



# CITY OF KNOXVILLE

## Office of Special Events Event Guide

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## **OVERVIEW**

The Office of Special Events is responsible for coordinating city-sponsored events such as Christmas in the City, Festival on the Fourth, Concerts on the Square and employee appreciation programs and activities. This office also works with community organizations to coordinate the City's participation in or involvement with celebrations such as Mardi Growl, Rossini Italian Street Fair, Dogwood Arts Festival, Hola Hispanic Heritage Festival, Kuumba Festival, Asian Festival, Veterans Day and many more.

The Office of Special Events plans and coordinates special events on behalf of the Mayor of Knoxville, and is responsible for scheduling activities on Market Square and other public properties throughout the City. The office is responsible for maintaining a calendar listing of various events in Knoxville, available on the city's website: [www.knoxvilletn.gov](http://www.knoxvilletn.gov)

This guide shall not apply to events sponsored and managed by the City of Knoxville. Please note that all information is subject to change.

Contact the Office of Special Events for additional information:

(865) 215-4248 or [specialevents@knoxvilletn.gov](mailto:specialevents@knoxvilletn.gov).

## **AUTHORITY**

This Guide has been prepared under the authority granted to the Office of Special Events, directly and as designee of the Mayor of the City of Knoxville. Authority for administration and rulemaking derives from, among other sources, §§ 301, 303 and 305 of the Charter of the City of Knoxville and §§ 2-3 and 16-318 of the Knoxville City Code.

## **SPECIAL EVENTS COMMUNITY MEETINGS**

All your questions about events can be answered at the quarterly Special Events Community Meeting. This meeting takes place quarterly, in January, April, July, and October, on the fourth Thursday of the month at 9:00 a.m. We meet at the Knoxville Civic Coliseum, 2<sup>nd</sup> floor Ballroom, located at 500 Howard Baker, Jr. Ave. in downtown Knoxville; unless otherwise noted. Free parking is available at the Knoxville Civic Coliseum parking garage. Representatives from various city departments will be in attendance to help facilitate your event.

## **Reservation Policies**

The Office of Special Events accepts applications for Market Square To reserve this location for your event, a Special Events Application is **required at least 90 days before the proposed event date.**

All forms are available in the following locations

- Index of Special Events Guide
- Office of Special Events, 400 Main St. Room 578
- Website: [www.knoxvilletn.gov/events](http://www.knoxvilletn.gov/events)

It is the event producer's responsibility to make sure all aspects of the event are monitored, from publicity and port-a-lets to permits covering alcohol, parades, tents, street closures and all security needs. **Insurance is required** for all events held on the City of Knoxville property (please see Insurance Requirements on page 21). Remember, submitting forms early ensures a better event.

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## **APPLYING FOR A PERMIT**

### **Who needs a Special Event Permit?**

Special Event Permits are required for events that use City of Knoxville public spaces, including Market Square, roads, greenways, and public squares.

Events that are fully contained to private property do not require a Special Event Permit unless a noise permit or road closure is needed.

### **Special Event Permit Process Overview**

As we begin processing your application, we will contact you with updates and requests for more information and additional requirements if needed. Multiple City departments and other agencies may be involved while assessing the needs of your event and will assist in determining if the City will approve, require changes to, place conditions on, or deny your event proposal. The Special Events Office has the discretion to deny any type of event if it is not in the best interest of the City or will create an undue burden on a particular geographic area.

### **How long does the approval process take?**

The process can take several months to complete, which is one of the reasons why it is critical that you meet the corresponding application deadline for your event. See the general event approval process below.

1. Submit Special Events Application
2. Location and event date tentatively reserved
3. Application review by City Staff - Supplemental forms and additional information may be requested during this time.
4. Adjust event plans and details as needed.
5. Event approved or denied pending final requirements.
6. Complete all outstanding requirements.
7. Event Date approved via email.

## **Form and Permit Definitions**

1. **Special Events Application** –A Special Events Application is required to ensure all your needs are met in regards to city services, therefore the completed form is **required at least 90 days prior to the event date**. The Special Events Application is required to place your event on the Special Events calendar, viewable on the websites of the City of Knoxville, [www.KnoxvilleTN.gov](http://www.KnoxvilleTN.gov) and Visit Knoxville, [www.visitknoxville.com](http://www.visitknoxville.com) This application does not eliminate the need for other forms, as it serves as the starting point for City departments to collect event information and for event coordinators to submit event details. **Insurance is required for any event on City of Knoxville property.**
2. **Banner Request Form – Required at least 60 days before installation.** There are only two types of banners permitted: pole or stage banner. Refer Banner Permit Application for specific locations. A banner cannot hang over a city street, with the exception of Central Avenue in the Old City and Fountain City Park, where special supports have been installed. Banner space must be reserved and approved by the Office of Special Events. All banners must be to the City departments 2 weeks before installation date. All final banner designs must be approved by the Office of Special Events; all banners must be hung by the City of Knoxville.
3. **Beer Permit – Required at least 70 days before event.** Beer permit applications are available from the Business Tax Section of the city’s Revenue Office. The beer permit applicant must appear before the Beer Board for consideration of their request for a beer permit. Members of the City Council sit as the Beer Board, which meets before the second City Council meeting of each month.
4. **Crisis Management Emergency Plan – Required at least 45 days before event** unless exception is approved by the City of Knoxville. Contact the City of Knoxville Special Events Office if you need assistance. The organizer must establish a means of public address which can be heard throughout all areas of the event (stage sound system, bull horns, etc.) by which a pre-approved message along with crucial instructions during an emergency can be announced. Event organizers should conduct a briefing just prior to the event with staff and volunteers along with representatives with the City agencies (Police, Fire, Special Events, Public Service), to ensure all parties are aware of the detailed plans.
5. **Fire Inspection Scheduling Information Sheet – Required at least 30 days before event.** This form must be completed to schedule a Fire Inspection for any event where cooking, grilling and/or tent set up will occur on City property.
6. **Noise Permit Request – Required at least 30 days before event.** Noise Permits are only valid on a Friday, Saturday or nationally recognized holidays, and shall be effective only between the hours of 7:00 am and 10:00 pm. Special noise permits shall be limited to a single day, and no more than two permits shall be issued to any premises in any twelve-month period. Noise Permits will not be required for events on Market Square when using the required contracted sound engineer
7. **Parade Request Form – Required at least 90 days before event.** Should be used for a Parade or Demonstration. A Parade Request Form along with a written detailed route of the proposed parade must be submitted to and approved by the Office of Special Events for all parades utilizing city streets or sidewalks. The parade route must be approved by the Chief of Police. The event coordinator will be responsible for meeting any applicable insurance requirements.

- 8. Road Race Request Form – Required at least 90 days before event.** Should be used for any walk, run or bike ride. A Road Race Form along with a written detailed route of the road race, run or walk must be submitted to and approved by the Office of Special Events for all road races, runs or walks utilizing city streets, sidewalks or Greenways. The route of the road race, run or walk must be approved by the Chief of Police. Event insurance is required in accordance with the guidelines set forth above, and the event coordinator will be responsible for meeting any applicable insurance requirements.
- 9. Requesting use of City roads:**
  - a. Temporary Traffic Control Permit - Required at least 90 days before event.** For an event that requires a road closure, the event coordinator must secure a Temporary Traffic Control Permit. Road Closure requests for events must be turned in to the Office of Special Events, who will then submit the road closure request to the Traffic Engineering Department for approval. Every city road closure requires a uniformed Knoxville Police Officer on site, at a cost to the organizer with a (4) hour minimum.
  - b. Parking Meter Bagging & Special Event Parking Permit – Officially authorized parking meter bags and signage should be used to prevent unauthorized parking on a requested road closure for any event.**
- 10. Sound System Application for Market Square – Required at least 90 days before event.** All events using amplified sound on Market Square are required to use City’s sound system and the City’s contracted sound engineer at a rate of \$800 for the first (6) hours per day plus \$100/hr after the first (6) hours. Sound System Application must be submitted with the Special Events Application to the Office of Special Events at least 90 days prior to the event.

**See page 23 for Due Dates and Fees.**

# **EVENT REGULATIONS AND RULES**

## **General Event Regulations and Rules**

1. A Special Events Application is required by the Office of Special Events at least **90 days** prior to the event.
2. Changes to your Special Event Application, additional forms, or any supporting documentation must be submitted in writing at least **60 days** before your event.
3. Attachments of any items to trees, landscaping light poles or any other public accessories is prohibited. No individual or organization may close a road for an event for more than four events in a calendar year.
4. Depending on the volume of sound emanating from events, special noise permits may be required, which permits are only valid on Friday, Saturday or nationally recognized holidays, and shall be effective only between the hours of 7:00 a.m. and 10:00 p.m. Special noise permits shall be limited to a single day, and no more than two permits shall be issued to any premises in any twelve-month period. It is recommended that you notify businesses and residents in the requested permit area. As a general rule, equipment should not be placed on a city sidewalk, but if it is absolutely necessary to do so, the equipment shall not impede the pedestrian right-of-way.
5. For events attended by over 100 people, the provision of port-o-lets (temporary toilets) is required. The number of port-a-lets required should be in proportion to the number of projected attendees. Provided port-a-lets must include an adequate number of ADA-accessible port-a-lets. The location of Port-a-lets at an event within the CBID must be approved by the Office of Special Events.
6. It is a violation of City Code to put or allow anything down the storm drains other than storm water. Do not pour hot liquids, ice or grease on the lawns. Please dispose of grease, chlorinated water and other types of liquids properly. They must be removed from the site. If any grease is left behind at an event, the event coordinator will be responsible for the expense of cleanup.
7. Fire Lanes **SHALL NOT** be blocked. There must be a 15-foot clearance for emergency vehicles. For events on or near Market Square, please refer to Market Square map. Any vehicle or equipment blocking a Fire Lane must be moved or is subject to towing. All sidewalks must remain open for public access.
8. For events where exclusive use of the public space has been approved by the Office of Special Events, busking and other public performance or entertainment, charitable, non-charitable and any other type of solicitation and any other commercial or non-commercial activity within the perimeter of the event is allowed only with the permission of the event coordinator.
9. No open flame devices are permitted underneath any tent or canopy.
10. Open flames or open-flame devices used in conjunction with any public or theatrical performance are allowed only with and within the terms of a permit issued by the Knoxville Fire Department.
11. Absolutely no paint is to be sprayed or otherwise applied on the lawn, concrete or other public areas unless prior written approval is granted by the Office of Special Events. Certain

non-permanent color applications may be permitted, if requested and approved in advance by the Office of Special Events.

12. Event Coordinator is responsible for communicating all rules and regulations to event staff, volunteers, and third-party vendors participating in event and for the enforcement of all rules and regulations for the duration of the event.
13. Please ensure that your Special Event has been approved before you advertise, promote, or market your event. Conditional approval may be made after the event organizer submits the application and it is initially screened by Office of Special Events staff. Acceptance of your Special Event Application by the Office of Special Events is neither a guarantee of the date or location, nor an automatic approval of your event. The event organizer must complete the application requirements entirely before a Special Event Permit can be issued. **Event organizers advertising an event or collecting registration fees prior to the issuance of an approved permit do so at their own risk.**
14. There shall be no amplified sound allowed within the perimeter of any event formally approved by the Office of Special Events unless it is specifically authorized by the event sponsor. All amplified sound must comply with the conditions of any permit issued by the Office of Special Events and with Chapter 18 of the Knoxville City Code.
15. Depending on the volume of sound emanating from events, special noise permits may be required, which permits are only valid on Friday, Saturday or nationally recognized holidays, and shall be effective only between the hours of 7:00 a.m. and 10:00 p.m. Special noise permits shall be limited to a single day, and no more than two permits per event shall be issued in any twelve-month period. It is recommended that you notify businesses and residents in the requested permit area.
16. The event organizer is required to have staff to stay on site for the full duration of the event including load in and load out for ALL vendors.

### **Additional Event Regulations and Rules for use of Market Square**

1. Except as stated herein, vehicles are NOT allowed on Market Square with the exception of loading and unloading of equipment. NO vehicle is permitted to be parked on Market Square for any other purpose, except that the Office of Special Events, in its discretion, may allow the sale of items directly from trucks on Market Square during the Farmer's Market. The event coordinator will be responsible for removal of vehicles from Market Square after event has ended. No vehicle is allowed to park on the square or drive on the grassy areas.
2. Events on Market Square must be free and open to all members of the public. Events and vendors may sell items, but there can be no charge for admission or activities. Event sponsors retain the right to approve any vendors and regulate commercial activity within the confines of the event.
3. Tents and other temporary shelters or structures, including but not limited to tables and free-standing umbrellas, are allowed on Market Square **only** in conjunction with events formally approved by the Office of Special Events, and each tent or other temporary shelter or structure must be specifically approved by the Office of Special Events.
  - Depending on size, tents and other portable shelters or structures may require approval by the Knoxville Fire Department.



- Tents on Market Square cannot be staked or placed on the grassy square.
  - All authorized tents in Market Square must be freestanding and anchored with 40 pound weights on each tent post, and may not be attached to any fixtures or structures.
  - Authorized tents must be erected and removed on the day of your event. If your vendor is not able to set up and remove tents on the same day, you may be charged for additional use days on Market Square.
4. Attachment of any items to trees, landscaping light posts, or any other public accessories on Market Square is prohibited.
  5. Sunday events on Market Square can begin after 11:00 a.m. and must end by 6:00 p.m., with amplified sound only by express permission of the Office of Special Events. No more than four non-City organized or sponsored Sunday events will be held on any portion of Market Square in a calendar year.
  6. Given the historic use of Market Square as a farmers market, no individual or organization other than the city-contracted farmers market may reserve and close off the entirety of Market Square or close roads adjacent to Market Square for more than four events in a calendar year.
  7. Amplified Sound:
    - There shall be no amplified sound allowed on Market Square except for events formally approved by the Office of Special Events.
    - Amplified sound within the perimeter of any formally approved Market Square event must be specifically authorized by the event sponsor and must comply with the terms of any permit issued by the Office of Special Events and with Chapter 18 of the Knoxville City Code.
    - No sound equipment other than the City of Knoxville's sound system may be used on Market Square pavilion or stage, and the City's sound system may only be operated by a sound engineer provided by the City.
    - Events requiring amplified sound on Market Square are subject to additional fees. See page 24 for more information.
    - An event or band requiring more sound equipment than the sound system provided by the City shall be directed to a more suitable location in the City (i.e Mary Costa Plaza, Chilhowee Park or World's Fair Park).
    - Any amplified sound on Market Square must end by 10:00 p.m.
  8. Banners may be hung from the front of the Market Square pavilion stage or on designated street lights, which may be arranged through the Office of Special Events, for a fee. Banner space and all final banner designs must be approved by the Office of Special Events. Banners must be hung by the City of Knoxville. Please refer to the Banner Request Form for more information.
  9. Tables and benches on Market Square are for the use of the general public, and except for events where exclusive use of the public space has been approved by the Office of Special Events, may not be reserved, appropriated for or incorporated into any booth, exhibit, demonstration or show, including busking.

10. Pursuant to Appendix B, Article VIII, Section 3 and Section 19-158 of the Knoxville City Code, advertising signs are prohibited on Market Square.
  - Temporary signs associated with and in immediate proximity to vendors may be used during and within the boundaries of an event approved by the Office of Special Events. Any such temporary signs must be no larger than 8½ x 11 inches.
  - Buskers soliciting donations may only display one sign no larger than 8½ x 11 inches, and one vessel to collect donations for busking. Signage may only be displayed within 5 feet of the busking performer.
11. The Bill Lyons Pavilion at Market Square is closed from 10 p.m. to 7 a.m. No activity shall be allowed on the Pavilion during these hours without express permission from the Office of Special Events. Sleeping or camping in the Pavilion is expressly prohibited at all times.
12. Busking on Market Square has become a regular occurrence and adds to the vibrancy of downtown Knoxville. Busking:
  - may only occur from 10 am to 10 pm on the concrete areas of Market Square. No busking is allowed on the Market Square Pavilion.
  - may not block the 8-foot-wide emergency lane on either side of Market Square.
  - may not occupy more than 10 square feet of space.
  - may only display one sign no larger than 8½ x 11 inches and one vessel to collect donations for busking. Signage may only be displayed within 5 feet of the busking performer.
  - may not involve the use of amplified sound or violate the provisions of Chapter 18 of the Knoxville City Code regarding noise.
  - may not violate the provisions of Chapter 16, Article XI of the Knoxville City Code regarding solicitation.
  - may not include the sale, display for sale or exhibition of any tangible goods on any sidewalk.
  - may not include the use of knives, swords, torches, axes, fire, or other potentially dangerous objects. Busking that involves acrobatics, tumbling, or other inherently dangerous activities is prohibited.
  - may not occur on Market Square during an event permitted by the Special Events Office unless authorized by the event organizer.

## **Parade, Race, and Walk Regulations**

### **Parades**

A Parade Request Form along with a written detailed route of the proposed parade must be submitted to and approved by the Office of Special Events for all parades utilizing city streets or sidewalks. The parade route must be approved by the Chief of Police. The event coordinator will be responsible for meeting any applicable insurance requirements.

- **Limited Approval:** Acceptance of your Parade Request Form by the Office of Special Events is not a guarantee that your parade will be approved, as parade approvals are very limited.
- **Time:** Units are not allowed to stop more than 30 seconds along the parade route to perform.
- **Horses:** Horses are not allowed in parades unless permitted by the Special Events Office. Horses must be diapered and must be accompanied by a pooper-scooper/manure attendant at all times. There are absolutely no exceptions.  
Proof of negative Coggins Test must be provided.
- **Dogs:** Must be effectively restrained by chain or leash not exceeding eight (8) feet in length. Person having custody of a dog shall have the responsibility for cleaning and disposing of waste in a sanitary manner. Proof of rabies vaccination must be provided upon request.
- The event coordinator will be responsible for the expense of cleanup of any remaining animal waste.
- **Throwing Objects:** To ensure the safety of people watching the parade from the city streets, the City of Knoxville does **NOT** allow objects to be thrown from the parade line.

### **Road Races and Walks**

A Road Race Form along with a written detailed route of the road race, run or walk must be submitted to and approved by the Office of Special Events for all road races, runs or walks utilizing city streets, greenways or sidewalks. The application and proposed route are required at least 90 days before the event. The route of the road race, run or walk must be approved by the Chief of Police. Event insurance is required in accordance with the guidelines set forth above, and the event coordinator will be responsible for meeting any applicable insurance requirements.

- Any walk or run that takes place in or crosses a city street will require uniformed Knoxville Police Officers to close the street. It is the event coordinator's responsibility to hire off-duty officers through ODM, and to notify the public of any street or sidewalk closures. (see page 20)
- The event coordinator is also responsible for securing the services of the Knoxville Fire Department's EMS (see page 19).
- Color Runs: Any race, run or walk with color powder or cornstarch thrown on participants must submit a clean-up plan for prior approval. The event coordinator will be responsible for any additional clean-up expenses if the area is not sufficiently cleaned after the event.

## **EVENT LOGISTICS**

### **Site Plans and Route Maps**

An event site plan and/or route map must be submitted with your event application. The site plan is a visual representation of all event infrastructures, operational elements and amenities used during the event. The route map is a visual representation of the route taken for any runs, walks, or parades. This should include all staging areas, roads or greenways, and street crossings that the route covers.

#### **Maps and Plans should include:**

- Access routes, removable fencing, exit locations, staging and spectator areas.
- All tents, canopies, production areas, registration, and food vendors.
- All fixed fencing, barricades, spectator/participant flow and directional signage along routes.
- All portable restrooms and sinks (if applicable).
- All parking, accessible parking, drop-off, and shuttle areas for participants and spectators.
- All medical and first aid facilities/vehicles and a minimum 20' emergency access lane.
- All generators, PA system(s), announcer and direction of all speakers.
- Any related infrastructure components or activities included in the event application.

### **Tents**

Tents and other temporary shelters or structures within the perimeter of an event formally approved by the Office of Special Events must be specifically approved by the Office of Special Events. Depending on size, tents and other portable shelters or structures may require approval by the Knoxville Fire Department. Tents cannot be staked into pavement or sidewalks. All authorized tents must be freestanding and anchored with 40-pound weights on each tent post, and may not be attached to any fixtures or structures. Authorized tents must be erected and removed on the day of your event. If your vendor is not able to set up and remove tents on the same day, you may be charged for additional use days at your event location.

### **Vendors**

It is a violation of City Code to put or allow anything down the storm drains other than storm water. Do not pour hot liquids, ice or grease on the lawns. Please dispose of grease, chlorinated water and other types of liquids properly. They must be removed from the site. If any grease is left behind at an event, the event coordinator will be responsible for the expense of cleanup.

**Non-Food Vendor Permit** – Vendors operating on public property must be associated with an authorized special event and approved by the event coordinator. Vendors operating on private property must have permission of the property owner and the property must be zoned to allow such commercial activity.

Vendors must have a valid Business License from the State of Tennessee or a Transient Vendors License purchased from the City of Knoxville Tax Office, (865) 215-2083.

If vending at an event on City property or at a City of Knoxville event, vendors must have approval to participate at the event by the event coordinator and are subject to review by the Office of Special Events.

### **Non-Food Vendor Rules and Regulations at Events**

1. Vendors must be associated with an event approved by the Office of Special Events, and may only operate during the operating hours of the event.
2. Vendors are responsible for reviewing and adhering to the Event Regulations and Rules on pages 7-10.
3. As a general rule, equipment should not be placed on a city sidewalk, but if it is absolutely necessary to do so, the equipment shall not impede the pedestrian right-of-way.
4. Vendors should come prepared with equipment (dollies, etc.) to assist with unloading and loading of equipment, hoses and extension cords. Special Events Staff does not have any extra to loan. Extension cords must be at least a #12 gauge and should be at least 100 feet long to avoid daisy-chaining cords. Vendors or event participants with electrical needs of 20 amps or more are required to bring tails.
5. The Fire Marshall and Health Department may be onsite at the event, and if asked vendors are required to allow inspection of booths.
6. No open flame devices are permitted underneath any tent or canopy.
7. All L-P/CO2 tanks must be secured.
8. Open flames or open-flame devices used in conjunction with any public or theatrical performance are allowed only with and within the terms of a permit issued by the Knoxville Fire Department.

### **Food Vendors (non-food trucks)**

1. This section applies to food vendors that are *not* considered a Mobile Food Unit. A Mobile Food Unit is defined as an enclosed unit, truck, or trailer, or similar vehicle-mounted unit that is permitted with the City. For more information on Mobile Food Units see page 14.
2. Vendors must be associated with an event approved through the Office of Special Events.
3. Vendors are responsible for reviewing and adhering to the Event Regulations and Rules on pages 7-10.
4. A Fire Inspection must be conducted through the Knoxville Fire Department for any event where cooking, grilling and/or tent set up will occur on City property. Refer to the “Fire Inspection Scheduling Information Sheet” in the Forms Section for more information.
5. Food vendors are required to place fire retardant tarps/covers on the sidewalk/lawn as well as absorbent pig matting under cooking equipment to protect the surface below. Both the vendor and the event organizers will be held responsible for any damage to City property. The Office of Special Events will provide pig matting at \$3.00 per linear foot, upon request. Vendors who are cooking on site must provide a working fire extinguisher (if cooking with grease, a K Class fire extinguisher is required).
6. Vendors should come prepared with equipment (dollies, etc.) to assist with unloading and loading of equipment, hoses and extension cords. Special Events Staff does not have any extra to loan. Extension cords must be at least a #12 gauge and should be at least 100 feet

long to avoid daisy-chaining cords. Vendors or event participants with electrical needs of 20 amps or more are required to bring tails.

7. The Fire Marshall is required onsite to inspect all vendors using an open flame and the Health Department may be onsite at the event, and if asked vendors are required to allow inspection of booths.
8. No open flame devices are permitted underneath any tent or canopy.
9. All L-P/CO2 tanks must be secured.
10. Open flames or open-flame devices used in conjunction with any public or theatrical performance are allowed only with and within the terms of a permit issued by the Knoxville Fire Department.

## **Mobile Food Units (Food Trucks)**

Any mobile food vending unit operating within the perimeter of an event formally approved by the Office of Special Events must be permitted through and comply with the rules and regulations of the City of Knoxville Mobile Food Unit Ordinance (Chapter 16, Article XIV of the Knoxville City Code).

A Mobile Food Unit (“MFU”) is defined generally as follows:

1. an enclosed unit, truck, or trailer, or similar vehicle-mounted unit that is mobile or capable of being moved by a licensed motor vehicle;
2. that may or may not be independent with respect to water, waste water, and power utilities;
3. is used for the preparation, sale, or donation of On-site Prepared Food; and
4. is no larger than thirty-five (35) feet.

For more information about the City of Knoxville Mobile Food Unit Program, please visit <http://www.knoxvilletn.gov/mobilefood/> or contact:

Karen Smith  
City of Knoxville Tax Office  
Phone: (865) 215-3092  
klsmith@knoxvilletn.gov

## **Recycling and Waste Management**

### **Recycling**

The City of Knoxville encourages event organizers to consider their waste stream when planning events. We promote a three-pronged approach to managing event waste:

1. Minimize the use of single-use, disposable materials.
2. Work with vendors ahead of time to avoid materials that cannot be recycled, such as Styrofoam, straws, and plastic bags.
3. Recycle whenever possible.

Event organizers have three options for disposing their recyclable materials. The recycling trailer with ClearStream bins can accommodate larger events’ recycling, while the ClearStreams alone are sufficient for medium events. For smaller and private events, the smaller Keep Knoxville Beautiful trailer and/or ClearStreams are available. **All options are free.**

## The Recycling Trailer with ClearStreams

The recycling trailer is 24.5' x 8.5' with ten separate, labeled compartments, which makes sorting easy. The trailer is typically stationed in a common area for use by event attendees. To use the recycling trailer with ClearStreams at your event, please:

1. Call Tammi Tarver at (865) 215-6712 to schedule delivery of the trailer and ClearStreams. Please call as soon as possible; the trailer is subject to availability. Please call no later than two weeks before your event.
2. The City of Knoxville will drop off the trailer and ClearStreams at the scheduled time.
3. After your event, the City of Knoxville will pick up and recycle your properly separated materials.

## ClearStreams

ClearStreams are portable, collapsible metal wire bins with lids labeled for recycling. They hold clear plastic bags, which can be swapped out when full. Each ClearStream will come with 2 plastic bags. All recyclable materials can be placed in the same container and do not require separation. ClearStreams capture the most recyclables when placed beside each trash container throughout the event. To use the ClearStreams, please:

1. Email the Special Events office at [specialevents@knoxvilletn.gov](mailto:specialevents@knoxvilletn.gov) to schedule drop-off and pick-up.
2. Event volunteers will be responsible for swapping any full bags of recycling.
3. After the event, the City of Knoxville will pick up the ClearStreams and recycle the comingled materials.

If the event is a relatively small one and/or a private event, please contact Keep Knoxville Beautiful to discuss their free recycling options. Contact [info@keepknoxvillebeautiful.org](mailto:info@keepknoxvillebeautiful.org) or (865) 521-6957.

## Waste Management

The City of Knoxville's Waste and Resource Management staff is very knowledgeable about waste management and is happy to answer questions about waste-reduction and recycling. Staff can provide ideas and insight, as well as support for hosting low-waste or zero-waste events, which contribute little or nothing to the landfill. Please call or email Makenzie Read at (865) 215-2817 or [Mread@knoxvilletn.gov](mailto:Mread@knoxvilletn.gov) for guidance. It is always best to get in touch with Makenzie at the beginning of the planning process so that she may work with you from the start on how to manage waste at your event.

The Waste and Resources Management Office also has a guide for general planning for a zero-waste or low-waste event. Copies can be obtained by emailing [Mread@knoxvilletn.gov](mailto:Mread@knoxvilletn.gov).

Waste is inevitable at events; let's talk trash to ensure your event is clean, has a low impact on the environment, and is a good time for all!

## **Accessibility at Events**

Questions to ask to verify that your event is accessible:

- Is accessible parking available?
- Is van-accessible parking available?
- Is there a relief (grassy) area for service animals?
- Are there physical obstacles that would hinder the visibility of a person with a disability? (i.e. stairs, low-hanging/protruding items, escalators, etc.)
- Is there a clear path of travel throughout the event space?
- Have arrangements been made to have requested interpreters for the deaf?
- Are written materials available in braille and large print?
- Who is the contact person for accommodations?
- Are restrooms accessible?
- Where is the Information/Security station located?

The City of Knoxville is committed to ensuring that all residents and visitors can enjoy our special events and public spaces. For this reason, we make every attempt to provide equal access to people with disabilities, seniors and their companions and ask you to do the same. In order to achieve accessibility, we ask that you complete this checklist for each proposed event and attach it to the event permit prior to submission to the City of Knoxville.

People with disabilities sometimes need a reasonable accommodation in order to participate in an event. To obtain information or an accommodation regarding accessibility, a contact person capable of providing requested information and accommodations must be designated. Notice shall be provided to alert the public of the name of the person responsible for providing accommodations or information related to accessibility.

An example notice: “If information or accommodation is required due to a disability, please contact name/title at phone or email no less than \_\_\_ hours prior to event.”

**ADVERTISING**—Be sure to alert people with disabilities about the event. One easy way to do this is to include the international symbol for accessibility on event materials. Event advertisements (media releases, newspaper ads, flyers, online notices, etc.) provide current contact information for the person responsible for providing accommodations to people with disabilities.

**ACCOMMODATIONS**—Event organizers must provide appropriate accommodations to people with disabilities upon request. Examples include:

- Interpreters for the deaf
- Materials in alternative formats (large print, Braille, disk/flash drive, etc.)

**PARKING**—accessible parking is provided in all City parking garages and designated on public streets, unless prohibited by signage or a bagged meter. Any non-City, event-specific parking must be properly advertised and offer appropriate accessible parking.

**TRANSPORTATION**—if an event offers transportation to the general public, accessible transportation options should be available to people with disabilities, including those who use service animals, wheelchairs or scooters.

**EVENT LAYOUT**—Vendor booths, food/drink and information areas must take into account how a person with a disability might access goods and services.



- Event staff and volunteers should be aware of all accessible routes throughout event, to parking areas, restrooms and emergency personnel.
- Event staff, volunteers and emergency personnel should be aware of proper drop-off areas near event entrances for people with limited mobility.

**PEDESTRIAN ROUTES**—any route that is utilized by the “walking” public during an event is a pedestrian route

- All sidewalks, curb cuts or curb ramps must remain un-blocked by vehicles, trailers, displays, furniture, items for sale, etc. at all times except for limited periods of time when blocking is required for loading or unloading.
- If streets or sidewalks are closed for the event, an accessible route around the closure must be provided. Intersections where sidewalks are closed should offer signage alerting pedestrians to the need to “cross street now”.
- A minimum of 36” clear path of travel must be provided throughout the event venue and entrance points must be accessible. (If any entrance is not accessible, information about the location of accessible entrance points shall be provided upon request and at all inaccessible entrances.)
- Obstacles along the route that are between 27” and 80” off the ground shall not be wider than (i.e. “protrude more than”) 4 inches.
- Power or other cords that lie on the ground across the walking surface in the public path of travel must be covered by appropriate material in order to provide access to people with mobility impairments and help prevent tripping hazards.

**SPECTATOR AREAS**—events that provide entertainment of any sort (including but not limited to musicians, dramatic presentation, public speaking, street performing and parades) must offer an area where people with disabilities are able to enjoy the entertainment to the highest degree possible.

- Designated accessible seating areas should be provided along parade routes that allow seated patrons the ability to see the majority of the parade participants without standing patrons impeding their line of sight.
- Areas where there is designated audience seating should provide an area that does not allow standing patrons in front of the seats, so that seated spectators may see the performance more clearly.
- Pulsing or “strobe” lights are discouraged, due to their propensity to trigger a seizure in persons who have a seizure disorder.

**SERVICE ANIMALS**—are allowed to go anywhere the general public may go.

- A service animal relief area should be provided in addition to directions to the area, to be provided upon request.

**REST ROOMS**—at locations where port-o-lets are stationed, there must be at least one accessible port-o-let in each “grouping”. Pedestrian clearance around or past port-o-lets must be no less than 36” wide.

To obtain further information about how to make your event accessible, contact the Disability Services Office at (865) 215-2034 (voice) or (865) 215-4581 (TTY).

## **Animal Exhibitions**

No person shall show or exhibit any animal in any of the streets of the city or at any location within the limits of the city unless an exhibition permit has been obtained from the Animal Control Board. Any approved show, event or exhibition must have a veterinarian immediately available during performances which are open to the public. The fee for an exhibition permit shall be twenty-five dollars (\$25.00). An Exhibition Permit needs to be obtained and approved by the Animal Control Board

## **ALCOHOL**

### **Alcohol Sales**

Events that serve or sell alcohol and are held on city property require permits, insurance, uniformed Knoxville Police Officers and EMS coverage, all of which must be paid by the organizing event sponsor. The permitting process takes approximately **70 days** to complete. There are potentially two permits required, a beer permit and permit for wine and liquor.

**Alcohol sales must end at least 30 minutes before your event end time.**

### **Beer Permits**

Beer permit applications are available from the Business Tax Section of the city's Revenue Office, or online at the city's website, [www.knoxvilletn.gov](http://www.knoxvilletn.gov), under the Department of Finance and Accountability. The beer permit applicant must appear before the Beer Board for consideration of their request for a beer permit. Members of the City Council sit as the Beer Board, which meets before the second City Council meeting of each month.

The application process can be lengthy. *For special events that are usually time-limited, and may be held in a single day, it is very important to apply as early as possible. An applicant that files too late to be placed on an agenda prior to their event, risks not being able to get the requested beer permit. **NO ONE** may distribute without charge, purchase, store or offer for sale beer **without** a valid permit approved by the Beer Board.*

Applications for single, one-day events require a \$50.00 application fee. All application fees are non-refundable.

Applications for a specific beer board meeting must be received by the city's Finance Department 70 days before your event due to the many requirements that must be met before the application is complete and ready for the Beer Board's consideration.

Contact the city's Business Tax Section at (865) 215-2179 for information and assistance with the application process.

### **Wine & Liquor Permits**

Permits to serve or sell wine and/or liquor must be obtained from the Tennessee Alcoholic Beverage Commission. Depending on the type of wine or liquor permit required for your event, event coordinators may be required to submit a letter of permission or event approval from the City of Knoxville. The Office of Special Events will provide a letter stating that the City of Knoxville has given you permission to serve or sell alcohol at your event.

The contact for the wine and liquor permit is the Tennessee Alcoholic Beverage Commission at (865) 594-6342.

## **EVENT SAFETY**

### **Knoxville Fire Department and Emergency Medical Services**

The Knoxville Fire Department offers EMS (Emergency Medical Services), at all events at your request. On site EMS service is available at a cost of \$40.00 per person per hour with a minimum of 2 EMT/Paramedics onsite and a minimum of 4 hours. This service is required if there will be alcohol served at your event, if you will be having a run or an event expecting large crowds. EMS personnel must be onsite at all times when alcohol is served. EMS service is recommended for all other events, and it is advised that you check with your insurance company to determine whether they will honor your policy if you do not provide EMS service.

If your event is expecting a small crowd, Fire Department stations are located throughout the city and will respond to your location in the event of a life-threatening emergency. The closest station could potentially be involved in another emergency, and therefore a responder from a longer distance may be dispatched. Please coordinate any special events with the Knoxville Fire Department and EMS at the monthly Special Events Community meetings.

**Availability of KFD and EMS staff is not guaranteed.** It is imperative that event organizers contact KFD EMS Division to inquire about hiring Medical Response Staff as soon as possible after receiving tentative approval for their event from the Office of Special Events. The Office of Special Events will provide contact information after your event has been tentatively approved.

### **Knoxville Police Department**

The City of Knoxville Police Department will determine the minimum number of off-duty police officers and other public safety personnel required to assure the safety of all participants, the safety of the general public, and traffic flow around the event.

Off-duty officers can be hired through Off Duty Management with a minimum of 4-hours.

The event organizer will be responsible for hiring all necessary personnel deemed required by the Knoxville Police Department.

**Availability of KPD officers is not guaranteed.** It is imperative that event organizers register their event with Off Duty Management once event is confirmed by Special Events Office and Knoxville Police Department .

Please coordinate any special events with the Knoxville Police Department at the quarterly Special Events Community meetings.

## **Off Duty Management**

Knoxville Police Department has contracted with Off Duty Management (ODM) to assist with our external off-duty program effective **03/01/2024**. ODM will provide Knoxville Police Department with complete off-duty administration, including scheduling, invoicing, collections, and payroll.

Off Duty Management uses its web-based software and mobile app, OfficerTRAK®, to manage and distribute off-duty jobs to officers.

Off Duty Management has years of experience managing off-duty programs for law enforcement agencies and their valued vendors. This new partnership will also benefit your organization by streamlining service requests, changes, and payments and providing insurance coverage for you and our officers.

Here's what you can expect when working with Off Duty Management.

- An OfficerTRAK® online account for your organization that allows you to:
  - Create service requests
  - Create cost estimates for requests
  - View fill status of requested shifts
  - View officer clocking times
  - Access field notes and media files
  - Post orders and instructions
  - View past and future shift information
  - Make payments online
- Full liability coverage for your company and the officers working at your request
- 24/7/365 service and support at 865-590-6749
- A dedicated Service & Support associate familiar with our agency to answer your questions

You can request services by registering online through the service request portal:

<https://odm.officertrak.com/Knoxville-PD-TN>

Once there, click “Sign Up” on the top right of the landing page and complete all the required information. Registration is quick and easy.

You will login from this page each time you need to request services.

If you encounter any issues with registration or login, please contact Off Duty Management anytime for assistance at **865-590-6749**.

### **Off-Duty Rates:**

<b>Title</b>	<b>Total Hourly Rate</b>
Regular	\$55.00
Traffic	\$55.00
Supervisor*	\$66.00
Holiday**	\$66.00
Supervisor Holiday**	\$71.50
Emergency Rate***	\$66.00
Supervisor Emergency***	\$71.50

Note: All requests require a **4-hour** minimum shift.

**Knoxville Police Department will allow outside Vendors, at their sole discretion, to increase the offered hourly rate of pay.**

**SUPERVISOR RATE\*** - When 5 or more officers are required.

**HOLIDAY RATE\*\*** - The holiday rate will apply to the following days: New Year's Eve, New Year's Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.

**EMERGENCY RATE\*\*\*** - If request is received less than 12 hours prior to assignment the emergency pay rate goes into effect.

**Terms and Conditions:** All terms and conditions are consistent with Off Duty Management's contract with the Knoxville Police Department. These terms and conditions will be reflected in OfficerTRAK® when submitting a request for service.

**Payment and Invoicing:** Off Duty Management pays our officers directly the week following their completed assignments; therefore, your payment will be submitted to Off Duty Management.

**Invoicing and Payment Terms:** Off Duty Management (ODM) reserves the right to require vendors to prepay for the services requested, including any applicable administration fees and sales tax. If the vendor is approved for invoicing, invoiced payments will be net 30 days from the day the invoice is emailed to the vendor after services rendered. The vendor shall pay ODM's invoice(s) within thirty (30) days after the date that the vendor receives such invoice(s).

A late payment charge of 1.5% per month may be imposed by ODM on all past due, undisputed balances. Where state law mandates a lower late payment charge, the late payment charge shall be lowered to the highest rate that is legally permitted.

If payment of such unpaid, past due, and undisputed amounts is not promptly received in accordance with the terms hereof, then ODM will have the option to terminate services at one or more of the vendor's facilities following ODM's provision of at least two (2) days' notice to the vendor. The vendor shall notify ODM of any dispute regarding the amount of an invoice within ten (10) days from the date of the vendor's receipt of ODM's invoice or such claim is deemed waived.

**Invoice-Approved Vendors:** Please email your company's required invoice registration forms, required account payable processes, or portals to [admin@offdutymanagement.com](mailto:admin@offdutymanagement.com) prior to the start of the first requested job. Delays in this information being provided to Off Duty Management will not extend vendor requirements regarding the 30-day net payment terms from the date of the invoice.

**Credit Card Payments:** For vendors paying by credit or with debit card, there will be an additional 3.0% fee for this payment method.

**Cancellation:** Vendor cancelling or reducing an assignment within 24 hours of the start of the assignment shall pay the greater of officer hours worked or the agency minimum hours plus ODM administrative fees for the first 24 hours of the original assignment.

While we know changes in process may be disruptive at times, our agency strongly believes our partnership with Off Duty management will improve our service to your organization and our community. We appreciate your cooperation in making this change and look forward to working with you again soon.

**Contact:**

Off Duty Management  
865-590-6749

## **INSURANCE REQUIREMENTS**

**Insurance is required** for any event on City of Knoxville property. Please list the **Name, Date,** and **Location of your event on the Certificate of Insurance.** List the City of Knoxville as **additional insured.**

### **Event Insurance – Waiver/Modification**

The City's Risk Manager, at his/her discretion, may authorize a greater amount of coverage or different type of coverage than required by this policy if the special event is of a demonstrated high-risk category, according to recognized insurance and risk management industry standards. Additional coverage may include, without limitation, automobile liability and aircraft liability insurance. High-risk events requiring a greater amount of coverage to be determined by the Risk Manager include, but are not limited to, those with pyrotechnics. Event organizers utilizing inflatable rides must disclose such use to the City's Risk Manager at least 10 business days prior to the event, and must execute, or, in the case of an event organized by an entity, have executed by an individual with the authority to bind the entity, a disclosure statement and release to be provided by the City's Risk Manager. This disclosure statement and release must be appropriately executed delivered to the City's Risk Manager at least one day prior to the event. Failure to comply with the requirements of this paragraph may result in the City's cancellation of the event.

Subject to the Risk Manager's determination, as described above, **all events held on City property or in City facilities require general liability or special event liability insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate coverage,** with the following exceptions:

The following events do not require insurance:

- Academic related events (such as spelling/math/science)
- Award celebrations
- Banquets
- Bingo/card/board games (not for fundraising)
- Clubs and organizational meetings
- Celebrations (weddings, anniversaries, birthdays)
- Debuts
- Graduations
- Head of state events
- Lectures and reading events (other than product or service promotions)
- Luncheons
- Meetings of a social, academic, business or philosophical nature (other than fundraising)
- Recitals
- Reunions
- Seminars (other than product or service promotions)
- Social Receptions
- Teleconferences

Prior to commencement of the event, the event organizer must furnish the City with original certificates and amendatory endorsements effecting coverage required by this document. Such endorsements will include, without limitation, additional insured and waiver of subrogation naming the City of Knoxville, its officials, officers, employees, and volunteers.

More detailed information regarding the City's relevant insurance requirements is available in the Transfer of Risk Guide for Special Events, which is located at [www.knoxvilletn.gov/risk](http://www.knoxvilletn.gov/risk). You may also contact the City's Risk Management Department at (865) 215-3338 for additional information.

## **DUE DATES AND FEES**

### **Due Dates**

<b>Type</b>	<b>Due</b>
Special Event Application or Suttree Landing Festival Lawn Application	90 days before event
Road Race Application	
Parade Request Form	
Sound System Application for Market Square	
Beer Permit - Applications for a specific beer board meeting must be received by the city's Finance Department <u>70 days</u> before your event due to the many requirements that must be met before the application is complete and ready for the Beer Board's consideration.	70 days before event
Temporary Traffic Control Permit (for Road Closures)	60 days before event
Changes to details provided in previous forms (must be in writing)	
Banner Request Form	
Crisis Management Emergency Plan	45 days before event
KPD, KFD, and EMS hiring requests	
Fees (Event Space Rental, Equipment, Services, etc.)	30 days before event
Insurance	
Fire Inspection Scheduling Information Sheet	
City Service Requests: Trash and recycling receptacles, electrical hookups, bike racks, etc. ( <i>not available for all events</i> )	
Noise Permit Request	

If you are unsure of what forms you need to fill out for your event, please contact the Office of Special Events at (865) 215-4248 or at [specialevents@knoxvilletn.gov](mailto:specialevents@knoxvilletn.gov).

## **Fee Schedule**

<b>Applications</b>		
Type	Price	Description
Special Event Application Fee	\$0	Special Events Application is required to ensure all your needs are met in regards to city services, therefore the completed form is required at least <b>90 days</b> prior to the event date. This applies to both the general Special Event Application and the Suttree Landing Special Event Application.
Temporary Traffic Control Permit Application	\$50	For an event that requires a road closure, the event coordinator must secure a Temporary Traffic Control Permit through the Office of Special Events and the Traffic Engineering Department. <b>NOTE:</b> Every city road closure requires a uniformed Knoxville Police Officer on site, at a cost of a minimum of \$50.00/hour with a 4-hour minimum.
Beer Permit: Single, one-day event	\$50	Applications for single, one-day events require a \$50.00 application fee. All application fees are non-refundable.

<b>Event Space Rentals and Associated Fees</b>	
Type	Price
Market Square (Non-Profit Rate) <i>(4) hours of Public Service staffing time per day included in \$500/day fee. Additional fees will apply if Public Service is required for more than (4) hours per day.</i>	\$500/day
Market Square (All others)	\$700/day
Market Square Sound System – outside sound systems cannot be used on Market Square. See page 6 for more info.	\$800 base rate per day (\$100.00 per hour after 6 hours)



**Fee Schedule *continued***

<b>Equipment and Services</b>		
Type	Price	Description
Traffic Cone or Barrels	\$0.50	Each per day
Barricade (Type 3)	\$25.00	Each per day
Bike Racks / Portable Fencing	\$10.00	Each per day. 4ft tall x 8ft wide
Yellow Jacket Cable Crossing	\$10.00	Each per day
Pig Mattings	\$3.00 per linear foot	Food vendors are required to place fire retardant tarps/covers on the sidewalk/lawn as well as absorbent pig matting under cooking equipment to protect the surface below.
Electrical Power	Varies	20 AMPS (110 Volt Single Phase): \$50.00 per unit, base cost per block for power connections for Cost per 100 amps: \$150/day Cost per 200 amps: \$200/day
Parking Space Reservation	\$15.00 min	Available in Downtown Knoxville only. Metered: hourly rate for each space Non-Metered: \$15/day Min of \$15 for all permits

<b>Staffing</b>		
Type	Price	Description
Knoxville Police Department	Starts at \$55.00 per hour	Minimum of \$55.00 per hour per officer. Supervisor rates start at \$65.00 per hour per supervising officer. Pricing may vary per officer depending on your type of event. <b>(4-hour minimum required.)</b>
EMS (through Knoxville Fire Department)	Starts at \$40.00 per hour	On site EMS service is available at a cost of \$40.00 per person per hour with a minimum of 2 EMT/Paramedics onsite. <b>(4-hour minimum required.)</b>
Fire Inspection	\$120.00 min	Inspection Fee is \$120.00 for safety inspections. If the inspection exceeds (4) four hours, the rate will be \$30.00/hr.
Traffic Engineering	\$55.00 - \$65.00 per hour	\$55/hr for Traffic Engineering Staff \$65/hr for a Traffic Engineering Supervisor <b>(4 hour minimum required.)</b> Subject to availability and approval from the Special Events Office and Traffic Engineering. This rate will be in effect if Traffic Engineering staff are requested to do any work outside of regular working hours.
Public Service	\$25.00 - \$35.00 per hour	\$25/hr for Public Service Staff. \$35/hr for a Public Service Supervisor <b>(4 hour minimum required.)</b> Subject to availability and approval from the Special Events Office and Public Service. This rate will be in effect if Public Service staff are requested to do any work outside of regular working hours.

## **CONTACT INFORMATION**

<b>Department</b>	<b>For Assistance with</b>	<b>Contact Information</b>
Office of Special Events	General Event Questions and Special Event Requirements	(865) 215-4248 <a href="mailto:specialevents@knoxvilletn.gov">specialevents@knoxvilletn.gov</a>
Knoxville Police Department	Hiring KPD officers for your event	Contact Office of Special Events for most up to date contact.
Knoxville Fire Department	Hiring EMS for your event	Contact Office of Special Events for most up to date contact.
Knoxville Fire Marshall	Scheduling Inspection for food vendors using tents.	(865) 215-2283 KFDinspector@knoxvilletn.gov
City of Knoxville Tax Office	Beer Permits	(865) 215-2083
Tennessee Alcoholic Beverage Commission	Wine and Liquor Permit	(865) 594-6342
City of Knoxville Risk Management Department	Insurance for Special Events	(865) 215-3338
Disability Services Office	Information on how to make your event more accessible	(865) 215-2034 (voice) (865) 215-4581 (TTY)
Carter Hall, Policy and Strategic Project Manager	Mobile Food Unit Information and Forms	(865) 215-2543 <a href="mailto:chall@knoxvilletn.gov">chall@knoxvilletn.gov</a>
Tammi Tarver	Schedule Recycling Trailer	(865) 215-6712
Keep Knoxville Beautiful	Recycling for small private events	(865) 521-6957
Makenzie Read, Solid Waste Department	Hosting low-waste or zero-waste events	(865) 215-2817 <a href="mailto:mread@knoxvilletn.gov">mread@knoxvilletn.gov</a>
Knoxville Police Department	Animal Exhibition Permit	(865) 215-8640

## **FREQUENTLY ASKED QUESTIONS**

### **I would like to have an event on or utilizing City Property, how do I get started?**

We recommend first contacting our office at (865) 215-4248 or [specialevents@knoxvilletn.gov](mailto:specialevents@knoxvilletn.gov). Our staff will help you determine if your event will require a Special Event Permit and if it is feasible for the location and date you have in mind.

### **Do I need to fill out a Special Events Form?**

If your event is on private property and does not require any City service – No  
If your event is on City property such as a park, in the street, in City venues – Yes

### **I host an annual event. Do I need to reapply?**

Yes, annual events must submit a complete application each year. Even small logistical changes can have an impact and will require evaluation.

### **What can I do if I miss the application deadline?**

We recommend that you reschedule your event for a later date. In extenuating circumstances, the Special Events Office may consider late applications. This does not guarantee that your event will be approved.

### **Why was my event permit application denied?**

There is no guarantee that any event request will be approved. Denials may result from missed deadlines, undue burdens on a local community, policy violations, or any other reason that may indicate the event is not in the best interest of the City.

### **I've submitted my application. What are the next steps?**

Your date and location have been *tentatively* held and staff from the Office of Special Events will be in contact with you shortly to provide an explanation of the permit process and requirements applicable to your event. Simultaneously, our office will also begin coordinating with various departments and agencies to evaluate the potential approval of your event. The process can take anywhere between a few weeks to a few months, depending on a variety of factors.

### **Will you have food vendors at your event?**

If yes - If you have food vendors and they are in the street or on City property for the event you will need to fill out a Fire Inspection Sheet and hire a Fire Marshall to be on site for inspection.