



SPECIAL EVENT APPLICATION

City of Kingsport, Tennessee
225 W. Center Street
Kingsport, TN 37660
(423) 224-2821

Special Event Meetings are held on the third Wednesday of every month at 1:00 PM at the City Hall Council Room. Please attend the meetings as you will be placed in direct contact with representatives of various City services to assist with your event. Special Event Applications must be submitted at least 30 days prior to the event (90 days for Road Races).

General Information

Answer all questions completely or check appropriate box. If a question is not applicable, write "N/A". Write "unknown" only if you do not know the answer.

Event Name: _____

Event Date(s) _____

Location: _____

Some locations (Allandale Mansion, Bays Mountain Park, Renaissance Arts Center & Theatre, Civic Auditorium, V.O. Dobbins Community Center, Parks, Kingsport City Schools, etc.) require additional information and contracts, along with rental fees. Please contact each location for specific rental requirements.

Name of event organizer (Person): _____

Presenting organization: _____

Address: _____

Cell phone: _____ Business phone: _____

Home phone: _____ Email: _____

Will the event organizer be on site during the event? Yes No

Please list at least two people who will be in on site during the event and their contact information.

Name: _____ Cell Phone: _____ Email: _____

Name: _____ Cell Phone: _____ Email: _____

Has this event been held in the past? Yes No If yes, how many years? _____

Event Description (Please provide specific details, attach additional sheet of paper if necessary)

Will this event be held on City Property? Yes No If yes, please list all city property involved: *(other than roadways)*

Please list any requests for street closures, including times required for closure and purpose of closure.
Attach additional sheet with map and contingency plan.

Event Times:

Set up start time: _____ AM /PM

Event start time: _____ AM /PM

Event end time: _____ AM /PM

Break down/ clean up finish time: _____ AM /PM

Estimated attendance: _____ Is the event open to the public? Yes No

Will tickets be sold to the event? Yes No Is the event by invitation only? Yes No

Will alcohol be sold or served at this event? Yes No *If yes, please answer the following question:*

Will the servers be Tennessee licensed alcoholic beverage servers? Yes No

If no, who will be serving alcoholic beverages? _____

Will there be a limit on the number of drinks served? Yes / No If so, what is the limit? _____

Will your event have music? Yes No Will the music be provided by a DJ or band(s)? Yes No

Will any sound amplification be used? Yes No

If yes, please provide details regarding the purpose of use (announcements, entertainment, etc), the type of amplification (DJ, Band, Speaker, etc), the time frame for amplification, and if for entertainment, please specify the number of musicians, type of music, amp wattage, etc.

Who is providing sound? _____

What time will they be setting up? _____

Will you have tents at your event? Yes No What kind? _____

Who is providing the tents? _____

When will the tents be erected? _____

Removed? _____

How many Port-a-lets will be on site? _____ Who is providing this service? _____

Where will you be placing the port-a-lets?

Will your event have a bounce house &/or other rentals for entertainment? Yes No (Inflatables cannot be placed in certain locations.)

If so, what rentals will you have and where will it/they be placed? _____

Approximately what time will the rentals arrive? _____

Will any stages, amusement attractions or amusement rides (including inflatables), be erected for the event? Yes / No

If yes, applicant must list specific details as to the location and type of games/activities, i.e. inflatables, horseshoes, relay races, stages, etc., along with the name of the company providing the stages and/or activities. Applicant must also include a copy of Applicant's or providing company's insurance certificate naming the City of Kingsport as additional insured as well as a copy of the policy for review and verification of coverage. Any stages, tents, inflatables or other items that require specific set-up and tear-down time must be erected/installed during the specified set up time and removed during the specified tear-down time.

Will any vendors be present? Yes No This includes food, beverages, merchandise and other items.
If yes, please provide a detailed list of the vendors and the items to be sold (Attach additional sheet as necessary):

Will your vendors need access to power? Yes No
(Please notify your vendors that they are responsible for their own extension cords)

What time will your vendors be setting up? _____

Will you charge an admission/participation fee (including vendor fees)? Yes No
If yes, please specify how much per person and/or per vendor (Attach additional sheet as necessary):

Will any charity, gratuity or offers be solicited or accepted during this event? Yes No
Is this event primarily for fund-raising purposes? Yes No
If yes, what organization will be the benefactor of the event? Please also list the percentage of gross receipts they will receive.

Does this event involve a Road Race? Yes No If yes, please attach the following to this application:

- **Detailed course map with written turn by turn route from start to finish**
- **An alternate route for this race (Note: Applications without contingency plans will not be approved)**
- **List of road guard locations**

Are you hiring an outside organization to manage aspects of the road race? Yes No
If yes, please provide the following:

Name of organization: _____

Name of responsible person: _____

Address: _____

Phone number: _____ Email: _____

Applications for ROAD RACES should be submitted no later than 3 MONTHS in advance to allow proper time to be processed. Routes for these races should NOT be announced or advertised in advance of their approval. Applications for road races that do not include an alternate route and a list of road guards will not be approved.

City Services

Final decisions will be determined by departmental managers. There may be a cost associated with some city services.
Please indicate which of the following services are requested and for what days/times:

Kingsport Police Department: (Note: Off duty police officers cost \$25 per hour with a 3 hour minimum)

Traffic Control: _____
Security: _____

Kingsport Public Works & Facilities:

Traffic signage: _____
(Type and Number requested)

Power: _____ (if available) Barricades: _____ Cones: _____ Trash Barrels: _____ Recycling Bins: _____

Requests for use of power must be determined on a case by case basis as each location has specific limitations.

Kingsport Fire Department: Please indicate Yes or No in the following spaces

Outdoor Cooking:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Tents:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Vendors:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Commercial Tent:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, how many vendors?	_____		Proper Fire Extinguisher at each site:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Use of PROPANE:	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

Any cooking with Grease must have Class K Fire Extinguisher. All others must be a 5lb ABC or larger. Set up Diagram must be provided. All compressed gas cylinders must be secured.

Fire watch may be required for any event at the discretion of the Fire Marshall. If set up is on the weekend, it may require a weekend inspection by the Kingsport Fire Marshal's office at a rate of 25.00 per hour with a 3 hour minimum.

Any event involving fireworks and/or more than 5 cooking vendors and/or when outside capacity exceeds indoor capacity at any venue will require a Fire Watch to be on duty. The cost for a Fire Watch is \$25 an hour with a 3 hour minimum.

Food trailers cooking with grease must have an approved hood with Fire Prot. System. No propane tanks allowed under tents or in Farmer's Market building & relief valve must be directed away from tent. Propane tanks must be separated from cooking appliances. Inflatables & tents must be properly secured. Hay and other combustible materials are not allowed in the Farmer's Market building. Vehicles are allowed in the building only for load in/out purposes.

NOTE: Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease, or its' introduction into the sanitary or storm sewer systems is prohibited and will be prosecuted.

Specific Requests & Feedback

Please list any special requests:

Anything to note about past experiences, whether they are positive or negative, and/or suggestions:

Once your event has been approved we ask that you list it on our COMMUNITY EVENT CALENDAR:

<http://engagekingsport.com/events-calendar/>

This allows you to get publicity & for those wishing to schedule an event, the ability to see what is going on in the city at that time.



Submit completed application to:

Kristie Leonard
City of Kingsport, Community Services
225 W. Center Street
Kingsport, TN 37660
(423) 224-2821 office (423) 229-9350 fax
KristieLeonard@KingsportTN.gov

Please read all documents prior to signing application. Some facilities and rentals will require an additional contract.

1. I/We, _____, agree to abide by all ordinances and regulations of the City of Kingsport, including all requirements and/or conditions that may be placed particular to my event.
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 hold harmless the City of Kingsport, its officials, employees, agents, representatives, insurers, sureties and assigns, or anyone acting on their behalf from all actions, causes of actions, claims, demands, damages, torts, any other relief of any nature whatsoever, whether known or unknown, whether absolute, fixed or contingent, whether in law, in equity or that I/we have ever had, now have or hereafter can, shall or may have, arising out of or as a consequence of the event to which this document is attached and the activities permitted in connection there with.
4. I/We agree to provide proof of insurance, up to and including a copy of the actual insurance policy, as required by the City of Kingsport.
5. 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.
6. I/We understand that receiving approval under this Special Event application does not grant or waive other permit(s) that might be separately required.
7. The application for an event shall be filed not less than 30 days (90 days for road races) nor more than 180 days prior to the scheduled date of the event. Events should not be advertised or promoted until an event application has been approved by the city of Kingsport. Failure to file the Special Event Application in a timely manner may result in the rejection of the application.
8. The City of Kingsport reserves the right to require one or more City of Kingsport Police Officers, Fire fighters or other emergency or supervisory personnel as deemed necessary by the City of Kingsport to be present at any and all events that occur within the City limits. The Event Sponsor, signatory of this document, is responsible for paying reasonable expenses related to this requirement, with a minimum of three hours equivalent expenses paid.

Printed Name and Title of Special Event Sponsor (if organization, must be official or officer)

Signature

Date

Event Name: _____

Event Date: _____

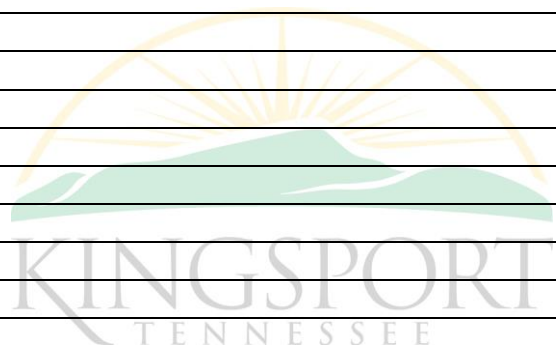
Name of Event Organizer (Person): _____

Presenting Organization: _____

Contact phone number(s) for event day: _____

DO NOT WRITE BELOW THIS LINE: FOR OFFICIAL ADMINISTRATIVE USE ONLY

Received on:	Emailed to committee:
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Approvals:

Police:	Fire Marshal:	Fire Operations:	Risk Management:

Public Works:	Traffic:	Planning:	Parks & Recreation:

Facilities:	Other:	Other:	Other:

Recommended Approval to City Manager:

Kristie Leonard, Community Services **Date**

Final approval:

Tilden J. Fleming, City Manager **Date**