

## **City of Clarksville Special Event Application**

The City of Clarksville is pleased that you have chosen our City for the location of your special event. The City of Clarksville 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).

# Special Event 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: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

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

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

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

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

Contact: \_\_\_\_\_

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

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

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

## Event Information

1. Purpose of event: \_\_\_\_\_

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

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

4. Hours of Operation: Date: \_\_\_\_\_ Set up \_\_\_\_\_ Close: \_\_\_\_\_

Date: \_\_\_\_\_ Set Up: \_\_\_\_\_ Close: \_\_\_\_\_

Date: \_\_\_\_\_ Set Up: \_\_\_\_\_ Close: \_\_\_\_\_

Tear Down Date: \_\_\_\_\_ Time: \_\_\_\_\_

5. Is this event open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Outline your marketing plan for the event to include advertising and promotion schedule: \_\_\_\_\_  
\_\_\_\_\_

7. Will admission be charged? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Will you be accepting donations? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Estimated attendance each day: \_\_\_\_\_

10. Will food be served? Yes \_\_\_\_\_ No \_\_\_\_\_

11. Will food be prepared on site at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

12. How many food vendors do you anticipate having? \_\_\_\_\_

13. How will food be prepared?

Gas \_\_\_\_\_ Grill \_\_\_\_\_ Propane \_\_\_\_\_ Butane \_\_\_\_\_

14. Will alcoholic beverages be available? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you received approval from the Beer Board? \_\_\_\_\_

If yes, will beverages be sold or served? \_\_\_\_\_

What type of alcoholic beverages will be available? \_\_\_\_\_

What are the days/hours that alcohol will be consumed at this event?  
\_\_\_\_\_

In what areas of your event will alcohol be consumed? \_\_\_\_\_  
\_\_\_\_\_

15. Will you have merchandise vendors booths at your event?

Yes\_\_\_\_\_No\_\_\_\_\_. If yes, how many? \_\_\_\_\_

**Event Logistics**

16. Requested event location: \_\_\_\_\_

17. List all streets you are proposing to close with the time periods that they will be closed: \_\_\_\_\_

18. Outline your plan for notifying the public of street closures: \_\_\_\_\_

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

20. Will there be live entertainment or music at your event? Yes\_\_\_\_\_No\_\_\_\_\_

If yes, please answer the following:

Will stages be built? Yes\_\_\_\_\_No\_\_\_\_\_If yes, how many? \_\_\_\_\_

21. Will you be using generators? \_\_\_\_\_and/or City electric?\_\_\_\_\_

22. If requesting City Utility power, list areas in which power will be needed and the amperage for each outlet: \_\_\_\_\_

23. Will tents be erected for your event? Yes\_\_\_\_\_No\_\_\_\_\_If so, how many?\_\_\_\_\_

24. Will you require access to water? Yes\_\_\_\_\_No\_\_\_\_\_

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

26. 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? \_\_\_\_\_

27. What arrangements have you made for security at your event and who will provide this service? What will the role of security personnel play at your event? \_\_\_\_\_   
 \_\_\_\_\_

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

29. 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 \$30.00 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 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 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 required must be paid for by the event at the rate of \$25.00 per hour, per officer for a minimum of 3 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.

If it is determined that security is required for your event, full-time law enforcement officers must be hired to provide this service.

Applicants with food vendors must abide by all Clarksville Fire & 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 day and having food vendors must comply with all 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 St. Clarksville, TN. 931-645-0656. 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 license's may be purchased at the City of Clarksville Finance Department located at 1 Public Square at the rate of \$1.00 per day. 931-645-7435.

It is against the Clarksville City Code (26-2008-09) to dump grease, fats or 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 in the amount of \$500.00 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 \$30.00 application fee

\_\_\_\_\_ Check for \$500.00 clean up deposit

\_\_\_\_\_ Copy of Beer Board permit (if applicable)

\_\_\_\_\_ Copy of notification/petition of affected businesses.