



SPRING CITY
TENNESSEE

SPECIAL EVENT PERMIT APPLICATION

The Town of Spring City is pleased that you have chosen our town for your event and would like it 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. The Town of Spring City 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 property damage, or involve illegal activities. Applications must be received no later than 60 days prior to your event date. Applications received after 60 days prior to your event will not be considered. If at any time you have any questions regarding this application, please contact our office at (423) 365-6441 or jblackwell@townofspringcitytn.org

Guidelines

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 Town of Spring City.

This outline is intended to serve as a guide and may not be inclusive of all City, State, and Federal requirements.

1. Application filing is at least 60 days prior to the scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the Town of Spring City. Failure to file in a timely manner may result in denial of permit.
2. Payment and supplemental documentation are due at least 45 days prior to the event.
3. The Town of Spring City Police Department 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 Town of Spring City.
4. The Town of Spring City Board of Commissioners will review all special event recommendations and determine approval, denial, or approval with changes.
5. If the event is approved with changes, the City Recorder will communicate all necessary changes required for approval.
6. Included with the letter of conditional approval will be an outline of all necessary additional requirements. If the event permit is denied, the Town of Spring City will issue a letter of denial.
7. If Veteran's Park will be utilized for the event, realize that the Splash Pad will remain open to the general Public during your event, if approved.
8. This application will not be processed unless all debts owed to the Town of Spring City, by the applicant, have been paid in full including property taxes, fees, or fines.



Good Neighbor Letter/Signature List

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 the event
- Date, time, and location of all related street closures
- Name, address, and phone number of the event organizer

It is suggested that the event organizers inform all businesses 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 a copy of the letter/email, mailing list, or signature list a minimum of 14 days before the event.

Insurance

If any stages, amusement attractions, or amusement rides, including inflatables, will be erected for the event, the applicant must give specific details as to the location, 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 Town of Spring City as additional insured. This also includes any services that are hired during the event, such as DJ, band, etc.

For stages, tents, inflatables, etc. constructed on the site prior to the event, that date must be included on the Certificate of Insurance provided to the Town of Spring City. Stages **MUST** be removed from the site at end of the event. Rented inflatables that are set up and manned by the applicant must be included specifically in the applicant's Certificate of Insurance.

A site map and waste removal plan for your event must be included with this application, if requested. 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. This application will not be processed without a completed site map.

Applicants must provide the Town of Spring City with a certificate of insurance for a commercial general liability naming the Town of Spring City, 369 Front Street, Spring City, TN 37381, as an additional insured. This policy must have a minimum coverage of one million dollars (\$1,000,000.00).

Security / Site Plan

Your security plan must be acceptable to the Spring City 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:

- Spring City Police Department
- Rhea County Homeland Security
- Rhea County Sheriff's Department



SPRING CITY TENNESSEE

If you choose to use Reserve Deputies/Officers 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.

Spring City Police Officers must be paid for the event at the current pay rate per officer, per hour, for a minimum of three (3) hours. After your application has been approved, you will be responsible for contacting the Spring City Police Department at (423) 365-6225 to make arrangements for the necessary officers. All Spring City Police Officers must be paid directly within seven (7) days after the event. Road closures and equipment shall be coordinated between the organizer and Spring City Public Works Director at (423) 365-6441 a minimum of 14 days before the event.

Vendors

The site map of the event should be returned showing the location of the event vendors.

- All food concessionaires must adhere to all State Health Department and Spring City Fire Department regulations. Any necessary permitting, fees, code compliance, and fire suppression systems required by the departments are to be acquired prior to the event.

Application

Application filing is due at least 60 days prior to the scheduled event with payment and requested supplemental documentation is due at least 45 days prior to the event. Late applications are not accepted. Please read the application carefully and fully complete each section. Completing this application does not guarantee that your request will be granted.

Fees

The applicant will be required to pay fees at City Hall, 369 Front Street, Spring City, TN 37381.

- A non-refundable application fee of \$50 is due at the time of filing.
- Depending on the scope of the event, a fee may be required prior to the special event, in connection with events held on City property in case of damage. Organizer must clean up the event area prior to leaving the event.

***Type of fundraising event (please check all that apply):**

- | | | |
|---|--|--|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Concert | <input type="checkbox"/> Filming/Photography |
| <input type="checkbox"/> Walk | <input type="checkbox"/> Run | <input type="checkbox"/> Picnic/Gathering |
| <input type="checkbox"/> Parade/Procession | <input type="checkbox"/> Motorcycle Ride | |
| <input type="checkbox"/> Other (provide description under event name) | | |

***Event Components (please check all items below that apply to your event):**

- | |
|---|
| <input type="checkbox"/> Amplified sound (PA or audio system) |
| <input type="checkbox"/> Food Vendors and/or Food Trucks at event |



SPRING CITY TENNESSEE

- ☐ Stage
- ☐ Street Closure Request (Applicants must contact the Spring City Police Department (423) 365-6225)
- ☐ Park closure request
- ☐ Security Request (Applicants must contact Spring City Police Department (423) 365-6225)
- ☐ Inflatable or bounce attraction

***Organization Name:** _____

***Organization Type:** ☐ Non-Profit ☐ Government

***Full Address:** _____

***Phone Number:** _____

***Email:** _____

***Event Name:** _____

***Purpose/Goal of Event:** _____

***Activities taking place during event:**

***Date(s) of Event:** _____ ***Event Hours of Operation:** _____

***Provide two name/contact info of the event day point of contact:**

Parade/Walk/Run/Ride Only

Assembly Location & Time: _____

Disband Location & Time: _____

Provide a thorough description of the parade, ride or run to include the length of the assembly, number of pedestrians, number of vehicles, number of horses, etc. _____



Street Closures

Street Closures (Attach a listing of all major roads to be closed and the times of closings)

***Estimated Number of Participants (daily and overall):** _____

***Will parking in the area of the event need to be restricted/prohibited?** _____

During what time period is sound amplification requested? _____

Agreement

1. I/We agree to abide by all ordinances and regulations of the Town of Spring City and all conditions placed upon the event by the City.
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 council persons, 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 therewith, and to submit a certificate of insurance prior to the event in an amount acceptable to the City.
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 this Special Event Permit does not imply the granting of any other permit that is separately required.
7. The application for an event permit shall be filed no less than 45 days or more than 364 days prior to the scheduled date of such event.

MISC Requirements Checklist

- **Certificate of Insurance (The Town of Spring City, 369 Front Street, Spring City, TN 37381, must be listed as additionally insured).**
- **Detailed Map of 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).**
- **Detailed Security Plan, if needed.**
- **Good Neighbor Letter. If parade/run/walk/ride appropriate media release is required to notify the public and surrounding businesses of road closures.**
- **Map of Route (if parade, run, walk, ride event)**