



City of Collegedale Special Event Application Policies and Procedures

Policy Statement

The City of Collegedale encourages its citizens to sponsor special events that enhance the quality of life for residents of the entire community and facilitate the use of City-owned recreation, park facilities and streets. The City of Collegedale has established policies and procedures to ensure that safety and traffic control are a priority of such events by providing a system for advance planning and standard information and basic ground rules that allow City special events sponsors and facility users to achieve mutual goals.

Application Process

Special Events Applications through the City of Collegedale are required for any of event of **over 50 people**.

A non-refundable **processing fee of \$75** is due at the time of application.

If the special event will be using city facilities, an additional rental application and fee is required.

The City of Collegedale reserves the right to refuse any Special Event Application.

Applications must be received no later than 30 days prior to the event date.

Representatives of involved City departments will review the application and notify the applicant within five business days of approval or denial. *Expedited events still require an application and will be set in motion on an individual basis.*

In issuing a special event permit, the City of Collegedale considers whether:

1. The event will substantially interfere with the safety and orderly movement of pedestrians and vehicular traffic in the area;
2. The proposed location is adequate for the size and nature of the event;
3. The event does not unreasonably interfere with the intended use of the area; and
4. All permit application requirements and fees have been met.

Police Assistance

The Collegedale Police Department provides a wide variety of services for special events of **over 100 people**; such as traffic and crowd control duties.

Special events with an estimated attendance of over 100 people must obtain a pre-approved application and use agreement. Such activities are customarily held for purposes of entertainment, celebration, 5K runs, walks, marathons, parades, block parties, amusement, shows, and sport demonstrations or competitions aimed at drawing crowds that may impact traffic flow. (Funeral escorts do not require a Police Assistance Permit)

The number of Collegedale Police officers requested or required for your event will be based on the information provided in this application. The hourly rate for off-duty officers hired to work an extra-job is \$50.00 per hour, plus an hourly 12% fee to the off-duty management platform.

*An additional fee of \$5.00 per hour will be assessed for the cost of fuel if a police vehicle needs to be used for traffic control. Officers are paid for by the event applicant/organization for a minimum of 2 hours. *Collegedale Police Department officers must be utilized for special events on City property.*

Insurance

Special event organizers **may be required** to carry liability insurance coverage in the amount of at least one million (\$1,000,000) single limit, covering both bodily injury and property damage during the term of the event. Insurance limit may be increased depending on the nature, size and risk of the event. The certificate must contain:

1. A clause specifically naming the City of Collegedale, TN as an "Additional Insured";
2. Provision for ten (10) days prior written notice to the City of Collegedale if the policy expires or is canceled or changed;
3. No exclusions in the insurance coverage regarding municipally owned or leased property or municipal operations or personnel, employees, licensees or agents.

If at any time you have questions regarding this application, please contact Kristi Wheeler, City Recorder-Administrative Clerk, kwheeler@collegedaletn.gov or 423-396-3135.



City of Collegedale

Special Event Application

1. Name of Applicant or Organization Requesting Permit: _____
Address: _____
Phone: _____ E-mail Address: _____
2. Two points of contact for day of the event:
Contact 1: _____
Cell: _____ E-mail Address: _____
Contact 2: _____
Cell: _____ E-mail Address: _____
3. Event Name: _____
4. Estimated Number of Participants/Attendees: _____
5. Date(s) of Event: _____
6. Times of Event: _____
7. Time of Street Closure: _____
8. Set-Up Date/Time: _____
9. Tear-down Date/Time: _____
10. Location Requested (if **temporary street closure** only, list major roads to be closed) **Circle one:**
Veterans Memorial Park Imagination Station Pavilion Tucker Road Recreation Area Other
For Other, please identify location(s) _____
Road Closure(s): _____
Applicant must gain written approval from TN Department of Transportation-Region 2 for state/US highways. Approval documentation must accompany this application. TDOT 2: (423) 892-3430.
11. Event Description (include additional pages as needed):

12. Attach a detailed map of event site/run route, temporary or permanent structures (including vendors, staging), roads/intersections, street closures, parking, bathrooms, etc.
13. Provide a detailed plan for clean-up and recycling for your event: _____



City of Collegedale

Special Event Application (page 2)

14. Will fees, charity, gratuity, or offers be solicited or accepted? _____ If yes, describe:

15. Will food, beverages, or merchandise be sold or given away? _____ If yes, describe, and note that you are responsible for all local, state, and federal guidelines:

16. Will live music and/or sound amplification be used? Describe and note that the City of Collegedale Sound Ordinance is required. _____

17. Will you be providing portable toilets for your event? _____ If yes, please provide the service contact information and indicate location on the map. _____

18. Please provide any additional information relevant to the event or any special requests:



City of Collegedale

Special Event Application (page 3)

PLEASE READ BEFORE SIGNING APPLICATION

I/We agree to abide by all ordinances and regulations of the City of Collegedale and all conditions placed upon the event by the City Administration.

I/We do swear or affirm that all of the information given in the application is true and complete.

I/We do hereby agree to hold harmless the City, it's Commissioners, officers, employees and agents, from all suits, actions, damages or claims, including death, to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, of such event and the activities permitted in connection therewith, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administration.

The application for a 5K Run/Walk permit shall be filed no less than 30 days or no more than 364 days prior to the scheduled date of such event. Failure to file in a timely manner may result in denial of a permit.

The City reserves the right to require one or more City of Collegedale police officers or other emergency personnel be present inside city limits in addition to officers currently on duty for the City of Collegedale.

The City reserves the right to require the permit holder to provide one or more portable toilets.

All applications will be reviewed on a case-by-case basis. Some activities may require additional risk management steps and meetings with City Administration.

By: _____ Date: _____
(Signature of applicant)

_____ Date: _____
(Eric Sines, Director of Public Works, City of Collegedale)

_____ Date: _____
(Jack Sapp, Police Chief, City of Collegedale)

_____ Date: _____
(Christina Clark, Supervisor of Parks & Recreation, City of Collegedale)

_____ Date: _____
(Wayon Hines, City Manager, City of Collegedale)

Return application to: City of Collegedale Municipal Building, 4910 Swinyar Drive, PO Box 1880, Collegedale, TN 37315
Office: (423) 396-3135 Fax: (423) 396-3138