



City of Clarksville, Tennessee

Parade/Walk/Ride/Event Application

The City of Clarksville is pleased that you have chosen our City for the location of your parade/walk/run/ride/event and would like your event to be a success. We have designed the permit process to enable you to think through the elements needed for your event and to make the arrangements for all permits and approvals in a timely manner. This guide is intended to provide you with the information needed to complete a permit application.

The City of Clarksville reserves the right to refuse a permit to events that do not meet the basic eligibility requirements to hold an event within City limits or that are judged to present a risk of possible harm to business, or damage property, or involve illegal activities. This includes rides that have stops at establishments that serve alcohol and are open during the hours that the ride takes place.

Please mail or deliver the completed application along with the required supplemental information and fees to **Clarksville Parks and Recreation, ATTN: Rachel White, 102 Public Square, Clarksville, TN 37040**. **Applications must be received no later than 30 days prior to your event date. Applications received after 30 days prior to your event will not be considered.**

If at any time you have any questions regarding this application, please contact Rachel White, at (931) 645-7476 or Rachel.White@cityofclarksville.com.



<p>Office Use Only</p> <p>Permit #:</p> <p>_____</p>

City of Clarksville
Event Permit Application

Application is due **30 days prior** to Scheduled Event.

Please read application carefully and fully complete each section.

A non-refundable application fee of \$30 is due at time of filing.
Additional fee of \$15 is due for parades/rides.

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

Please check ___ Street Closure ___ Parade ___ Run ___ Walk
all that apply: ___ Special Event ___ Beer Served (**Separate permit required**)
 ___ Bike Ride ___ Motorcycle Ride

Please supply the following information. For additional space, use separate sheets of paper and attach to the application.

1. Name/ Purpose of Event:

2. Name of Applicant/Organization Requesting Permit:

3. Organization type: Non- Profit: _____ Government: _____ Corporation: _____

a. Address: _____

b. Phone: _____ c. Cell: _____ d. Fax: _____

e. Email Address: _____

4. Person in Charge on day of event: _____

Phone: _____ Email Address: _____

5. Contact Name and Number of at least two others on day of event:



Name: _____ Contact Number: _____ Email: _____

Name: _____ Contact Number: _____ Email: _____

6. Date(s) of Event: _____

7. Hours of Operation of Event: _____

8. If Parade/Walk/Run/Ride please complete sections 9 through 12, if an event please skip to 13.

9. (Parades) Will you be using the long parade route or the short route? _____

10. (All) Please attach a map of your proposed route.

11. Parade/Run/Walk/Ride Date/Assembly Time: _____

a. Assembly Location: _____

b. Start Time: _____

c. Disbanding Time: _____

d. Disbanding Location: _____

12. Parade Walk/Run/ Ride Description:

a. Estimated length of assembly: _____

b. Estimated number of pedestrians: _____

c. Estimated number of vehicles: _____

d. Estimated number of floats: _____

e. Estimated number of animals (all horses must be bagged): _____

f. Estimated number of bands: _____

g. Interval of space between parade units: _____

h. Interval of space between: _____

13. Location Requested (if Temporary Street Closure only, list major roads to be closed):

14. Time of Street Closure: _____

15. Set-up time/date _____ Tear down time/date: _____



16. Outline your plan for notifying the public of street closures: _____

17. List the location of any parking meters or parking lots that you propose utilizing and the dates which you will need them: _____

18. Do you have a security plan in place? (Refer to Supplemental Information Section) **Circle: YES or NO** (if yes, please outline plan here): _____

19. DETAILED description of event (use additional paper if necessary):

20. Is this a first time event? _____ If not, how old? _____

21. **ENCLOSE A DETAILED MAP** of the event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or city intersections in which such event will occur.

22. An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:

23. 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.

24. Is your organization based in Montgomery County? **Circle: YES or NO** (if no, please state where)

25. Is your business authorized to do business in Tennessee? **Circle: YES or NO**

26. 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.

27. Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. _____

28. Will any charity, gratuity, or offers be solicited or accepted during an event? **Circle: YES or NO**

29. Is this event a fundraiser? **Circle: YES or NO**. If yes, what organization will be the benefactor of the event? What percentage of funds will they receive? _____

30. Will parking in the area of the event need to be restricted or prohibited? **Circle: YES or NO**



31. If requesting City Utility power, list area in which power will be needed and the amperage for each outlet: _____

32. Will any sound amplification equipment be used during the event? **Circle: YES or NO** If no, please skip to Question 35.

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

34. What type of sound amplification be provided (DJ, band, etc.)? Please list all that apply.

35. During what time period is sound amplification requested? _____

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

37. 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 such as 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 Clarksville as additional insured. *** For stages, tents, inflatables, etc. constructed on the site prior to the event, that date must be included on Certificate of Insurance provided to the City of Clarksville. Stages **MUST** be removed from site at end of event. *** Rented inflatables/interactive that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance.

38. What, if any, vendors will be present at event? (Medical related shirts, arts, etc.) **Please provide detailed list.** Use additional sheets.

39. Will food, beverages, or merchandise be sold or given away? **Circle: YES or NO.** If, yes, cleanup is required. Please provide name of clean up provider, contact, and phone number of person on-site during event. See question 30.

40. 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 cleanup is not done properly, the organization requesting the permit will be fine (See attachment A). Applicant's event coordinator or representative and a City of Clarksville 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, to reassess the site for trash and damage. Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off by both the City of Clarksville and organization requesting the event.



41. ***NOTE:** Events that include deep frying cooking oil operations are required to have a grease pit on-site. 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 Supplemental Information section of this application for more information.*

42. 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 Supplemental Information section of this application for more information.*

43. Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information.*



PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.

1. I/We agree to abide by all ordinances and regulations of the City of Clarksville 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 no less than 30 days or 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 Clarksville police officers or other emergency personnel are present at any or all events that occur within city limits.

BY: _____ Date: _____

Event Coordinator

_____ Date: _____

Rachel White, Permit Coordinator

Return application to: City of Clarksville-Parks and Recreation 102 Public Square Clarksville, TN 37040 Phone: (931) 645-7476



If you have any questions concerning your request, please call (931)645-7476.

FOR CITY USE ONLY

<u>Department</u>	<u>Date</u>	<u>Initials</u>	<u>Attach any Comments</u>
Codes			Comments _____ Yes _____ No
Finance			Comments _____ Yes _____ No
Fire			Comments _____ Yes _____ No
Parks			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



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

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 of Clarksville.

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 Parks and Recreation Office at 102 Public Square, Clarksville, TN 37040 or download at www.cityofclarksville.com
2. Return *completed* application along with check or money order for \$30 to the Parks and Recreation Office **at least 30 days prior to the event.**
3. The City of Clarksville, with the help of 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 of Clarksville.
4. The City of Clarksville will review all special event recommendations and determine approval, denial, or approval with changes.
6. If alcohol, beer, and/or wine is sold or given away, a permit from the relevant board is required.
7. If the event is approved with changes, the Parks and Recreation Special Event Supervisor 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 Special Event Supervisor obtains all necessary additional requirements, the City will issue and Special Event Permit. At this time, the event organizer may be required to post a security deposit of \$250.00.
10. If the event permit is denied, the City will issue a letter of denial.

ADDITIONAL REQUIREMENTS

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

A. 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

It is suggested that the event organizers inform all business 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 with a copy of the letter and a mailing list of who received the letter.

B. 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 that shows location of each vendor.



Supplemental Information:

A site map of your event must be included with this application. Please include locations of tents, stages, portable restrooms, dumpsters, fencing, food and beverage booths, and all sponsor or vendor booths. Also indicate where streets will be blocked and what will be used to block the streets. This application will not be processed without a completed site map.

This application will not be processed unless all debts owed to the City of Clarksville have been paid in full including property taxes, fees or fines.

Applicants must provide the Special Events Office with a certificate of insurance for a commercial general liability naming the City of Clarksville as an additional insured. This policy must have a minimum coverage of one million dollars (\$1,000,000.00).

Your security plan must be acceptable to the Chief of Police or their designee. The Chief or their designee reserves the right to require you to hire Off- Duty Law Enforcement Officers with jurisdiction such as:

- Clarksville Police Department
- Tennessee Highway Patrol
- Montgomery County Sheriff's Office
- Austin Peay Campus Police (if on Campus)

If you choose to use Reserve Deputies/ Officer there must be a Sworn Officer(s) accompanying them. The Chief or their designee will determine the Officer to Reserve ratio based on your event. **Events selling alcohol will be required to hire Off-Duty Law Enforcement Officers with jurisdiction- no exceptions.**

If you choose the Clarksville Police Department Officers, you must provide the Special Events office with a certificate of insurance for a commercial general liability policy naming the City of Clarksville as an additional insured. This policy must have a minimum of one million dollars (\$1,000,000.00).

Clarksville Police Officers must be paid for the event at the rate of \$25.00 per officer, per hour, for a minimum of three (3) hours. After your application has been approved, you will be responsible for contacting Natalie Hall of the Clarksville Police Department at (931)648-0656 to make arrangements for the necessary officers. All Clarksville Police Officers must be paid directly within seven (7) days after the event.

Applicants with food vendors must abide by all Clarksville Fire and Rescue rules and regulations governing the use of propane and open flames. This information can be obtained by contacting Fire Marshall Ray Williams at the Clarksville Fire and Rescue office at (931)645-7462.

Applicants with events lasting longer than one (1) days and having food vendors must comply with the Montgomery County Health Department rules and regulations regarding food vending. The Montgomery County Health Department can be contacted at (931)648-7251.



Applicants serving alcohol at their event must submit an application to the Clarksville Beer Board. This can be done by picking up an application from the Clarksville Police Department at 135 Commerce Street,) Clarksville, TN 37040 or 1584 Vista Lane Clarksville, TN 37040. That application must be turned into the Vista Lane location. Their phone number is (931) 645-1126. Your approved event permit will be required as part of the beer permit application.

Merchandise vendors without a City of Clarksville Business license must pay a daily business license fee. Daily business licenses may be purchased at the City of Clarksville Finance Department located at 1 Public Square at the rate of one dollar per day. (931)645-7435

It is against City Code (26-2008-09) to dump grease, fats, and oils into the sewer system. All food waste must be kept in containers and disposed of properly.

Usage of City owned electric outlets will be charged at the rate of \$25.00 per meter, per day. The City electrician will meet with you prior to your event to show you where electric can be accessed.

A check or money order of \$500.00 as a cleanup deposit must be submitted. This check will be refunded upon inspection of your event site at the conclusion of your event.



Application Checklist:

- _____ Site Plan
- _____ Map of Route (if parade, run, walk, ride event)
- _____ Insurance Certificate, where applicable
- _____ Check for application fee
- _____ Security Deposit, if required.
- _____ Check for \$500.00 cleanup deposit
- _____ Copy of notification/petition of affected businesses and/or residents
- _____ Vendor Information attachment