



CITY OF TULLAHOMA SPECIAL EVENT PERMIT APPLICATION

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

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

Please check Street closure Parade
all that apply: 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); 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 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:** _____

- 6) **Name of Applicant and Organization Requesting Permit:**

- 7) **Person in charge on day of event:** _____

Cell: _____ E-mail Address: _____

- 7A) **List Names and Current Home Addresses of All Organizers (attach additional sheets if needed):**



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 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 state 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 specify how much per person/vendor: _____

13) Will any charity, gratuity, or offers be solicited or accepted during the 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 inflatable's, 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. inflatable's, 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 Tullahoma as additional insured.** ***For stages, tents, inflatable's, etc. constructed on site prior to the event, that date must be included on Certificate of Insurance provided to the City of Tullahoma. Stages **MUST** be removed from site at end of event. ***Rented inflatable's/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 event? (i.e. medical related, shirts, arts, etc.) **Please provide list.** Use additional sheets.

19) Will food, beverage, 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. _____

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 handle 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.

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 Civil Rights Act,

contact the Title VI Coordinator:

Casta Brice
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.

Return application to:

City Recorder's Office
City of Tullahoma
201 W. Grundy Street
Tullahoma, TN 37388
931-455-2648



PLEASE READ ATTACHMENTS

BEFORE SIGNING

APPLICATION

- 1) I/We 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 Aldermen.
- 2) I/We do swear or affirm that all the information given in this application is true and complete.
- 3) I/We do hereby agree to 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 to the City Recorder prior to the event in an amount acceptable to the City Administrator.
- 4) I/We understand that I/We assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 5) I/We understand that granting of 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 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 permit.

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

Return Completed Forms at City Hall to: Rosemary Golden, City Recorder

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

Final Approval by the City Administrator on _____, 20____

City Administrator