



CITY OF TULLAHOMA SPECIAL EVENT PERMIT APPLICATION

*Application is Due No Later than 14 Days Prior to Scheduled Event.
Please read the application carefully and fully complete each section.*

Note: Filing this application does not guarantee that your request will be granted.

***Is your event being held on City Property? If so, a special event permit application will need to be approved by Parks and Recreation prior to completing this application.**

Is your organization non-profit? If so a copy of a valid 501 (C)3 will be required with this application.

You must provide proof of liability insurance with this application.

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 a separate sheet of paper and attach it to the application.

- 1) Location Requested (if Temporary Street Closure only, list major roads to be closed); if you are reserving a Pavilion, you must attach a copy of your completed reservation form from the Recreation Department to this application; and attach a completed Recreation Special Event Permit Application (if required).

2) Name / Purpose of the Event: _____

3) Date(s) of Event: _____

4) Time of Event: _____

5) Time of Street Closure (if applicable): _____

Set-Up Date/Time: _____ Tear-Down Date/Time: _____



6) Name of Applicant and Organization Requesting Permit:

7) Person in charge on day of event: _____

Cell: _____ Email Address: _____

7A) List Names and Current Home Addresses of All Organizers

8) **ENCLOSE A MAP** of the 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 an event will occur.

9) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event: _____

10) Is your organization based in Tullahoma? Circle Yes or No
If No, please indicate where: _____

11) Is your organization authorized to do business in Tennessee? Circle Yes or No

12) Will you charge an admission / participation fee (including vendors)?
If Yes, please indicate how much per person / vendor: _____

13) Will any charity, gratuity, or offers be solicited or accepted during this event? Circle Yes or No

14) Is this event a fundraiser: Circle Yes or No
If Yes, what organization will be the benefactor of event? _____

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

16) Will any sound amplification equipment be used during this event? Circle Yes or No
If No, please skip to Question #17.



- For what purpose will sound amplification be used (i.e., announcements, entertainment, etc.)? _____

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

- During what time period is sound amplification requested? _____

- If for entertainment, give details of entertainment being provided (i.e., number of musicians, type of music, amp wattage, etc.). _____

17) Will any stages, amusement attractions, 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. The applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Tullahoma as additional insured. **For stages, tents, inflatables, etc. constructed on site prior to the event, that date must be included on the Certificate of Insurance provided to the City of Tullahoma. Stages MUST be removed from site at the end of event. *** Rented inflatables / interactive that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance.

18) What, if any, vendors will be present at the event? (i.e., medical related, shirts, art, etc.) Please provide a list.

19) Will food, beverage, or merchandise be sold or given away? Circle Yes or No

If Yes, clean-up is required. Please provide the name of the clean-up provider, contact, and phone number of the person on-site during the event. _____

20) *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 hand the grease waste and removal of the grease pit. 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.



21) Will alcohol, beer, and/or wine be sold or given away? Circle Yes or No

If Yes, a permit from the relevant board is required.

22) Will your event include tents or other temporary structures, propane use, or open flames? Circle Yes or No. 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.

23) Do you intend to promote this event with “yard signs”? Circle Yes or No

If Yes, you must complete and return a signed permit application to the Building & Codes Division at their location, 321 North Collins Street.

Return application to:

**City Records Office
City of Tullahoma
201 W. Grundy Street
Tullahoma, TN 37388
931-455-2648**

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 Tullahoma does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Tullahoma under Title VI of the 1964 Rights Act, contact the Title VI Coordinator:

Lisa Shepherd
City of Tullahoma
201 W. Grundy Street
Tullahoma, TN 37388
931-455-2648

The City of Tullahoma is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Human Resources Department at 931-455-2648 for specific requests.



PLEASE READ AND COMPLETE ATTACHMENTS

BEFORE SIGNING APPLICATION

- 1) I agree to abide by all Ordinances and Regulations of the City of Tullahoma and all conditions placed upon the event by the City Administrator and the Board of Mayor and Alderman.
- 2) I do swear or affirm that all the information given in this application is true and complete.
- 3) I do hereby agree to indemnify and save harmless the City, its Aldermen, Boards, Commissions, Officers, Employees and Agents, from all suits, 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 to the City Recorder prior to the event in the amount acceptable to the City Administrator.
- 4) I understand that I assume responsibility of the actions of any vendors, planners, and related parties for this event.
- 5) I understand that granting a Special Event Permit does not imply granting of any other permit that is separately required.
- 6) The application for an event permit shall be filed not less than 14 days nor more than 364 days prior to the scheduled date of such event. **Suggested filing is at least 45 days prior to the scheduled event.** Events should NOT be advertised or promoted until an event permit has been approved by the City. Failure to file in a timely manner may result in denial of permit.

 Signature and Title (must be officer of organization) _____
Date

Return Completed Forms to City Hall to: Lori Ashley, City Recorder

Approved by Police Chief _____
 Approved by Fire Chief _____
 Approved by Director of Recreation _____
 Approved by Director of Public Works _____
 Approve by Director of Planning _____

Final Approval by the City Administrator on _____, 20 ____.

City Administrator