of the terms and conditions of such permit and all applicable laws. (1976 Code, § 12-510; Ord. No. 2004-64, 8- -2004)

**Sec. 16-511. - Issuance or denial.**

(1) Small special events. A special event where fewer than 200 people gather during the entire course of the event shall be considered a small special event. The city administrator shall have authority to issue or deny a small special event permit. Written notice of the issuance or denial of a permit shall be provided to the applicant within 14 business days of receipt of a complete application.

(2) Large special events. A special event where 200 or more people gather during the entire course of the event shall be considered a large special event. Applications for large special events shall be considered by the board of mayor and aldermen after consideration by the appropriate committees. Applicant must be present at all meetings where the application is considered. Failure to appear shall constitute good cause for denial of an application. At least ten days prior to any committee or board meeting when a special event permit is to be considered, the applicant shall be given written notice by the city administrator that the application will be considered such notice to contain the recommendations of the city administrator and staff.

(3) Calculation. For the purposes of this section, the total number of people shall include all special event participants, workers and attendees.

(4) Denial. Applicants must meet the standards for issuance of a permit in order to receive a permit. Additional criteria for denial may include, but are not limited to:

- (a) Failure to submit a complete application with supporting documentation;
- (b) Previous revocation of a special event permit;
- (c) Previous convictions by the persons listed in section 16-503, paragraph (1) of this chapter for any crime involving moral turpitude within the past ten years;
- (d) A finding that the proposed activity or use will unreasonably interfere with the general public's use and enjoyment of the area at the time of the event or in the future due to repetitive use or damage to a public facility;
- (e) A finding that the proposed activity or use will unreasonably interfere with or detract from the public health, safety or welfare, or involve violence, crime or disorderly conduct, at least to the extent that can be reasonably foreseen;
- (f) A finding that the proposed activity or use will entail extraordinary or burdensome expense or emergency operations by the city; or
- (g) A finding that the proposed activity or use will constitute a nuisance to adjoining property owners.

(5) Notice. Written notice of the issuance or denial of a small or large special event permit shall be provided to the applicant within five business days of any final decision. If a permit is denied, said written notice shall state the reasons for denial. (1976 Code, § 12-511; Ord. No. 98-42, 6- - 1998; Ord. No. 2004-64, 8- -2004)

**Sec. 16-512. - Appeals procedure.**

An appeal from denial of the permit shall be by writ of certiorari to the chancery court. (1976 Code, § 12-512; Ord. No. 2004-64, 8- -2004)

**Sec. 16-513. - Revocation of a permit.**

Any permit for a special event issued pursuant to this chapter may be revoked by the city administrator, chief of police, fire chief or fire marshal, or their designees, at any time when by

reason of emergency, disaster, calamity, disorder, riot, extreme traffic conditions, violation of this chapter or of any permit conditions, or undue burden on public services, it is determined that the health, safety, tranquility, morals or welfare of the public or the safety of any person or property requires such revocation in light of all the circumstances. Notice of revocation of a permit shall be delivered in writing to at least one person named upon the permit by personal service or by certified mail, or if the special event has commenced, orally, or in writing, by personal contact or service, or by telephone. If the number of people attending the event exceeds the number permitted in the application, it shall constitute an undue burden on public services and the special event permit may be orally revoked. Continuance of a special event after such notice has been delivered is unlawful. Revocation of a permit, for any reason, shall constitute a valid reason for denial of any future special event application by the same persons, or any combination thereof, listed in section 16-503, paragraph (1) of this chapter.  
(1976 Code, § 12-513; Ord. No. 2004-64, 8- -2004)



## ATTACHMENT C

**16-110. Parades regulated.** It shall be unlawful for any club, organization, or similar group to hold any meeting, parade, demonstration, or exhibition on the public streets without some responsible representative first securing a permit from the recorder. No permit shall be issued by the recorder unless such activity will not unreasonably interfere with traffic and unless such representative shall agree to see to the immediate cleaning up of all litter which shall be left on the streets as a result of the activity. Furthermore, it shall be unlawful for any person obtaining such a permit to fail to carry out his agreement immediately to clean up the resulting litter. (1976 Code, § 12-210)

## CHAPTER 6

### MASS GATHERINGS/SPECIAL EVENTS

#### SECTION

- 16-601. Purpose.
- 16-602. Definitions.
- 16-603. Exemptions.
- 16-604. Special event permit required, violations, and penalties.
- 16-605. General provisions.
- 16-606. Financial assurance.
- 16-607. Amount and type of services and equipment required.
- 16-608. Fees and terms of payment.
- 16-609. Special Plan for Event Contingencies (SPEC).
- 16-610. Dissemination of SPEC.
- 16-611. Application process.
- 16-612. Authority to alter, suspend, or terminate a special event.
- 16-613. Grievance procedures.
- 16-614. Severability.

**16-601. Purpose.** The purpose of this legislation is to set forth permitting procedures and requirements for special events in a way that will attempt to protect, preserve, and promote the physical health of the public; reduce the incidence of communicable diseases; reduce hazards and pollution to the environment; maintain adequate sanitation and public health; protect the safety of the public; and reduce the threats or effects of terrorism or weapons of mass destruction. (as added by Ord. #3851, June 2010)

**16-602. Definitions.** (1) "City/City of Columbia" shall mean all of the incorporated areas of the City of Columbia, Tennessee.

(2) "City sponsored events" shall mean events that are solely planned, administered, coordinated, held by, and paid for by the City of Columbia. City sponsored events shall not be exempt from obtaining a special event permit.

(3) "Co-sponsored events" shall mean events that are planned, administered, coordinated, and held in conjunction with another event sponsor and the city. Co-sponsored events shall not be exempt from obtaining a special event permit.

(4) "Event sponsor" shall mean any organizer, promoter, coordinator, person, group, corporation, partnership, governing body, association, or other public or private organization, or property owner that is responsible for the operation of a special event.

(5) "Extraordinary or exceptional demands on services." Regardless of how many people an event attracts, it may be determined by the Columbia City Manager that the regular and/or emergency services could have

extraordinary or exceptional demands placed upon them by an event. Any/all events that are determined to likely place extraordinary or exceptional demands upon the regular and/or emergency services shall be considered a special event and a special event permit shall be required.

(6) "Financial assurance" shall mean liability insurance underwritten by a company licensed to underwrite business in the State of Tennessee, which shall indemnify and hold harmless the City of Columbia and its agents, officers, servants, and employees from any liability or causes of action which might arise by reason of granting a special events permit, and from any cost incurred in cleaning up any waste material produced or left after the event.

(7) "Independent events" shall mean those events that are not co-sponsored or city sponsored events.

(8) "Mass gathering or special event" shall mean any outdoor temporary public gathering including but not limited to block parties, parades, festivals, music concerts, celebrations, carnivals, fairs, exhibits, trade shows, or any similar occurrence to be conducted on any public or private property within the City of Columbia that is reasonably expected to simultaneously bring together six hundred (600) or more people and/or that could result in extraordinary or exceptional demands being placed on the regular and/or emergency services of our city. All special events, as defined, shall require a special event permit.

(9) "Property owner" shall mean any person who alone, jointly, or severally with others has legal title to any premises, with or without accompanying actual possession thereof; or has charge, care, or control of any premises, and legal or equitable owner, agent, or the owner, or lessee of a piece of property where a special event is to be held.

(10) "Special event permit" shall mean a written form of authorization in accordance with these regulations.

(11) "Special Plan for Event Contingencies (SPEC)" shall mean an approved written safety plan that will attempt to protect, preserve, and promote the physical health of the public; reduce the incidence of communicable diseases; reduce hazards and pollution to the environment; maintain adequate sanitation and public health; and protect the safety of the public.

(12) "Temporary street closure" shall mean any condition created by a special event that is conducted within or upon any street, public way, road, highway, boulevard, parkway, alley, lane, service road, viaduct, bridge, and the approaches thereto, sidewalks, or other public rights-of-way. Any/all events that create a temporary street closure shall be considered a special event and a special event permit shall be required. (as added by Ord. #3851, June 2010)

**16-603. Exemptions.** A special event permit shall not be required for the following events:

- (1) Funeral processions;
- (2) Students going to and from classes;

(3) Participation in educational or other school activities, providing that such conduct is under the immediate direction and supervision of the proper authorities and an adequate safety plan has been developed (homecoming and other parades that cause or could result in temporary street closures shall not be exempt);

(4) Sporting events, providing that such conduct is under the immediate direction and supervision of the proper authorities and an adequate safety plan has been developed (an electronic repository of these plans shall be maintained and access shall be granted to the regular and/or emergency services);

(5) Activities conducted in the normal operation of a licensed campground;

(6) An event wholly contained on property specifically designed or suited for the special event and which has an appropriate certificate of occupancy, appropriate zoning, and an adequate safety plan. (as added by Ord. #3851, June 2010)

**16-604. Special event permit required, violations, and penalties.**

(1) Special event permit required. No event sponsor shall hold any special event unless a special event permit is first obtained.

(2) Violations. Any person who violates any provision of this legislation shall be subject to fines and penalties. It is a violation to hold a special event within the City of Columbia without a special events permit.

(3) Penalties. Any person found in violation of this legislation shall be subject to the maximum fine allowable by law plus all allowable court costs, any and all costs incurred to the City of Columbia to enforce this legislation. (as added by Ord. #3851, June 2010)

**16-605. General provisions.** Nothing in this regulation relieves the obligations or liability of any event sponsor to comply with any other applicable regulation, ordinance, law, standard, or provision issued by other entities, the City of Columbia, the State of Tennessee, or the federal government. This shall include but is not limited to:

(1) Beer and alcohol permitting regulations;

(2) Zoning regulations and restrictions;

(3) Park fees and permits;

(4) Health department regulations and requirement;

(5) Any/all applicable taxes;

(6) Any/all additional required fees and permits. (as added by Ord. #3851, June 2010)

**16-606. Financial assurance.** The event sponsor must comply with the following insurance requirements to be considered for a special event permit. Proof of insurance covering the dates and times of the event including set-up

and dismantling must be submitted during the permit application process. Failure to provide proof of insurance will result in the permit being denied. The following types of insurance must be provided:

(1) Comprehensive general liability insurance. A general liability insurance policy, or its equivalent, written on an occurrence basis (or yearly basis), with a minimum of one million dollars (\$1,000,000.00) combined single limit of liability per occurrence for bodily injury, personal injury, and property damage is required. If food or beverages are to be served, then product liability coverage must also be included with a minimum of one million dollars (\$1,000,000.00) per occurrence. If an event involves floats or other vehicles, then product liability coverage must also be included with a minimum of one million dollars (\$1,000,000.00) per occurrence. Insurance coverage must include all areas used by the event including any/all assembly areas, routes, disbanding areas, and event location(s).

(2) Additional insurance requirements. The City of Columbia must be listed as additional insured for the event on all insurance policies with regards to the event.

(3) Additional insurance required. The city manager reserves the right to increase the minimum acceptable limits of liability insurance based on the nature or type of event and the potential hazards posed by the event. (as added by Ord. #3851, June 2010)

**16-607. Amount and type of services and equipment required.** The amount, kind, and type of services or equipment required for a special event shall be determined based on the nature and type of event and the potential hazards posed by the event. Nothing in this regulation is intended to limit the number of resources or services required. At a minimum, the recommendations outlined in the Federal Emergency Management Agency (FEMA) Special Events Contingency Planning Job Aids Manual shall be followed when determining the amount and type of services required.

(1) Additional services required. The city manager reserves the right to increase the minimum required amount and type of services required based on the nature or type of event and the potential hazards posed by the event. After consulting with the emergency and regular services, the city manager may determine that the minimum FEMA recommendations are not adequate.

(2) Amount of equipment required. Contracts with vendors for meeting the necessary requirements for the amount and type of equipment required shall be allowed. However, any/all contractors shall be licensed to do business in the State of Tennessee. All traffic control devices (signs, barricades, etc.) shall comply with standards outlined in the Manual on Uniform Traffic Control Devices (MUTCD). The current edition MUTCD in use by the City of Columbia at the time of permit application shall apply. Any/all contracts shall be completed and executed prior to the issuance of a special event permit.

(3) Type of services required. Any/all contractors for professional services including but not limited to law enforcement, fire suppression, and/or emergency medical providers shall be certified and/or licensed to provide services in the State of Tennessee. All professional service contractors shall be in uniform and readily identifiable while providing contracted services during special events. (as added by Ord. #3851, June 2010)

**16-608. Fees and terms of payment.** There shall be fees associated with the special event permit application process, and additional fees for personnel services and equipment provided by the City of Columbia.

(1) Special event permit. A non-refundable application fee of twenty-five dollars (\$25.00) is due at the time of application. The event sponsor shall be responsible for paying these fees.

(2) Personnel services provided by the City of Columbia. The costs associated with city employees required to provide services for a special event shall be billable based upon an average of personnel costs. This rate shall be determined annually by the city manager. The event sponsor shall be responsible for paying these fees.

(3) Equipment provided by the City of Columbia. The costs associated with the operation of equipment provided by the city shall be billable at rates based on the Federal Emergency Management Agency's (FEMA) schedule of equipment rates. The event sponsor shall be responsible for paying these fees.

(4) Co-sponsored events. Based on the nature and type event and the positive impact that a particular event has on our community, a portion or portions of fees and/or insurance requirements in accordance with this regulation can be waived by the city manager for approved co-sponsored events. A special event permit shall be required for co-sponsored events.

(5) City sponsored event. Fees in accordance with this regulation shall be waived by the city manager for approved city sponsored events. The city manager may require additional insurance for specific hazards or functions at city sponsored events. A special event permit shall be required for city sponsored events.

(6) Calculation of additional fees. Fees owed for equipment or personnel services required for the event shall be calculated by each involved emergency and/or regular service and forwarded to the city manager no later than five (5) business days after each special event. The city manager shall compile all applicable charges and an invoice shall be sent to the event sponsor no later than ten (10) business days after the event.

(6) Terms of payment of additional fees. All monies due and payable upon receipt of invoice. Payment not received by the thirtieth day after the date of invoice shall be subject to accrue interest at a rate of fifteen percent (15%) annum or the maximum finance charge allowed by law, whichever is less. Any attorney's fees, collection fees, arbitration fees, or other costs incurred in collecting any delinquent account shall be paid by the event sponsor. No

additional permits shall be processed and/or approved for an event sponsor that has any outstanding balance, until full payment of all monies due is received. (as added by Ord. #3851, June 2010)

**16-609. Special Plan for Event Contingencies (SPEC).** A written plan that attempts to establish safety procedures for dealing with a special event is required for all special events. It must attempt to minimize injury, suffering, death, or damage to the environment that may result as a result of poor planning or preventable incidents during the event. The SPEC template shall be used as a guide for developing SPEC plans. The plan must provide for a sound command structure utilizing the National Incident Management System (NIMS) Incident Command System (ICS) and assign roles and responsibilities for the implementation of the plan during an emergency. (as added by Ord. #3851, June 2010)

**16-610. Dissemination of SPEC.** Special Plans for Event Contingencies (SPECs) will contain safety sensitive information and contact information that should remain confidential. Therefore, completed SPECs shall only be disseminated to all emergency and/or regular agencies that could possibly be required to assist. SPECs shall not be disseminated to the public or news media. Evacuation routes, short-term shelter locations, and specific safety measures for events shall be posted and disseminated, as needed. (as added by Ord. #3851, June 2010)

**16-611. Application process.** (1) The application must be completed and submitted along with the non-refundable application fee to the city recorder's office at least sixty (60) days before a scheduled event. Applying for a special event permit does not grant authorization to conduct a special event. The process shall typically follow the following format:

(a) Upon receipt of the application, it shall be electronically forwarded to all involved or affected emergency and/or regular agencies and the city manager.

(b) Each involved or affected agency shall have ten (10) business days to review the application and complete their respective part of the SPEC.

(c) Once each involved or affected agency has completed their respective part of the SPEC (including required personnel, services, and equipment) it shall be electronically forwarded to emergency management for compilation.

(d) Emergency management shall have ten (10) business days to compile all agencies' information into the SPEC.

(e) Once the SPEC has been compiled, it shall be electronically forwarded to the city recorder's office.

(f) The city recorder shall then forward the SPEC requirements including all required types of services and equipment, insurance requirements, etcetera to the event sponsor.

(g) The event sponsor shall complete and execute any/all necessary contracts for services and/or equipment and appropriate certificate(s) of insurance in accordance with this legislation and submit proof to the city manager at least five (5) business days before the scheduled event.

(h) Once all applicable requirements have been satisfactorily completed, the special event permit shall be signed by the city manager and then be issued to the event sponsor.

(2) The signed special event permit shall be kept on-site and immediately available for inspection by the city manager or his/her designee during the entire special event including set-up and dismantling.

(3) The entire application packet shall be available electronically on the city website, in the city recorder's office, and park office. Included in this packet shall be the SPEC template, FEMA's schedule of equipment rates, and the annual rate schedule of costs for personnel services.

(4) A repository for completed SPECs shall be available to authorized personnel. This will be located on emergency management's website and will be password protected.

(5) It is recognized that certain events may occur that could result in the inability of a group to meet the sixty (60) day application process for a parade. These events could include but may not be limited to:

- (a) A local ball team winning a championship;
- (b) A local group winning a major award;
- (c) A local military unit returning from active duty.

In these types of situations the city manager shall have the authority to reduce the sixty (60) day application process provided that it does not result in extraordinary or exceptional demands being placed upon the regular and/or emergency agencies affected by the event. A special event permit and an adequate safety plan shall still be required for these types of events. (as added by Ord. #3851, June 2010)

**16-612. Authority to alter, suspend, or terminate a special event.**

The city manager, emergency management director, police chief, fire chief, or their designee shall have the authority to cause the event sponsor to alter, suspend, or terminate any special event that is found to pose a significant threat to the health, safety, and/or welfare of the public or that is found to be in noncompliance with any part of this regulation or special event permit. (as added by Ord. #3851, June 2010)

**16-613. Grievance procedures.** Any/all appeals for permit denial, required types of services and equipment, insurance requirements, and etcetera



shall be submitted in writing to the city manager at least thirty (30) calendar days before the event. The city manager shall have ten (10) business days to respond in writing to the appeal. (as added by Ord. #3851, June 2010)

**16-614. Severability.** Should any provision of this legislation be determined to be invalid, illegal, or unforeseeable by a court of competent jurisdiction, then such provision shall be amended to make it valid, legal, and enforceable. The invalidity or unenforceability of any provisions shall not affect in any manner the other provisions herein contained, which remain in full force and effect. (as added by Ord. #3851, June 2010)



# **SPECIAL EVENTS**

## **APPLICATION**

### **Class 1**

**Department of Parks, Recreation and Cultural  
Arts**

**440 West Powell Road**

**Collierville, Tennessee 38017**

**(901) 457-2777 (901) 457-2771 - fax**

## **APPLICATION PROCEDURES**

Applications for permits for special events ("Special Events") must be filed with the Town of Collierville ("Town") at the Collierville Community Center at 440 West Powell Road, not less than sixty (60) days nor more than three hundred sixty-five (365) days prior to the proposed activity dates. Applications from an organization/entity ("Event Sponsor") seeking a Special Events permit are accepted on a first-come, first-served basis. Dates will not be held without receiving an application. Only one date per application will be considered, unless the Special Event is scheduled to occur on consecutive days.

- As of September 28, 2009, the Board of Mayor & Alderman approved a non-refundable application fee of \$250.00 per application to be submitted with the Special Events Application sixty (60) days prior to the proposed activity dates. If the application is declined prior to the special events committee reviewing the application, then the application fee will be refunded.
- A cleaning deposit may be required.
- The Event Sponsor, at its sole expense, is required to obtain Comprehensive General Liability Insurance, issued by a responsible insurance company and in a form acceptable to the Town, providing coverage for the Event Sponsor on an occurrence basis against claims for bodily injury, death or property damage with combined single limits of not less than \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for Bodily Injury and Property Damage. Upon approval of its application, the Event Sponsor shall provide the Town with Certificates of Insurance ("Certificates") on such policies in forms acceptable to the Town. Said Comprehensive General Liability Insurance policy shall provide that the Town be an additional insured. The Town of Collierville has enrolled in a program which allows you the Event Sponsor, the "user" to secure cost effective liability insurance that provides protection for you as well as The Town of Collierville. Log on to [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip) for a quote or to register for the program. The Town of Collierville entity ID-code is: 0501-639.
- The Special Events Committee (Codes Department, Fire Department, Parks and Recreation Department, Police Department, Finance Department, General Services and Public Services Department) will require the Event Sponsor to compensate the Town for any incidental costs (i.e. coordination, increased police and fire protections, litter pick-up, or other staff costs).
- The Event Sponsor must sign a Waiver, Release and Indemnity Agreement in exactly the same form as is included in this Application packet.

- **NO** activity will be permitted which is in violation of local ordinances or state or federal laws or regulations. The Event Sponsor must adhere to all Town Police, Fire and County Public Health codes.
- The Event Sponsor must provide a drawing/detailed map to include the area to be used, entry and exists (if closed) and set up structures (i.e. bleachers, fences, vendors, tents, etc.)
- The Town will retain first priority for use of all Town facilities.
- The Town public address sound system is NO longer available for public use. If your Special Event requires a sound system, you must furnish one.
- After receipt of the completed application, the application will be forwarded to the Special Events Committee. The Committee will return it with any additional required fees, conditions or restrictions, and a recommendation for approval or denial. If the application is declined prior to the Special Events committee reviewing the application, then the application fee will be refunded. The review process is usually completed within three (3) weeks.
- All fees adopted by the Board of Mayor & Aldermen (per the current adopted fee schedule) apply to Special Events. These fees cannot be waived.

Once the Chairman of the Special Events Committee has received all of the comments and recommendations from the Special Events Committee, a letter will be sent to the Event Sponsor indicating approval or denial of the event application and, if approved, listing all fees, conditions, deadlines and requirements that must be met by the Sponsor. The Special Events permit is not transferable or assignable without the prior written consent of the Town.

Failure to meet all applicable deadlines and/or to follow and timely satisfy all applicable terms and conditions for the Special Event may result in the Town rescinding its approval of the event and cancellation of the Special Event.

If you have any questions, please call 901-457-2777.

**TOWN OF COLLIERVILLE, TENNESSEE**  
**Waiver, Release and Indemnity**

COME NOW, \_\_\_\_\_ (herein the "Event Sponsor), a \_\_\_\_\_ (state where established) \_\_\_\_\_ (type of entity) (herein the "Event Sponsor") and makes this Waiver, Release and Indemnity as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WHEREAS, the Event Sponsor desires that the Town of Collierville, Tennessee hereinafter the "Town") allow the Event Sponsor to host that certain Special Event referred to as \_\_\_\_\_ (hereinafter the "Special Event"); and

WHEREAS, the Event Sponsor has filed that certain Application with the Town to request that the Town permit such Special Event to occur.

NOW, THEREFORE, in consideration of the premises, the Event Sponsor hereby RELEASES, DISCHARGES and COVENANTS NOT TO SUE the Town of Collierville, including, but not limited to, its employees, elected officials, agents, representatives, volunteers, and other related persons (hereinafter individually and collectively referred to as the "Released Parties"), and each of them individually and collectively, for any and all liability, claims, or expenses, including attorneys fees, for any loss, injury, death, damage or other loss, of whatever nature and howsoever incurred, that may arise out of or in any way be related to the Special Event, including, without limitation, any liability, claim, or expense for personal injuries and/or property damage, resulting from or arising out of any act or omission (whether arising, without limitation, from allegedly negligent, reckless, or intentional conduct) whatsoever of the Released Parties.

The Event Sponsor further agrees to INDEMNIFY the Released Parties and HOLD the Released Parties HARMLESS from and against any and all liability, claims, demands, causes of action and/or expenses, including attorneys fees, (whether arising, without limitation, from allegedly negligent, reckless, or intentional conduct of the Released Parties or otherwise) asserted by any person or entity in connection with or related to the Special Event or the use of Town's facilities and/or property in connection therewith.

The Event Sponsor hereby states that it fully understands the risks involved in participation in the Special Event and that it has taken and will take all necessary precautions to protect itself and others. The Event Sponsor hereby agrees to ASSUME any and all risks and dangers related to, arising out of, or otherwise involved with its participation in the Special Event and use of the Town's facilities and/or property. The Event Sponsor further agrees to conform to and comply with all rules and regulations of the Town in connection with the Special Event.

The Event Sponsor hereby represents and warrants to all parties that it has the lawful right to execute this Waiver, Release and Indemnity.

The Event Sponsor hereby acknowledges that it has had the opportunity to review this Waiver, Release and Indemnity and has had the opportunity, whether exercised or not, to have its respective attorney review this Waiver, Release and Indemnity. The Event Sponsor further agrees that this Waiver, Release and Indemnity are intended to be as broad and inclusive as permitted by Tennessee law and that if any portion thereof be held invalid, the balance shall continue in full legal force and effect.

The undersigned individual acting on behalf of the Event Sponsor by executing this Waiver, Release and Indemnity hereby represents and warrants to all parties that he/she has been duly authorized to execute and deliver this Waiver, Release and Indemnity on behalf of the Event Sponsor.

WITNESS THE DUE EXECUTION HEREOF.

**EVENT SPONSOR**

MORTON MUSEUM OF COLLIERVILLE HISTORY

(Name of entity – if applicable)

  
(Signature)

ERIN NARLOCH  
(Printed Name)

\_\_\_\_\_  
(Title of person signing this Application, if on behalf of an entity)

\_\_\_\_\_  
(Date Signed)

**TOWN OF COLLIERVILLE**  
**Special Events Basic Services**

*The following services are considered "Basic Services" for special events that use Town of Collierville Facilities. No additional fee is charged by the Town for the provision of Basic Services:*

- **Administrative/Advisory Support** – The Town of Collierville will provide support to the Special Event steering committee for the purpose of staff support concerning facility usage.
- **Facility** – Park/Site (ready for use) – The Town of Collierville facility will be ready for use each day according to the Town's normal maintenance schedule. The Event Sponsor is responsible for picking up the area and placing trash in cans or other containers, **leaving the facility ready for use**. Restrooms will be cleaned each morning prior to event usage.
- **Electrical Service** – Electrical power is provided at no charge on Town-owned property. A Town employee as needed for electrical support is available during normal working hours. The assigned Town employee will be available for corrections to any disruption in electrical service.

*The following services are required by the Town but are not included in Basic Services and may involve fees:*

- **On-site custodial support** – The Event Sponsor must have an on-site custodian or personnel to maintain facility cleanliness in accordance with Health Code requirements.
- **Garbage removal** (once a day) –The Town will provide garbage pick-up using rollout cans each day prior to the Special Event start time. This does not include trash pick-up, which will be the responsibility of the Event Sponsor. The Event Sponsor will be required to place additional containers (at their expense) at a location determined by the Town Public Services.
- **Traffic Control/ Public Safety Presence** (if/when needed) – Special Events requiring traffic control, street closings, barricades, etc. will be provided as determined by the Collierville Police Department ("CPD"). Town public safety employees will be present on an as needed basis also determined by the CPD, pending approval of the Special Event.

*The following are services that are available to the Event Sponsor for a fee:*

- **Police Security** – after event hours.
  - **On-site Staff** – for electrical or other facility problems after regular working hours.
  - **Town Tent** – daily rate.
  - **Facility Rental** – Pavilions and Bandstand.

**PLEASE NOTE:** The Town sound system is **NO** longer available for public use. If your Special Event requires a sound system, you must furnish one.

**All fees for additional services will be billed at the employee's regular hourly rates (according to employment laws). All time worked by Town employees will be paid through the Town of Collierville payroll. Town employees are NOT to be paid directly by the Special Event group.**

## EVENT VENUE MAP

Event Sponsor must provide a drawing or a detailed map of venue.  
We request computer or CAD generated diagram if possible.

Map/drawing to include:

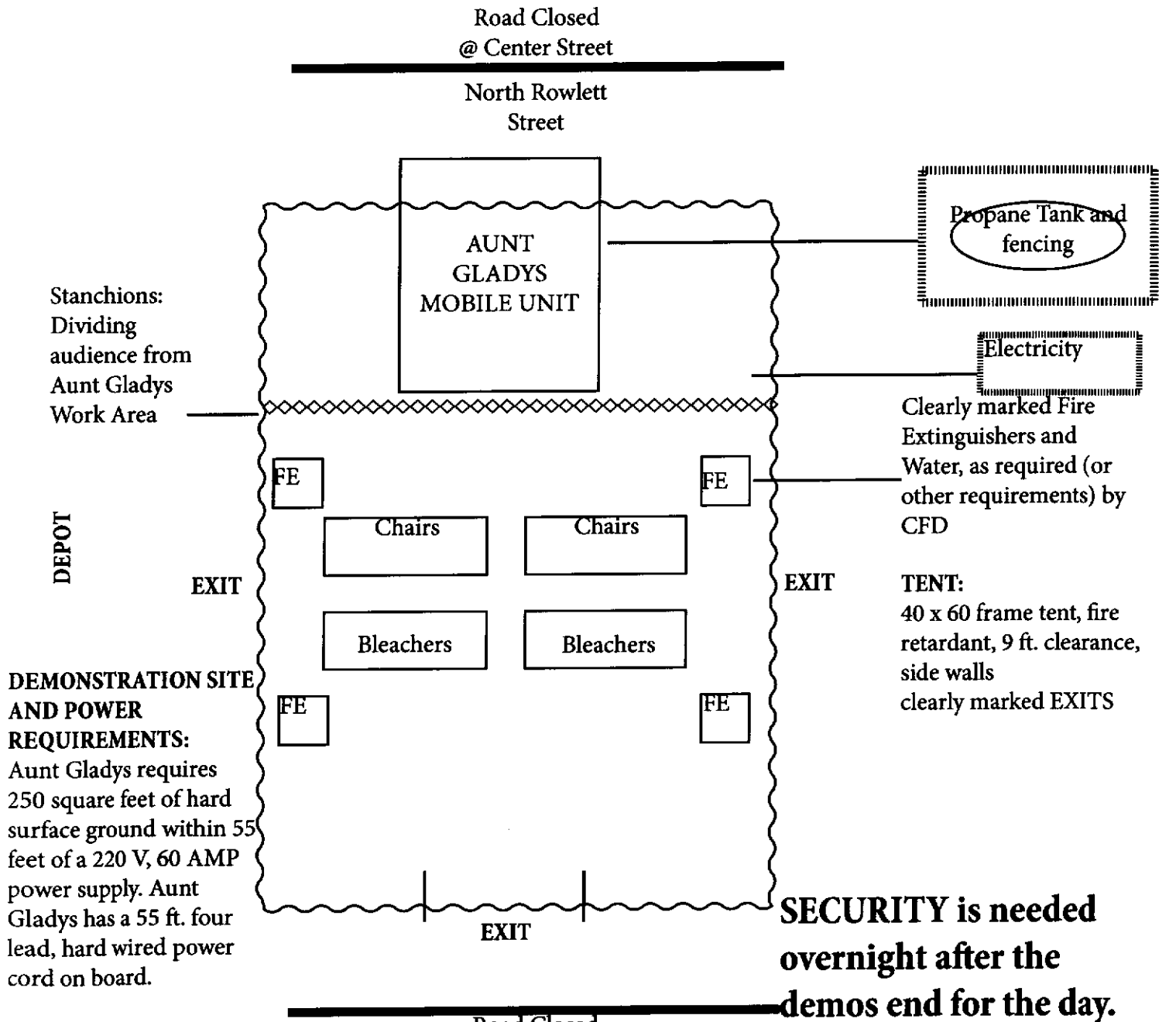
1. Map of entire venue, to include street closures
2. Traffic control plan and diagram
3. All entry and exits, fire lanes, barricade
4. Structures (bleachers, fences, displays, booths, stages, rides, etc.)
5. First-aid station, information, check-in or ticket sales areas

*SEE FOLLOWING PAGE.*



**HOT GLASS IN THE HISTORIC DISTRICT: Residency with Southern IL - Carbondale**  
**Mobile Hot Glass Unit "Aunt Gladys" Proposed Layout**

By: Erin Narloch



**DEMONSTRATION SITE AND POWER REQUIREMENTS:**  
 Aunt Gladys requires 250 square feet of hard surface ground within 55 feet of a 220 V, 60 AMP power supply. Aunt Gladys has a 55 ft. four lead, hard wired power cord on board.

**PROPANE FUEL:**  
 Average fuel consumption is 70 gallons per day. An event that has two days of demos is actually considered 3 days of propane usage due to the initial 18 hour start up melt. 250 gallon tank and high pressure regulator supplying 20 psi of pressure.

**SECURITY is needed overnight after the demos end for the day.**

**FRIDAY: 5 pm - SATURDAY 8 am**  
**SATURDAY: 5 pm - SUNDAY 11 am**  
**SUNDAY: 8 pm - MONDAY 9 am**

**TOWN OF COLLIERVILLE, TENNESSEE**

**Special Events Application**

Type or use black or blue ink only. Incomplete applications will be returned.

Days and Dates of Event: SATURDAY + SUNDAY DECEMBER 15 + 16, 2013

Name of Event: Hot Glass in the Historic District

Location: Block of N. Rowlett between CENTER + MAIN STREETS.

Set-up: FRIDAY  
Time: DEC. 14  
@ 9:00AM

Daily Starting SAT. 9AM  
Time: SUN. 12:00PM

Daily Ending SAT. 5PM Cleanup MONDAY  
Time: SUN. 8PM Time: DEC. 17  
@ 9:00AM

Event Sponsor/Organization: TOWN of COLLIERVILLE / MORTON MUSEUM OF COLLIERVILLE HISTORY

Street Address, City, Zip:

196 NORTH MAIN STREET, O'VILLE 38017

Phone: (901) 457.2650 Fax: (-) — Email: enarloch@ci.collierville.tn.us

Applicant's Name: ERIN NARLOCH Day Phone: (901) 457.2650 Night: (901) 286.7437

Person in charge on day(s) of event (onsite): E.N. Mobile Phone (901) 286.7437

Public Information Phone Number: (901) 457.2650

Estimated Attendance: 1,000+ Estimated Participants: \_\_\_\_\_

Admission Charge? Yes \_\_\_ No X Charge \$ \_\_\_\_\_

Participant Charge? Yes \_\_\_ No X Charge \$ \_\_\_\_\_

Provide a detailed Description of the Event:

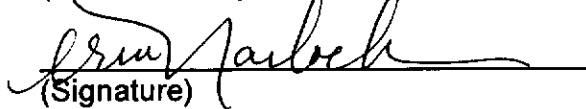
Glassblowers from Southern IL University - Carbondale will demonstrate glass-blowing. They will set-up their mobile hot-glass unit "Aunt Gladys" and work station and demo all weekend long. Objects will be available for sale @ the  
How will this Event benefit the Town: Morton Museum.

This event will be a fantastic family activity, it will encourage people to spend time in the historic district, provide an educational opportunity, and promote the museum + cultural events within the community.

Applicant, on behalf of himself/herself and the above organization and members thereof, agree to abide by the policies and procedures set forth in this application packet and represents that he/she is submitting this Application on the basis of his/her good faith belief in the truthfulness of all assertions contained herein. If he/she is signing this Application on behalf of an entity (for example, a corporation, partnership, or LLC), he/she hereby represents that he/she is duly authorized to make this Application on behalf of the entity named herein.

**EVENT SPONSOR**

Morton Museum of Collierville History  
(Name of entity – if applicable)

  
(Signature)

ERIN NARLOCH  
(Printed Name)

\_\_\_\_\_  
(Title of person signing this Application,  
if on behalf of an entity)

\_\_\_\_\_  
(Date Signed)

SPECIAL EVENTS CHECKLIST – PLEASE INCLUDE DETAILS			
WILL YOU BE HAVING:	YES	NO	DETAILS/LOCATION (brief description required)
Alcohol		X	
Bicycle Race		X	
Car Show		X	
Carnival Games (specify type/placement)		X	
Carnival Rides (specify type/placement)		X	
Communications Radios and Contact List		X	
Concert (specify music type & # of bands)		X	
Cooking			
Dancing		X	
Fencing (indicate on venue diagram)	X		• PROPANE TANK + ELECTRICITY WILL BE FENCED OFF
Fire Extinguishers	X		• AS MANY AS REQUIRED BY F.D.
First Aid Area (indicate on venue diagram)	X		• PORTABLE FIRST AID AVAILABLE
Food Vendors (specify type and number)		X	
Foot Race		X	
Inflatable (indicate on venue diagram)		X	
Live Animals		X	
Live Performers	X		• 3 GLASS BLOWERS
Movie		X	
Parade		X	
Prize/Raffle		X	
Tents (indicate on venue map)	X		• 40x60 foot tent
Retail Sale Booths (indicate on venue map)		X	
Security (must be CPD or licensed security firm)	X		• CPD needed
Solicitation of Funds	X		• MUSEUM'S CASH CONTRIBUTION BOX
Signage	X		
Television or Radio Coverage (please name stations)		X	
Trade Show (indicate type & # of vendors)		X	

SPECIAL EVENTS CHECKLIST - PLEASE INCLUDE DETAILS			
WILL YOU NEED:	YES	NO	DETAILS/LOCATION (brief description required)
Water Hook-up	X		-AS CFD REQUESTS
Electricity	X		-55 FT OF A 220 V 60 AMP POWER SUPPLY
Garbage Removal	X	(X)	-this could be needed
On-Site Custodial Support (additional fee required)		X	
Street Barricades (specify)	X		N. ROWLETT @ CENTER + N. ROWLETT @ MAIN.
Street Closure (specify)	X		N. ROWLETT BETWEEN CENTER + MAIN THURS. DEC 13 - MON. DEC. 17
Traffic Control		X	
Security (specify dates & times) (additional fee required)	X		FRIDAY 5pm - SAT. 9am } OVERNIGHT SAT. 5pm - SUN. 11am } - AUNT GLADYS SUN. 8pm - MON. 9am } - PROPANE TANK
Town Tent (additional fee required)	X		COULD BE NEEDED
On-Site Staff (additional fee required)		X	
Other Special Needs (specify)	X		SEE BELOW
On-Site Electrician (specify)	X		FOR HOOK-UP + UNHOOKING FRIDAY @ 100 PM MONDAY @ 200 PM
Facility Rental - Pavilions or Bandstand		X	

**Additional Requests/Comments:**

RESIDENCY WILL REQUIRE N. ROWLETT IS CLOSED  
THURSDAY, DEC. 13 - THE AFTERNOON OF MONDAY, DEC. 17.  
PROPANE TANK - might need to be dropped off  
earlier in the week. Tank will be filled the morning  
of FRIDAY, DEC. 15th. TANK WILL NEED TO BE  
HOUSED W/IN A TEMP. FENCE.  
PLEASE CONTACT ERIN NARLOCH W/ ANY  
QUESTIONS. 457-2650 or enarloch@ci.collierville.tn.us

\*Note a Museum staff member will be onsite during demos.

# Standard Event Sponsor Fees

Service	Description	Hours	Fee	Amount
Application Fee	<b>Special Event Non-Refundable Application Fee</b>		<b>\$250.00</b>	
On-Site Electrical		2 hr. min.	\$25/hr.	
Public Services container services		2 hr. min.	\$65/hr.	
On-Site Custodial/logistics		2 hr. Min.	\$25/hr.	
Police Expense: Commissioned officer Lieutenant		2 hr. min.	<u>\$40/hr.</u> \$50/hr.	
Town Tent: rented by the day only		Day rate	\$600/day	
Codes Inspector		2 hr. min.	\$50/hr.	
H. W. Cox Pavilion		Day rate	\$75/R \$150/NR	
Suggs Park Pavilion		Day rate	\$50/R \$150/NR	
Confederate Park Bandstand		2 hr. min.	\$75/hr./R \$150/hr./NR	
<b>TOTAL:</b>				

**\*\*These fees are estimates only – additional charges may apply\*\***

## Post Event Report – For Inter Office use only

Department	Event Overview	Recommendations
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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**From:** [David Metzger](#)  
**To:** [MTAS Library Student](#)  
**Subject:** Data on special events for City of Bristol, Tenn  
**Date:** Friday, July 12, 2013 8:09:11 AM  
**Attachments:** [Assumption of Risk and Release Form 2011.pdf](#)  
[Special Event Application 2011.pdf](#)  
[Special Event Insurance Certificate Example.pdf](#)

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Dear Jesse Dietrich:

In response to your inquiry concerning special events in Bristol, Tennessee, the following information is offered:

1. At this time, the City of Bristol, Tenn does not charge a fee for special events.
2. In many cases, given Bristol's location on the state line, special events are coordinated and operated jointly with the City of Bristol, Virginia, and occasionally with Sullivan County, Tenn. Such tracking and coordination ensures that events in one state do not interfere with events in the other state.
3. Applicants are required to make their initial contact with the City at least 90 days in advance. For annual, large-scale events, first contact is often made prior to this or is initiated by the City (i.e., for NASCAR races at Bristol Motor Speedway). The traffic engineer is the point of contact and develops the special event traffic plans.
4. Applicants are required to submit an application form and an Assumption of Risk and Release form, as well as provide a Certificate of Insurance to the City of Bristol with certain coverage limits. The City of Bristol must be listed as both a Certificate Holder and as an Additionally Insured Party.
5. The Chief of Police approves requests for special events, both those types with street closures (i.e., parades) as well as others that do not require street closures (i.e., in-street charitable fund collection) following a recommendation by the traffic engineer once the appropriate documents are accounted for and a conceptual action plan developed. He does so as a representative of the City Manager, who in turn advises City Council of major street closures and special events as necessary.
6. The traffic plan for the special event, developed by the traffic engineer, serves as the permit. For special events that operate in both Bristol, Tenn and Bristol, Va, this is not issued until the event has been officially approved in both Bristols (in Bristol, Virginia, this requires action by the City Council and similar documentation).
7. For certain annual large-scale events, a post-event review is conducted to determine what problems arose or what modifications should be considered for the next event.
8. For charitable in-street fund collections, in addition to the above, the applicant must show their exemption status by the IRS; wear appropriate safety garments; not impede the flow of traffic or place signs in the roadway; and only operate at locations approved ahead of time by the City of Bristol away from state highways and only on roadways with speed limits under 30 mph. Minors are not allowed to participate in in-street charitable fund collections. There are instances where the privilege to collect in-street charitable funds have been revoked by the City for violation of these standards.
9. A list of street closures associated with special events are posted on the City's website and updated every week.

10. Pedestrian events on sidewalks only that do not require any traffic control devices or police assistance (i.e., fundraising walk-a-thons) are not required to receive official approval or post a Certificate of Insurance, but are required to advise the City as to their schedule and route so as to ensure that they do not interfere with, or are interfered by, other special events, work zones, etc.
11. In a typical year, there are between 50 and 75 special events in both Bristols. The largest ones are typically:
  - a. The two race weekends at Bristol Motor Speedway (total of six races per year and also encompasses multiple events)
  - b. Annual Rhythm and Roots Reunion festival every September (3 days in both Bristols downtown)
  - c. Family Race Night and annual AACA antique auto show (one-day closures taking in the entire State St area downtown in both Bristols every August)
  - d. Four 5K runs per year (some one-state, some two-state)
  - e. NASCAR Transporter Motorcade (10 miles at August Race Weekend)
  - f. Three parades per year (Independence Day, Veteran's Day, Christmas)
  - g. Speedway in Lights display show at Bristol Motor Speedway for seven weeks at Christmastime
  - h. Bicycle races (usually two or three per year)
  - i. Many one-block closures downtown for concerts
  - j. Other, smaller events

If you have any questions, please call me at (423) 989-5522 or e-mail me back at [dmetzger@bristoltn.org](mailto:dmetzger@bristoltn.org).

Thank you.

David N. Metzger  
Traffic Engineer  
City of Bristol, Tenn



**CITY OF BRISTOL, TENNESSEE**  
**SPECIAL EVENT PERMIT APPLICATION**  
*(Please type or Print Legibly — Additional Sheets May be Attached if Necessary)*

Name/Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ Until: \_\_\_\_\_

Location Proposed to be Used: \_\_\_\_\_

Location Route (Attach Map): \_\_\_\_\_

Type of Use Requested (Example: Public Entertainment, Rally, Demonstration, or Any Combination Thereof, Tents, Cooking, Music, Alcoholic Beverages, Requested Street Closings, Etc.)

If a Public Entertainment, Rally, Demonstration or a Combination Thereof, the Names and Addresses of Any Persons to Be Featured as Entertainers or Speakers: \_\_\_\_\_

Expected Size of Group: \_\_\_\_\_

**NOTIFICATIONS**

	<u>Date</u>	<u>Initial</u>	<u>Approved</u>
Police (423) 989-5600: 801 Anderson Street Bristol TN 37620	_____	_____	_____
Fire: 201 Bluff City Hwy. Bristol TN 37620	_____	_____	_____
Risk Management: City Hall, 2 <sup>nd</sup> Floor Bristol TN 37620 Hold Harmless: _____	_____	_____	_____
Leisure Services:	_____	_____	_____
Parks Reservation:	_____	_____	_____
Sanitation: Public Works	_____	_____	_____

Traffic:

STREET CLOSINGS: \_\_\_\_\_

CLEANUP DEPOSIT RECEIVED: \_\_\_\_\_ RELEASED: \_\_\_\_\_

Name/Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name and Address of Contact Person/Person in Charge of Such Use at the Site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Names and Addresses of the Officers and Employees Sponsoring Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Advertising Event, If Any, In Detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Mechanical Equipment to be Used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Motor Vehicles to be Used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

OP ID

DATE (MM/DD/YYYY)

PRODUCER [REDACTED]	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED [REDACTED]	INSURER A:	[REDACTED]
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS		
A	X	GENERAL LIABILITY	[REDACTED]	[REDACTED]	[REDACTED]	EACH OCCURRENCE	\$ 1,000,000	
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000	
		GEN'L AGGREGATE LIMIT APPLIES PER:				PERSONAL & ADV INJURY	\$ 1,000,000	
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				GENERAL AGGREGATE	\$ 2,000,000	
						PRODUCTS - COMP/OP AGG	\$ 2,000,000	
A		AUTOMOBILE LIABILITY	[REDACTED]	[REDACTED]	[REDACTED]	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$	
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$	
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$	
		<input type="checkbox"/> HIRED AUTOS						
		<input type="checkbox"/> NON-OWNED AUTOS						
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$	
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$	
						AUTO ONLY: AGG	\$	
A		EXCESS / UMBRELLA LIABILITY	[REDACTED]	[REDACTED]	[REDACTED]	EACH OCCURRENCE	\$ 1,000,000	
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$ 1,000,000	
		<input type="checkbox"/> DEDUCTIBLE					\$	
		<input checked="" type="checkbox"/> RETENTION \$ 0					\$	
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	[REDACTED]	[REDACTED]	[REDACTED]	WC STATUTORY LIMITS	OTHER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)				Y/N	E.L. EACH ACCIDENT	\$ 100000
		If yes, describe under SPECIAL PROVISIONS below					E.L. DISEASE - EA EMPLOYEE	\$ 100000
		OTHER				E.L. DISEASE - POLICY LIMIT	\$ 500000	

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Regarding: [REDACTED]  
City of Bristol Tennessee is shown as an Additional Insured.

### CERTIFICATE HOLDER

City of Bristol TN  
P O Box 1189  
Bristol TN 37621-1189

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL [REDACTED] DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. [REDACTED]

AUTHORIZED REPRESENTATIVE

## City of Brentwood Tennessee

### Sec. 58-8. - Parade regulations.

(a) *Permit required.* It shall be unlawful for any person, club, organization or other group to hold any meeting, parade, demonstration, competition or exhibition on the public streets without some responsible representative first securing a permit from the director of planning or his designee.

(b) *Permit application.* Application for a permit must be made at least 21 calendar days prior to the day of the activity.

(c) *Prerequisite to permit issuance.* No permit shall be issued by the director of planning or his designee unless such activity has been given written approval by the police department, and will not unreasonably interfere with traffic, and unless the applicant has signed a hold-harmless agreement in favor of the city.

(d) *Factors for consideration in regard to permit issuance.* In reviewing the request for the permit the police shall consider whether the applicant has provided or will provide adequate traffic control devices such as cones, barricades, directional signs, etc.; proof of ambulance service, volunteer traffic control personnel and/or off-duty police officers; sanitary facilities; or other needed material or equipment.

(e) *Permit applicant responsible for expenses required under subsection (d).* Expenses incurred for any use of items or personnel listed in subsection (d) of this section shall be the responsibility of the applicant.

(f) *Bond.* The applicant for a permit required by this section shall post with the director of planning a bond of \$100.00. This bond will be used should the applicant fail in his responsibility for immediate cleaning up of all litter, refuse, etc., and removal of any equipment used in the activity. Equipment must be removed within 48 hours of the activity. The director of planning or his designee may waive the requirement for this bond.

(g) *Permit suspension.* Failure to provide any required personnel or equipment on the day of the activity will result in the suspension of the permit. This decision will be made by the ranking police officer assigned to the activity.



**Brentwood Police Department | Traffic Unit**  
5211 Maryland Way | Brentwood, TN 37027  
P 615.577-.6025 | F 615.577.6132 | BRENTWOODPOLICE.ORG

## Special Event Planning Information

Thank you for your interest in allowing the City of Brentwood to host your event. Whether it's a small neighborhood walk, a charity run, or a large 5K, Brentwood is a popular venue for special events. The Brentwood Police Department will make every effort to ensure that your event is as safe and enjoyable as possible. We have developed this packet to assist you, the event organizer, with the application and approval process. Should you need any further information, please do not hesitate to contact us.

### **BRENTWOOD PLANNING AND CODES**

Ordinance 58-8: The City of Brentwood requires any person, club, organization, or other group with the intent to hold any meeting, parade, demonstration, competition, or exhibition on the public streets of the City to first secure a permit.

The initial step in the planning process is to complete an application for a "Parade/Run Event" and submit it to the Planning & Codes Department.

Todd Petrowski, City Planner  
Planning and Codes Department  
5211 Maryland Way  
Brentwood, TN 37027  
615.371.2204  
[Petrowski@brentwood-tn.org](mailto:Petrowski@brentwood-tn.org)

The permit application requires the following: \

- A detailed diagram of the proposed route
- A cash bond of \$100.00 in the form of a check made payable to the "City of Brentwood"
- In addition, the City of Brentwood must be added as an additional insured in the amount of 1,000,000 dollars to your insurance policy.
- A copy of the certificate of insurance must be attached to your application.

## **SCHEDULING YOUR EVENT**

There are two (2) forms that must be completed. (1) First, complete a “Parade/Run Event” permit application and submit it to Brentwood Planning and Codes as soon as possible, but not later than 30 days prior to the event. (2) Next, complete the Brentwood Police “Traffic Special Event Application” and return it to the Brentwood Police Department using the contact information found below.

- All events are approved on a first come, first served basis.
- No more than one event will be approved on any given day

## **BRENTWOOD POLICE DEPARTMENT – TRAFFIC & SPECIAL EVENTS**

Officer John Maxwell  
5211 Maryland Way  
Brentwood, TN 37027  
Office: 615-577-6025  
Fax: 615-577-6132  
E-mail: [maxwellj@brentwood-tn.org](mailto:maxwellj@brentwood-tn.org)

Officer Bryan Kirkpatrick  
5211 Maryland Way  
Brentwood, TN, 37027  
Office: 615-577-6025  
Fax: 615-577-6132  
E-mail: [kirkpatrickb@brentwood-tn.org](mailto:kirkpatrickb@brentwood-tn.org)

## **POLICE SPECIAL EVENTS REVIEW**

Once your application is received by the Planning & Codes Department, it will be forwarded to the Brentwood Police for review and approval by the traffic and special events office. An officer will contact you with further details once your application received. The officer will initially need to determine the following information:  
If the date you’ve requested is available,

- How many participants you anticipate will attend,
- If your route is safe,
- The number of police officers needed to safely and efficiently secure the route,
- The impact traffic disruption will have,
- The number of traffic control devices (i.e. cones) that will be needed.

## **STAFFING REQUIREMENTS**

- Police officers are required to be posted on public roadways where vehicle traffic is being diverted around the race course. Organization volunteers are not permitted to control the flow of traffic on the City’s public roads.
- The Brentwood Police Department uses off-duty police officers to staff all special events. As such, the officers are not being paid by the City and it is the responsibility of the event coordinator/sponsor to pay the officers directly.
- The Police Department understands the financial impact created by hiring officers to staff an event. Every effort will be made on our part to help keep your cost as

low as possible. However, the Brentwood Police shall have the final authority when deciding the number of officers needed to staff an event.

### **EXTRA ASSIGNMENT RATE OF PAY**

- The current extra assignment rate of pay is \$50.00 per hour with a four hour minimum.

### **W-9 FORMS AND PAYMENT**

- The officer in charge of the event will provide the event coordinator with W-9 forms approximately one week prior to the event.
- Payment is expected to be remitted when officers are dismissed the day of the event.

### **UNSCHEDULED HOURS**

- Should any officer work longer than four (4) hours at the request of the event coordinator, they shall receive compensation at the end of the event.

### **EVENT CANCELLATION**

- Should the event be cancelled by the event sponsor, the officer in charge of the event must be notified at least 48 hours before the assignment is scheduled to begin.
- If the event is cancelled by the sponsor and the police department is not notified at least 48 hours prior to the original start of the event, then the event organizer will be responsible for paying all officers assigned.
- The Police Department reserves the right to cancel the event at any time due to safety concerns, staffing levels, weather conditions, or for any reason at deemed necessary by the officer in charge.

### **TRAFFIC CONTROL DEVICES**

- The event coordinator/sponsor is responsible for providing traffic cones or other devices deemed necessary to control traffic during the event.
- Cones can be rented from various providers around the Nashville Area. The Police Department does not provide recommendations.
- The event coordinator/sponsor is responsible for setting out cones along the race route and collecting cones at the conclusion of the event.
- Cones must be in place early enough to allow officers time to make the necessary adjustments before the roads are closed.
- The City may have a limited number of cones available for use free of charge. However, the event coordinator is still responsible for providing transportation for



the cones to the race area, placing the cones, and collecting them at the conclusion of the event.

- The Police Department may provide a patrol car to follow the cone vehicle for safety. However, police officers will not set out or collect cones.

## **BUSINESS / RESIDENT NOTIFICATIONS**

- The event sponsor is responsible for making written notification to all businesses or residences that will be affected by the event.
- For assistance coordinating bulk mailing notifications, we suggest contacting the U.S. Postal Service's Bulk Mailing Unit at 615-309-5965.
- The event sponsor must ensure care is taken to coordinate with any business in the area that will be open on the day of the event.
- Please provide the Brentwood Police with a copy of the mailed notice.

## **EVENT DAY CONSIDERATIONS**

- All officers will arrive approximately two (2) hours prior to the start of the event. This allows time for a safety briefing and gives the officers time to prepare their area for traffic detours.
- Events are expected to begin promptly as scheduled. Undue delays will not be tolerated.
- The officer in charge of the event will check the route approximately 15 minutes prior to the start of the event.
- **THE EVENT SHALL NOT START UNTIL AUTHORIZED BY THE OFFICER IN CHARGE.**
- It is very important to keep all participants at the starting location until the officer in charge has given authorization for the event to begin. Until that time, all roads are open to vehicle traffic and are unsafe for bikers or runners.
- Upon the conclusion of the event, all participants should clear the course immediately. All roads will be re-opened to vehicle traffic as soon as possible.
- Two (2) portable radios may be provided by the City to ensure smooth communication between the event sponsor and the officer in charge. Please make sure any equipment given to you is returned at the end of the event.
- Once the event is over, the event coordinator is encouraged to make any suggestions for improvement to the officer in charge.
- Payment should be given to the officer in charge. He or she will then distribute them and dismiss the officers. Payment must be made to each officer, not the police department.
- A lack of adherence to any of the above regulations will result in immediate cancellation of the event.
- Any route markers or signs must be removed at the conclusion of the event.

**NOTICE TO ALL APPLICANTS**

**Officers hired for any extra duty assignment are, at all times, subject to the laws of the United States and the State of Tennessee, the policies of the City of Brentwood, the General Orders of the Brentwood Police Department. An event coordinator has no authority over police personnel and may only make general request for duties to be performed. Assignments requested by the event coordinator will, at no time, supersede the officer's legal duties or obligations to Brentwood Police Department rules and regulations. The Brentwood Police Department reserves the right to deny applications for extra duty assignments.**

**AGREED AND UNDERSTOOD**

Signature of Event Sponsor \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Prior to returning the police application to the address listed, you must first complete and submit a separate application for a "Race or Parade Permit" with the City of Brentwood Planning and Codes Department.

This application must be fully completed, signed, and forwarded to the Brentwood Police Department at least thirty (30) DAYS BEFORE your event.

**I. EVENT INFORMATION**

1. Event Name \_\_\_\_\_
2. Event Type (circle all that apply)      Parade    Festival    Run/5K    Walk    Exhibition  
   Race    Ride    Other: \_\_\_\_\_
3. Event Date(s): \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_  
Event Start Time : \_\_\_\_\_ Event End Time: \_\_\_\_\_
4. Location of Event: \_\_\_\_\_
- 4a. Facilities to be used (circle):    Public    Road    Park    School    Other
5. Federal Tax ID#: \_\_\_\_\_
6. Set-up Times: Begin: \_\_\_\_\_ am/pm    Take Down: \_\_\_\_\_ am/pm
7. Estimated Total Crowd: \_\_\_\_\_    Number of Participants: \_\_\_\_\_

**II. APPLICANT INFORMATION**

8. Organization Name: \_\_\_\_\_  
Event Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address & Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Numbers: Home: \_\_\_\_\_ Office: \_\_\_\_\_  
   Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**III. LOCATION INFORMATION**

9. Specific Location of Event: \_\_\_\_\_  
\_\_\_\_\_

10. If Parade, Race , Walk or March : List route to be used, and/or streets to be closed.  
**Please Attach Map(s).**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. EVENT HISTORY**

11. Recent Event History:

<u>Date</u>	<u>Name of Event</u>	<u>Location</u>	<u>Attendance</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**V. PUBLIC SAFETY REQUIREMENTS**

12. If you are requesting to close any public streets, police officers are required to control traffic. Race volunteers are not permitted to control traffic on public roadways. The event coordinator is responsible for paying all officers who are required to staff the event. The current rate of pay is \$50.00 per officer with a four (4) hour minimum. The police department will, upon reviewing the requested route, determine the number of officers needed to safely secure the course.

**VI. TRAFFIC CONTROL NEEDS**

13. The event coordinator is responsible for providing cones or other traffic control devices as deemed necessary by the police department. The City of Brentwood will not make recommendations for specific vendors. It is also the responsibility of the event coordinator pick up the cones at the designated located, to set out the cones, and pick up the cones at the conclusion of the event. All cones will be arranged according to the police department’s instructions.

**VII. COMMUNICATIONS & PROMOTIONS**

14. Have you notified neighborhood groups/businesses about your event?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, what steps do you plan to take to notify them of your event?

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15. Do you anticipate media outlets at the event?

Yes \_\_\_\_\_ No \_\_\_\_\_

16. How has this event been advertised ? \_\_\_\_\_

17. Does the event have a website? \_\_\_\_\_

**VIII. NOTICE TO ALL APPLICANTS**

18. Officers hired for any extra duty assignment are, at all times, subject to the laws of the United States and the State of Tennessee, the policies of the City of Brentwood, the General Orders of the Brentwood Police Department. An event coordinator has no authority over police personnel and may only make general request for duties to be performed. Assignments requested by the event coordinator will, at no time, supersede the officer's legal duties or obligations to Brentwood Police Department rules and regulations. The Brentwood Police Department reserves the right to deny applications for extra duty assignments.

Signature of Event Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Return to:**

Brentwood Police Department  
ATTN: Directed Enforcement Team  
5211 Maryland Way  
Brentwood, TN 37027  
615-371-0160

**Contact Information:**

Officer John Maxwell  
5211 Maryland Way  
Brentwood, TN 37027  
Office: 615-577-6025  
E-mail: [maxwellj@brentwood-tn.org](mailto:maxwellj@brentwood-tn.org)

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