



## Special Events: Community Events / Festivals

### DETAILS:

- Cost to host an event ranges from \$0-\$200 depending on type of event
- Parks & Rec staff person required to be on site for the duration of the event from arrival (set up) to departure (take down) (if desired)
- Insurance coverage naming City of Knoxville as additionally insured **required** (will most likely need \$1,000,000 per occurrence / \$2,000,000 aggregate but may be higher – see Special Event Guide linked at end of document)
- All equipment, beyond what is normally available in the park/facility, is the responsibility of the renter
- Renter shall provide detailed plans as related to the park including post-event trash disposal, parking, tents etc.
- Park amenities (shelter, concessions area, restrooms) included if available and if applicable

### TIPS, SUGGESTIONS, & REQUIREMENTS FOR COMMUNITY EVENTS/FESTIVALS IN PARKS:

- **KPD ASSISTANCE:** For large events, the event director shall call the Knoxville Police Department at (865) 215-8638 for assistance with directing traffic and/or road closures.
- **BE PREPARED:** Event directors are encouraged to bring additional trash bags, trash cans, toilet paper, etc.
- **TRASH:** Ensure that filled trash bags are tied and placed next to the City trashcans.
- **PARK HOURS:** Remember that City park hours are dawn to dusk. Some parks are locked nightly.
- **INFLATABLES:** Use of inflatables (also known as bounce houses) requires additional insurance coverage and approval.
- **NOISE:** Per the Chapter 18 City Noise Ordinance, no amplified music is permitted in parks that are located in or near a residential area.
- **TENTS:** Tents must be approved prior to the event and must not exceed 15'x15'. Tents are not permitted on athletic fields.
- **SIGNS:** Signs for events may only be put up the DAY OF the event and not prior to. However the renter may request approval to place signs the night before.

- **ELECTRICITY/WATER:** Some shelters/parks have electricity and water, [click here](#) [PDF] for more information.
- **FOOD TRUCKS:** Food Trucks at the event must be registered and approved as a Mobile Food Unit with the City.
- **BE HONEST:** Failure to provide proper event description and requirements will result in the immediate end to the rental, additional fees, or a fine.

## **STEPS TO SCHEDULE YOUR COMMUNITY EVENT/FESTIVAL IN A CITY PARK:**

- Submit [Special Event Form \[PDF\]](#) to Elaine Frank in the Office of Special Events.
- Review [Special Event Guide \[PDF\]](#).
- After receiving confirmation for your event, submit Special Event Fee at this link: [REGISTER HERE](#)
- Submit Certificate of Insurance before event
- Depending on type of event, additional steps may be required (examples shown in files below)
- For more information, please contact the Office of Special Events at 215-4248 or [efrank@knoxvilletn.gov](mailto:efrank@knoxvilletn.gov) or Parks & Recreation at 215-1733 or [jsimerly@knoxvilletn.gov](mailto:jsimerly@knoxvilletn.gov)