

SPECIAL EVENT PERMIT APPLICATION



**** PLEASE READ CAREFULLY BEFORE COMPLETING APPLICATION****
SPECIAL PROVISIONS CONCERNING PARADES WITHIN THE TOWN OF SMYRNA

- 1) Any person wishing to parade upon the public streets, sidewalks or allies of the Town of Smyrna shall make application to the chief of police, or his designee, no less than seven (7) days prior to the date of such parade. The application shall be distributed by the Town Clerk and, once completed, the Town Clerk will forward the application to the chief of police for consideration. A processing fee of **\$100.00** shall be paid by any individual making application for a parade permit.
- 2) The chief of police shall issue a permit, except where the permit would conflict as to time or place with a permit previously issued or the parade does not conform with the following conditions:
 - (i) The time, route and size of the parade shall not substantially disrupt the safe use and orderly movement of other traffic contiguous to its route;
 - (ii) The conduct of the parade shall not require the diversion of so great a number of police officers to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to The Town;
 - (iii) When held for a recreational purpose, the parade shall be supervised by security personnel, the employment of which shall be at the sole expense of the applicant. The chief of police, or his designee, shall reasonably determine the number of security personnel needed for the safe conduct of the parade, and shall inform the applicant at least four (4) days before the event so the applicant can provide appropriate evidence that proper security personnel have been retained prior to the issuance of the permit;
 - (iv) The applicant has provided for the services of the number of parade monitors as determined by the chief of police, to insure that the parade will be conducted in conformity with the parade permit;
 - (v) The parade shall not interrupt normal ambulance service to portions of The Town other than that to be occupied by the proposed line of march and areas contiguous thereto;
 - (vi) The concentration of persons, animals and vehicles at assembly points of the parade shall not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
 - (vii) The conduct of such parade will not interfere with the movement of firefighting equipment en route to a fire;
 - (viii) The parade is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit; however, nothing contained herein will prohibit the advertising of any product, goods or event identifying organizations or sponsors furnishing or sponsoring floats or transportation for the parade;
 - (ix) The applicant has satisfied all of the financial requirements of Part 3.
- 3) The applicants for a parade permit for a recreational purpose, and any other persons, organizations, firms or corporations on whose behalf the application is made, by filing the application, do represent, stipulate, contract and agree that they will jointly and severally indemnify and hold The Town harmless against liability for any and all claims for damage to property, injury to or the death of persons arising out of or resulting from the issuance of the permit, or the conduct of the parade or its participants.
 - (i) In addition to the all other requirements, in the event a parade is held for a recreational purpose, and is comprised of pedestrians and vehicles or animals, no permit shall be issued unless the applicant shall obtain a comprehensive general liability insurance policy. If motor vehicles are involved, an automobile liability policy, issued by an insurance company authorized to do business in the state with a Best Key Rating of A/VII or better, with coverage that includes the assembly area, the parade route, the disbanding area of the parade, and any other area used by the participants of the parade. The Town shall be listed as an additional insured on a primary and non-contributory basis. The liability limits of such policy shall be no less than one million dollars (\$1,000,000.00) per occurrence and two-million dollars (\$2,000,000.00) aggregate of single-limit general liability and automobile liability insurance covering both bodily injury and property damage may be required for issuance of a parade permit.
 - (ii) At the time of the application for a parade permit for a recreational use, satisfactory proof that the insurance required by subsection has been obtained shall be presented to the Manager of Safety and Risk Management for the Town of Smyrna.
- 4) The chief of police shall have the authority to reasonably modify the route, time and place of any parade permit to facilitate crowd control, to relieve traffic congestion, or to ensure public safety.
- 5) The Chief of Police or Town Manager are empowered to revoke any parade permit issued pursuant to this Section and order the parade cease if it is determined a significant number of the participants therein are engaged in any of the following behavior and the arrest or removal of individual participants engaging in such conduct will not restore order to the parade:
 - (i) Intentionally obstructing pedestrian or vehicle ingress and egress to and/or from any road, street, ally or sidewalk not previously closed by the Town in anticipation of the parade;
 - (ii) Failing to remain within the designated parade route;
 - (iii) Engaging in violent, harassing, intimidating or threatening behavior toward any individual;
 - (iv) Destroying, vandalizing or otherwise damaging public or private property;
 - (v) Any other criminal, unlawful or inherently dangerous conduct;
 - (vi) The lighting, handling or display of any open flame or explosive device;
- 6) The Chief of Police and/or Town Manager are authorized and empowered to ban the possession, use, and display of any weapon or other implement which may be deemed by law enforcement to pose a threat to public safety within the area or vicinity of any public gathering or parade. The Chief of Police and/or Town Manager may also direct the implementation of any security procedures deemed necessary to ensure the safety of gathering or parade participants, observers and the general public.

**** PLEASE READ CAREFULLY BEFORE COMPLETING APPLICATION****
SPECIAL PROVISIONS CONCERNING PUBLIC GATHERINGS ON TOWN PROPERTY

The following provisions shall apply to all public gathering permits and applications:

1) All properly permitted public gatherings shall take place on the grounds, parking lots or other outdoor spaces of facilities owned by the Town of Smyrna and no public gathering shall occur within the lobbies, meeting rooms or other non-public areas of such facilities.

Exception: Public gatherings are permitted inside Town facilities if the area in which the gathering occurs is specifically designated as a public meeting space and is regularly rented or lent to the general public for that purpose. Any person wishing to gather in such a location shall pay any applicable rental fees in addition to any permit application fees associated with the issuance of a public gathering permit.

2) Any person wishing to hold a public gathering in a park or upon the grounds of any facility owned or operated by the Town of Smyrna shall make application to the Chief of Police at least three (3) business days prior to such public gathering. The application shall be obtained from the office of the Town Clerk and, upon completion, forwarded by the Town Clerk to the Chief of Police for consideration. A processing fee of **\$200.00** shall be paid by any individual making application for a public gathering permit.

3) Upon application, a public gathering permit shall be issued unless:

- (i) The use for which the permit is sought is of a private or commercial nature; or
- (ii) The location selected is not suitable because the area is specially landscaped and planted with botanical, flower, shrub or tree exhibits; or
- (iii) The location selected is not suitable because it is one of the specialized park use areas such as zoos, skating rinks, swimming pools, recreational, etc.; or
- (iv) The date and time requested has previously been allocated by permit; or
- (v) The location requested is not a location typically open for public use or gathering; or
- (vi) The location requested is not large enough to safely accommodate the number of participants and observers likely to be present at the gathering, or
- (v) During the requested date or time the park or facility is closed to the general public.

4) Whenever a permit is denied due to one of the reasons listed above, the applicant shall be offered another suitable location, date or time to gather.

5) The Chief of Police is authorized to designate the specific area within any park or Town facility wherein a public gathering may occur. Any area so designated shall allow the gathering's participants to effectively express their message, but shall not substantially interfere with the general public's use or enjoyment of the park or facility. The Director of Parks and Recreation shall clearly mark the designated area at least forty-eight (48) hours prior to the gathering.

6) The Chief of Police or Town Manager are empowered to revoke any public gathering permit issued pursuant to this Section and order the gathering cease if it is determined any of the participants therein are engaged in any of the following behavior and the arrest or removal of individual participants engaged in such conduct will not restore order to the gathering:

- (i) Intentionally obstructing pedestrian or vehicle ingress and egress to and/or from the park, facility, or facility grounds; or
- (ii) Failing to remain within the area designated for the gathering, if applicable, after being directed to do so on more than one (1) occasion;
- (iii) Engaging in violent, harassing, intimidating or threatening behavior toward any individual; or
- (iv) Destroying, vandalizing or otherwise damaging public or private property; or
- (v) Any other criminal, unlawful or inherently dangerous conduct;

7) The Chief of Police and/or Town Manager are authorized and empowered to ban the possession, use, and display of any weapon or other implement which may be deemed by law enforcement to pose a threat to public safety within the area or vicinity of any public gathering or parade. The Chief of Police and/or Town Manager may also direct the implementation of any security procedures deemed necessary to ensure the safety of gathering or parade participants, observers and the general public.

Town of Smyrna Application for Special Event Permit

| <u>FEE SCHEDULE</u> | |
|--|----------|
| Parades..... | \$100.00 |
| Protests/Rallies on Town Property..... | \$200.00 |
| Special Events (Athletic, Block Parties, Fairs)..... | NO FEE |

I. Event Information

Event Name & Description: _____

Event Website: _____ Estimated Number of Participants: _____

Event Date: _____ if multiple days, Start Date: _____ End Date: _____

Final registration count must be email to kevin.arnold@townofsmyrna.org 3 days before event!

1. What type of event are you planning (check all that apply)?

| | | | |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> Parade (Pedestrians) | <input type="checkbox"/> Protest/Rally | <input type="checkbox"/> Block Party | <input type="checkbox"/> Athletic Event/Race |
| <input type="checkbox"/> Parade (Vehicles) | <input type="checkbox"/> Fair | <input type="checkbox"/> Carnival | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Parade (Animals) | <input type="checkbox"/> Festival | <input type="checkbox"/> Concert | _____ |

Under certain circumstances, you will be required to purchase an insurance policy prior to receiving a permit to hold a parade or other event. Read the "Special Provisions" section at the beginning of this packet for more information.

2. Will your event require the closure of any Town streets? Yes No

If yes, please complete the following:

Which streets will require closure? _____

How will you notify the public of the street closure? _____

Estimated number of homes affected by closure? _____

Applicant is responsible for providing all barricades and traffic warning devices for street closures as deemed necessary and acceptable to the City.

3. Will your event require the use of any Town Park or Recreation Space? Yes No

If yes, please complete the following:

Which Town of Smyrna park or recreation facility will you be using? _____

4. Will your event require the use of a Town Facility (Town Hall, etc.) Yes No

If yes, please complete the following:

Which Town Facility will you be using? _____

Do you anticipate your event disrupting regular use of the facility by the public? Yes No

To minimize interference with the general public's use of Town Facilities, a special area of the facility may be designated for your event. If this is the case, you will not be permitted to use the facility beyond that designated area. EVENTS ARE NOT PERMITTED INSIDE TOWN FACILITIES UNLESS THAT INDOOR AREA IS SPECIFICALLY DESIGNATED FOR RENTAL.

5. Will any tents or temporary structures be used? Yes No

If yes, please complete the following:

How many structures?_____ Where will they be constructed?_____

No temporary structures may be constructed without prior approval. Please contact the Building & Codes Department at (615) 355-5704.

6. Will sanitary facilities & solid waste receptacles be available to participants? Yes No

If yes, please complete the following:

Describe sanitary and solid waste facilities that will be provided including locations and number of units:_____

7. Will signs be posted? Yes No

If yes, you are required to abide by all ordinances governing the display of signs and obtain any required permits.

8. Will alcoholic beverages be sold and/or served? Yes No

If yes, you are responsible for obtaining all required licenses/permits and insurance.

9. Will food be prepared and/or served? Yes No

If yes, you are responsible for obtaining all required licenses/permits.

10. Will there be merchandise vendor booths? Yes No

If yes, you are responsible for obtaining all required licenses/permits.

11. Will there be a band or amplified music? Yes No

If yes, you are required to abide by all Town noise ordinances.

12. Do you have the correct level of insurance for the special event? Yes No

You are required to familiarize yourself with all insurance requirements of the Town. Please refer to the "Special Provisions" section of this packet for those requirements. Once proper evidence of insurance is obtained, please forward it to kay.charles@townofsmyrna.org.

Event Detailed Description (Use additional sheets if necessary).

ENCLOSE A DETAILED MAP of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. For large-scale events, map should be obtained from the City's Planning division.

II. Sponsor/Applicant Information

Name of Organization: _____

Full Mailing Address: _____

Web Site _____ Phone _____ Fax _____

Name of Applicant _____

Email Address _____ Phone _____ Fax _____

Person in Charge during Event _____

Phone before event _____ Phone on day of event _____

Email Address _____

Type of Organization Nonprofit Government For-Profit Other _____

Is this an annual event? Yes No

If annual, has the event/route changed from the previous year? Yes No

I, the undersigned, certify that the information contained in this application is correct to the best of my knowledge and belief. I have read, understand, and agree to abide by the Town's ordinances, traffic rules, park rules, state health laws, and fire codes governing this event. I also agree to comply with all other local, state, and/or federal laws that are applicable to this Event. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read, and understand the public gathering ordinance and agree to be bound by all requirements as states in the ordinance and incorporated by reference into the signed agreement. If the event plans change, I will submit a revised application or additional information accordingly.

| | | | |
|-----------|----------------|-------|------|
| Signature | Name (Printed) | Title | Date |
|-----------|----------------|-------|------|

III. Indemnification Agreement

In consideration of the Town of Smyrna allowing the event referenced herein to occur on its public streets or property, I/we hereby agree to indemnify and hold harmless the Town of Smyrna, its agents, and employees from any lawsuit or claim, whether based on negligence or otherwise, arising out of the conduct of this event and will pay any and all judgments or assessments levied against the Town of Smyrna which may result from the holding of this event and further agree to pay any attorney's fees, court costs, and other fees incurred by the Town while asserting its rights under this Agreement.

| | | | |
|-----------|--------------|-------|------|
| Signature | Printed Name | Title | Date |
|-----------|--------------|-------|------|

PERMIT WILL NOT BE ISSUED UNTIL APPLICATION IS REVIEWED AND APPROVED BY BOTH THE CHIEF OF POLICE AND DIRECTOR OF RISK MANAGEMENT!

I, the undersigned Town Official, do hereby certify a true and exact copy of this application was transmitted to the Chief of Police, or his designee, AND the Director of Risk Management on the _____ day of _____, 20____ at _____ o'clock.

TOWN CLERK/DEPUTY

DETERMINATION BY CHIEF OF POLICE

- The application is **APPROVED**
- The application is **APPROVED** subject to the following restrictions or modifications

Number of Security Personnel Required: _____ Number of Parade Monitors Required: _____

- The application is **DENIED** for the following reason(s) _____

CHIEF OF POLICE/DESIGNEE

DATE

DETERMINATION BY DIRECTOR OF RISK MANAGEMENT

- Applicant has shown sufficient evidence of insurance coverage. **ISSUE PERMIT.**
- Insurance is not required because: _____

- Applicant has failed to show sufficient evidence of insurance coverage. **DO NOT ISSUE PERMIT!**

DIRECTOR OF RISK MANAGEMENT

DATE



PERMIT FOR _____

Date of Event: ___/___/___ Time of Event: ___ o'clock ___m until ___ o'clock ___m

Approved Location(s) of Event: _____

Authorized Organization/Individual: _____

RESTRICTIONS: _____

TOWN CLERK

DATE