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. You are encouraged to 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).

All events held on city property will require liability insurance. The minimum requirement will be based upon your event.

Section 1: General Information

Event Name: _____

Event Date (s): _____

Name of event organizer (person): _____

Presenting Organization: _____

Address:_____

Cell/home phone:_____Business phone:_____

Email:_____

Has this event been held in the past? _____If yes, how many years_____

Event Description (Please provide specific details:)

_____

_____

_____

Will this event be held on City Property? **Yes** **No** *If no, please skip to section 3*

If yes, please list all city property involved below:

_____

_____

_____

_____

Please note some locations (Allandale Mansion, Bays Mountain Park, Renaissance Arts Center & Theatre, Civic Auditorium, V.O. Dobbins, Sr. Complex, Farmers Market, parks, etc.) require additional information and contracts/permits along with rental fees. Please contact each location for specific rental requirements.

Section 2: Event Information

A. Event Times:

Set up start time: _____

Event start time: _____

Event end time: _____

Break down/clean up finish time: _____

B. Attendance:

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

C. Sound:

Will any sound amplification be used? □ Yes □No *If no, please skip to section D.*

If yes, please provide details regarding the purpose of use, the type of sound amplification (DJ, Band, Speaker, etc), and the time frame for amplification. IF for entertainment, please specify the type of music (along with the entertainment line-up), amp wattage, etc:

_____

_____

Who is providing sound? _____

What time will they be setting up?_____

Will there be a stage erected? □Yes□No

D. Alcohol:

Will there be alcohol at the event? □ Yes □No *If no, please skip to section E.*

If alcohol is served/sold on city property the event liability insurance must include liquor liability

Will alcohol be sold? □ Yes □No *If yes please check with the City Clerk's office as a permit may be necessary. Also note an officer may be required for the times alcohol is being sold, the cost will be at the organizer's expense.*

Who will be serving alcoholic beverages?

_____

E. Tents:

Will you have tents at your event? □ Yes □No *If no, please skip to section F.*

Will there be commercial tents? □ Yes □No

Who is providing tents? _____

When will the tents be erected? Removed? _____

Note some tents will require a tent permit from the City of Kingsport building dept, please check with the dept. for requirements.

F. Portable Restrooms:

Will there be portable restrooms on site?□ Yes □No *If no, please skip to section G.*

How many portable restrooms will be on site? _____

Who is providing this service? _____

When will the portable restrooms be delivered/picked up?_____

G. Inflatables and other entertainment rentals *(please check with the facility manager to determine whether the rentals can be placed on property)*:

Will the event have inflatables (bounce houses, etc)? □ Yes □No *note additional liability insurance will be required for inflatables and all inflatables must be secured*

Will there be a stage erected? □ Yes □No

Will there be any amusement attraction, amusement rides or any other entertainment rentals not listed be on site?

□Yes□No **If yes, please list** _____

_____

Approximately what time will the rentals arrive?_____

Name of rental company? _____

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 stage 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 take down times must be erected/installed during the specified set up time and removed during the specified break down time.

_____

_____

_____

H. Vendors:

Will any vendors be present (this includes food, beverages, merchandise and other items): □ Yes □No

If no, please skip to section I.

Please provide a detailed list of the vendors and the items to be sold:

_____

_____

_____

Will your vendors need access to power? □ Yes □No

(Not all locations will have access to power, also please notify your vendors they are responsible for their own extension cords, the cords must be a minimum of 12 gage)

What time will your vendors be setting up? _____

Will you be charging a vendor fee? □ Yes □No

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

I. Road Race:

Does this event involve a road race? □ Yes □No *If no, please skip to section 3*

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: Application 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 #: _____

Email: _____

Applications for ROAD RACES should be submitted no later than 90 days 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.

Kingsport Fire Dept: All medical standbys will be a minimum of 3 hours at a rate of $25/hr.
Races 5K or less will require one bike team. Races great than 5K or more than 450 participants will require a minimum of two bike teams. Each bike team will consist of one paramedic and EMT, they must carry basic and advanced life support equipment (AED, heart monitor, cardiac drugs, and advanced airway equipment (i.e.; ET and king type airway). Bikes with emergency lights and siren for responding to emergencies and safety lighting for night operations.

Section 3: Special Requests and Feedback

Please list any special requests:

_____

_____

_____

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

_____

_____

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/hr with a 3 hour minimum.
Traffic Control: _____
Security:_____

Kingsport Fire Department: Please indicate Yes or No in the following spaces:
Outdoor cooking: Yes No
Use of Propane: Yes No
Proper Fire Extinguisher at each site: Yes No

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 Marshal. 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/ hr 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/hr 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.

Kingsport Public Works & Facilities:

Traffic Signage: _____
(Type and number requested)

Are you requesting street closures? Yes No

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

Are you requesting any of the following:

Electric (if available): Yes No
Requests for use of electric must be determined on a case by case basis as each location has specific limitations, event organizers are responsible for their own extension cords, the cords must be a minimum of 12 gage
Barricades: Yes No **How many?** _____
Cones: Yes No **How many?** _____
Trash Bins: Yes No **How many?** _____
Recycling Bins: Yes No **How many?** _____

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**