

Special Event Permission Application

Date of Application: _____

Applicant Information	1. First Name	Last Name	2. Driver License #
	3. Address		4. E-mail Address
	5. City	State Zip	6. Age <input type="checkbox"/> Under 21 <input type="checkbox"/> 21 or over
	7. Day Phone#	8. Evening Phone#	9. Cell#
	10. Company/Organization Name		11. Fax#
	12. Company Address/City/State/Zip		13. Is this a company sponsored event? <input type="checkbox"/> Yes <input type="checkbox"/> No
	14. Company Phone#	15. Name of Alternate Contact Person	16. Alternates' Day & Cell Phone #'s

Responsible Party	17. Will applicant attend this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Is applicant the responsible party for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If applicant is NOT attending or is not the responsible party of this event, please complete items #19-27.				
	19. Responsible Party's Name (on-site event supervisor)			20. Driver License#	
	21. Address			22. E-mail Address	
	23. City	State Zip Code	Age <input type="checkbox"/> Under21 <input type="checkbox"/> 21orOver		
	24. Day Phone#	25. Evening Phone#	26. Cell#	27. Fax#	

28. Type of Event:	29. Event Date(s): Actual Event Date:	30. Expected attendance:
31. Requested Park/Facility:		32. Specify Requested Area of Park/Facility:
33. Actual Event Start Time: Set-up Date(s)/Time:		34. Actual Event End Time: Breakdown Date(s)/Time:
35. Describe your event or activity:		

36. Will most of the participants be under the age of 21? Yes No
a. If "yes", how many adult supervisors will be in attendance? Adult for every youth

37. **You will need to RESERVE a park shelter with your event. Has the shelter in this park been reserved for you?**

Yes No A shelter rental is required in order to host an event. In the event your application is denied, your shelter reservation fee can be refunded.

38. Is this a first-time event for you (or our organization) at this location? Yes No

a. If "no", how does this event differ from previous years?

b. Attendance totals for last year's event: Daily Total: Overall Total:

39. Is this event open to the public? Yes No a. If "yes", how will this event be publicized?

40. Will any signs, banners, or flyers be hung or posted for this event? Yes No

a. If "yes", please describe below-include size(s), how many, capacity, etc.

Item	How Many	Size/Capacity
_____	_____	_____
_____	_____	_____

*Additional charges for water fill up would apply for dunking booth.

b. If tent(s) or amusement devices will be erected, fill in the following information:

Contact person's name: _____ Phone#: _____

Name of tent company: _____ Address: _____

Contact person's name: _____ Phone#: _____

Name of amusement company: _____ Address: _____

*Additional charges for water fill up would apply for dunking booth.

Shade structures (i.e. tents) larger than 100 sq ft (10' x10') and/or staging structures require approval.

41. Will any public street(s) need to be partially closed or blocked off in conjunction with this event? Yes No

42. Will any type of sound amplifying equipment or devices (other than small personal radios, tape players, etc.) be used in conjunction with this event? Yes No

Note: If "yes", applicant must receive approval. No profane, lewd, indecent, or slanderous human speech or music allowed.

Event Information

43. Do you plan to provide **live musical entertainment** for this event? Yes No

a. If "yes", please describe below (i.e. Reggae rap folk, rock, big band, contemporary etc.) Approval required.

No profane, lewd, indecent, or slanderous human speech or music allowed.

44. **NO livestock permitted on park grounds during any event.**

45. Are you requesting the use of electricity other than at a shelter? Yes No

a. If "yes", please explain: _____

b. Are you providing a generator as a power source? Yes No

46. Do you need access to a water source (other than a water fountain?) Yes No

47. Do you need access through a locked gate for loading and unloading? Yes No

48. How many port-a-johns are you providing for your event? _____

a. Where will they be set-up? _____

Note: This service is not provided by the Knox County Parks and Recreation. Placement to be on hard surface only.

49. What are your plans for providing emergency medical/services for your event?

Officers for traffic control required for groups of 250 or more. _____

50. How many emergency service vehicles will be present at your event? _____

Verified by Emergency Services: Organization: _____ Individual: _____

51. How many Law Enforcement Officers will be present at your event? _____

Verified by Knox County Sheriff's Office: Total Officers: _____ Individual: _____

52. How many parking spaces will you use for your event? _____

Note: all vehicles must be parked in designated parking spaces, or they will be ticketed and/or towed.

Collection of Moss/Sales/Fees

Note: Knox County prohibits sales in County parks except by any regular licensed concessionaire acting by and under the authority of the Parks and Recreation Director. Permission may be granted to persons with a Concession Permit as part of sponsored Knox County event. Collection of monies is restricted to approved event area ONLY.

52. Will any money be collected on site?

Yes No

53. Cost per participant?

No donations/contributions will be solicited during events. Unless event is hosted by Knox County. (Collection of donations or contributions must be done before your event date.) Admission fees, registrations and memberships shall not be charged for any event unless hosted by Knox County.

54. Are you a non-profit agency?

Yes No

State Charter# _____

Note: Non-profit agencies must be registered with the State of Tennessee. Religious organizations or educational Institutions not required to register with the State must provide documentation of their tax-exempt status (IRS determinations, articles of Incorporation, or audited financial statement.)

Food/Refreshments/Merchandise

55. Do you plan to SELL, DISTRIBUTE, OR GIVE AWAY refreshments in conjunctions with this event?

- Yes (selling) Yes (giving away) No

a. If "yes", please explain: _____

b. If "yes" how many food booths/tables will be set up? _____

c. If your event is catered, who is your caterer? _____

Note: Any public catered event requires caterer to have appropriate permit from the Knox County Health Department. Selling requires a business license. For assistance call (865) 215-5300.

56. Will there be gas grills, propane stoves, portable charcoal grills? No open fires with the exception to these designated and/or on-site picnic grills. Yes No

a. If "yes", please describe grill type and proposed location: _____

Note: Applicant must provide appropriate safety equipment (fire extinguishers).

Note: Alcoholic Beverages are not permitted within Knox County Parks or facilities.

57. Do you plan to SELL, DISTRIBUTE, OR GIVE AWAY merchandise (non-food items) or services in conjunction with this event?

- Yes(selling) Yes(giving away) No

a. If "yes", please explain: _____

b. If "yes", how many merchandise booths/tables will be set up? _____

Note: Selling requires a Business License

Initial _____ I agree to grant Knox County license to use trademarks, service marks, copyrights, or other intellectual property (IP) or other artistic property for the creation of consumer products for distribution, marketing, and sale of goods, including but not limited to apparel, cups, and accessories with Applicant's copyrighted or other intellectual property imprinted on the goods.

Note: Food service for 200 or requires a dumpster. You are responsible for ordering and paying for dumpsters.

58. Does your event involve food service for more than 200 people? Yes No

Other Information

59. Are there any special provisions or information pertaining to your events which have not been addressed on this application? This also includes field preparation and tournament specific needs. Additional attachments can be submitted with this application.

Applicant Acknowledgement

Initial ____ I understand that in the case of an emergency or for reasons beyond the County's control, the County reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the County is necessary. In case of general maintenance or vandalism, the picnic tables, BBQ grilles, or other amenities may be removed at any time prior to the reservation date.

Initial ____ I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that: (1) If any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, regulations, codes or laws be violated, any resignations issued shall automatically become null and void and any activity associated with this application will immediately cease.

Initial ____ I agree that I am responsible to see that all debris and trash is picked up from the event and placed in appropriate refuse containers immediately after the event. Failure to do so may require the County to do so. Any trash removal expenses (for debris left at event site not placed in appropriate refuse containers) incurred by the County as a result of this event are my responsibility. Knox County may provide and charge for additional park staff for clean-up.

Initial ____ I understand that permission to hold this event/activity does not grant exclusive use of any park or trail. The park or trail is to remain open for public use.

Initial ____ I understand that this permit, if granted, may not be assigned without approval and acceptance of the assignee by the Director of Parks and Recreation (or designated agent.) I also understand that if the responsible party is other than myself, I am responsible to notify the responsible party of all rules, regulations, requirements, and conditions related to this application/permit.

Initial ____ I understand that I am responsible to obtain the necessary permits/approvals granted by agencies or County departments other than the Parks and Recreation Department needed to hold this event. Permission granted by the Parks and Recreation Department to hold this event does not imply approval of items under other agencies' jurisdictions.

LIABILITY INSURANCE COVERAGE

If the event is approved by an authorized representative of Knox County Parks and Recreation, the, _____-will provide to the authorized representative of Knox County Parks and Recreation a Certificate of Insurance showing that the, _____ has in full force and effect a general liability insurance policy with limits of one million dollars (\$1,000,000) per each occurrence and one million dollars (\$1,000,000) general aggregate and naming Knox County, Tennessee as an additional insured. The Certificate of Insurance will provide for a minimum of thirty (30) days prior notice to Knox County, Tennessee of any cancellation or other modification of the policy. The Certificate of Insurance must be provided to the authorized representative of Knox County Parks and Recreation at least 30 days before the event is to occur.

There is no need for the, _____ to provide such insurance coverage or a Certificate of Insurance if the required coverage is already provided by a recreation association by means of a policy that names Knox County, Tennessee as an additional insured and a copy of that Certificate of Insurance is on file with Knox County Parks and Recreation. The Certificate of Liability needs to name Knox County, TN, 400 Main Street, Knoxville, TN 37902, as additional insured.

HOLD HARMLESS CLAUSE

The organization shall indemnify, defend, release, save, and hold harmless Knox County, Tennessee, its officers, agents, and employees from any and all suits, claims, actions, liability, or damages of any nature whatsoever brought because of, arising out of, or due to the use or occupancy of the park facility by the organization, a member of the organization, any person in attendance, or any third party based upon negligence, premises liability, violations of local, state, or federal law, or under any other theory whatsoever.

The organization hereby agrees that it will be responsible for the proper use of the park facility or section of the park facility indicated above and that if there are any damages to the park facility occurring from this use, the organization will be responsible for reimbursing Knox County, Tennessee for any costs resulting from those damages. The organization also agrees to pay the Parks and Recreation Department's rental fee. As the authorized representative of the organization, I state that I have hereby read the rules and regulations of Knox County Parks and Recreation regarding the use of the park facility or section of the park facility indicated above and confirm that the organization will follow those rules and regulations. PLEASE SEND CHECK TO: KNOX COUNTY PARKS AND RECREATION, 2447 SUTHERLAND AVENUE, KNOXVILLE, TN 37919.

The organization agrees that it will forfeit all fees and deposits if it is determined that false information was provided on the application. The organization also agrees that it is financially responsible for any costs incurred by Knox County in its enforcement of the provisions related to this application for reservation if those costs exceed the fees and deposits already collected.

I have read the applicant acknowledgement and I hereby attest that to the best of my knowledge the information contained in this application is true and correct.

Applicant's Name:

Date:

Note: Application is not valid without name of applicant. Application must be initialed to terms above also.

Fee Schedule: {Subject to change}

Additional service charges \$:

Total Cost \$:

Signature of Senior Director of Recreation: _____

Date: _____

FOR OFFICE ONLY

Date payment made: _____ Check# _____ Credit Card _____ Amount Paid \$: _____

Damages Noted After Event: _____