

## **City of Clarksville Tennessee Parade/Walk Application**

The City of Clarksville is pleased that you have chosen our City for the location of your parade/walk and would like for 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 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 the City limits or that are judged to present a risk of possible harm to business or damage property or involve illegal activities.

Please mail or deliver the completed application along with the required supplemental information and fees to: **Clarksville Parks and Recreation, Attn: Special Events, 102 Public Square, Clarksville, TN 37040** or fax it to **931-553-2432**. **Applications must be received no later than 45 days prior to your event date.**

A panel consisting of representatives of involved City departments including police, fire, streets and parks and recreation and the Downtown District Partnership, where applicable, will meet to review the application and you will be notified of the results.

If at any time you have any questions regarding this application, please contact Jennifer Byard, Special events Coordinator, at 931-645-7476 or at [jennifer.byard@cityofclarksville.com](mailto:jennifer.byard@cityofclarksville.com).

# City of Clarksville, Tennessee Parade Permit Application

Please fill out application completely. Write legibly or type. If additional space is needed, reference the item number with the information on a separate sheet of paper.

### Organization Information:

Event Name: \_\_\_\_\_

Parade Date: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Organization Type: Non-profit \_\_\_\_\_ Govt. \_\_\_\_\_ Corporation \_\_\_\_\_

Other \_\_\_\_\_ Explain \_\_\_\_\_

Parade Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Event Information

1. Purpose of parade: \_\_\_\_\_  
\_\_\_\_\_

2. Give a brief description of the event: \_\_\_\_\_  
\_\_\_\_\_

3. Is this a first time event? \_\_\_\_\_ If no, how old? \_\_\_\_\_

4. Will you be using the long parade route \_\_\_\_\_ or the  
short parade route \_\_\_\_\_ (see attached)

5. Parade Date/Assembly Time: \_\_\_\_\_AM \_\_\_\_\_PM

Assembly location: \_\_\_\_\_

Start Time: \_\_\_\_\_AM \_\_\_\_\_PM

Disbanding Time: \_\_\_\_\_AM \_\_\_\_\_PM

Disbanding location: \_\_\_\_\_

**Parade Description:**

6. Estimated Length of parade: \_\_\_\_\_

Estimated number of pedestrians: \_\_\_\_\_

Estimated Number of Vehicles: \_\_\_\_\_

Estimated Number of Floats: \_\_\_\_\_

Estimated Number of Animals: \_\_\_\_\_  
(all horses must be bagged)

Estimated number of bands: \_\_\_\_\_

Interval of space between parade units: \_\_\_\_\_

Interval of space between sound units: \_\_\_\_\_

7. What portion of the street will the parade occupy? (will the parade take up the entire street or only part) \_\_\_\_\_

8. How will the parade be organized and supervised to insure that it runs smoothly? \_\_\_\_\_  
\_\_\_\_\_

9. Outline your security plan. Include who will be providing security, what their role will be and where they will be located: \_\_\_\_\_

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10. Outline your plan for Emergency Medical Service for this event: \_\_\_\_\_

\_\_\_\_\_

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11. Will stages be built? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Where will they be located? \_\_\_\_\_

12. Will you be using generators? \_\_\_\_\_ and/or City electric? \_\_\_\_\_

13. Will any existing restrooms be provided for public use? If yes, how many and where will they be located? \_\_\_\_\_

14. Will you be utilizing portable restroom facilities? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please complete the following:

Number of portable restrooms: \_\_\_\_\_

Location (be specific): \_\_\_\_\_

When will they be placed and removed? \_\_\_\_\_

When will they be serviced? \_\_\_\_\_

How many ADA accessible units will be included? \_\_\_\_\_

15. Outline your plan for Emergency Medical Service for this event including their location: \_\_\_\_\_

16. Outline your plans for trash removal including the date and hour that all trash will be removed from the event site: \_\_\_\_\_

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## **Hold Harmless**

**All authorized events occurring within Clarksville City limits shall be individually and severally responsible to the City for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the event representative/organizer's negligence or that of its agents and employees. All event organizers/representatives hereby agree to indemnify and save the City, its officers and employees harmless from any loss, cost, damages and other expenses, including attorney's fees, suffered or incurred by the City by reason of the event representative/organizers negligence or that of its agents and employees; provided that the event representative/organizer shall not be responsible nor required to indemnify the City for negligence of the City, its officers or employees.**

**Furthermore, I fully understand and agree to comply with the terms and conditions as stated in this application. All information provided in this application are correct and accurate to the best of my knowledge.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this application along with the required documentation and a check for \$15.00 made out to the City of Clarksville to Parks & Recreation, Special Events Division, 102 Public Square, Clarksville, TN 37040. If you have any questions while completing this application, contact Jennifer Byard at 931-645-7476.

### **Supplemental Information:**

A site map of your event must be included with this application. Please include locations of stages and portable restrooms, Also indicate where streets will be blocked and what will be used to block the streets. **This application will not be processed without a route 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 copy of their insurance certificate of general liability insurance naming the City of Clarksville as additionally insured. This policy must have a minimum coverage of one million dollars (\$1,000,000.00). Events hiring off duty Clarksville Police Department Officers must provide an insurance certificate of general liability naming both the City of Clarksville and the Clarksville Police Department as additionally insured.

The number of police officers required for your event will be determined by the Clarksville Police Department based on the information provided in this application. Officers must be paid for by the event at the rate of \$25.00 per officer, per hour, for a minimum of three hours. After your application has been approved, you will be responsible for contacting Andy Bectold of the Clarksville Police Department at 648-0656 to make arrangements for the necessary officers.

A check or money order in the amount of \$250.00 as a clean up deposit must be submitted. This check will be returned upon inspection of your event site at the conclusion of your event.

## **Application Checklist**

\_\_\_\_\_ Site Plan

\_\_\_\_\_ Insurance Certificate

\_\_\_\_\_ Check for \$15.00 application fee

\_\_\_\_\_ Check for \$250.00 clean up deposit