



## Special Events: Weddings & Wedding Receptions

### DETAILS:

- Cost to host a wedding or reception is \$200 fee (\$50 per hour additional if over 4 hours)
- 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 – no insurance is required unless plans of event require insurance per City policy
- Alcohol – alcohol is not permitted at a City park that is reserved through Parks & Recreation
- 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 WEDDINGS/RECEPTIONS IN PARKS:

- **PERMIT REQUIRED:** Permits must be granted for large outdoor weddings.
- **KPD ASSISTANCE:** For large weddings, the renter shall call the Knoxville Police Department at (865) 215-8638 for assistance with directing traffic and/or road closures.
- **BE PREPARED:** Renters are encouraged to bring additional trash bags, trash cans, toilet paper, etc.
- **TRASH DISPOSAL:** 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.
- **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.

### **POPULAR LOCATIONS FOR WEDDINGS/RECEPTIONS:**

- Adair Park
- Holston River Park
- Sequoyah Hills Park
- Talahi Park
- Victor Ashe Park
- West Hills Park
- Lakeshore Park – ([Click Here](#) for Lakeshore Contact Information)

### **STEPS TO SCHEDULE YOUR WEDDING AT 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)