



City of Knoxville Special Events Application

Office of Special Events: (865) 215-4248 ● Fax: (865) 215-4298

Email: Efrank@knoxvilletn.gov

City County Building ● P.O. Box 1631 Suite 578 ● Knoxville, TN 37901

- Special Events Meetings are held on the fourth Thursday of every month at 9:00 a.m. at the Ballroom of the Knoxville Civic Coliseum (excluding Nov. & Dec.). Please attend the meetings as you will be placed in direct contact with representatives of various City services to assist with your event.
- There is a non-refundable reservation fee for Market Square and Krutch Park Extension venues; \$450 for non-profit organizations and \$700 for all others.
- Special Events Applications must be submitted to the Office of Special Events at least **45 days** prior to the event.
- All service requests must be received **two weeks** before event date. If event needs are not submitted by the two-week time line, the city will **NOT** be able to assist with your event.
- All events on Market Square utilizing amplified sound are required to use City's sound system and the City's contracted sound engineer at a rate of \$500/day.
- All events are required to submit a Crisis Management Emergency Plan

Event: _____ Event Date: _____

Event Location: _____ Time of Event: _____

Contact: _____ Email: _____

Phone: _____ Cell: _____ Fax: _____

Address: _____

Presenting Organization: _____

Set-Up Information:

Date & Time of Set-Up: _____ Date & Time of Teardown: _____

City Services:

- Ambulance/EMS
- Fire Prevention Bureau (fireworks, tent inspections)
- Knoxville Police Department (parades, traffic issues, etc.)
- Public Service (power/lighting/trash barrels, etc)
- Traffic Engineering (barriers/meter bagging)

Additional Forms Needed

- Alcohol Permit Parade Permit Animal Permit
- Banner Request – Banner Request Form must be filled out and returned to Special Events 30 Days before event
- Road Race Permit – Road Race Form must be filled out and returned to Special Events 45 Days before event
- Street Closure Permit – Temporary Traffic Control Permit needs to be completed and returned to Engineering

Event Producer Responsibilities:

- ****Insurance** • Portable Toilets • Site Map w/ Power Requirements
- Security • Sound System • Tables/Chairs
- Tents

****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; listing the City of Knoxville as the additional insured and include the endorsement. Insurance amounts can be found on the Insurance Requirements for Special Events document.

Event Description: _____

***Special Events Information:**

Please provide us with the information listed below regarding your event. Once this is complete you can return it to the address listed above.

Will your event have music? _____

*(All sound must be turned off by 10:00 p.m., no amplified sound M-F before 4pm)

Will the music be provided by a DJ or band(s)? _____

*As noted above, if your event is on Market Square and will utilize amplified sound you are required to use the City's sound system and contracted sound engineer. Please fill out the Sound System Application form, in addition to this application.

Will your event have vendors? _____

Will your vendors need access to power? _____

*(Please notify your vendors that they are responsible for their own extension cords)

What time will your vendors be setting up? _____

Will there be food vendors? _____

(*Electrical needs must be turned into Special Events 1 week prior to event)

Will you have tents at your event? _____

Who is providing the tents? _____

*(Nothing can be staked in Market Square, Krutch Park or Krutch Park Ext.)

When will the tents be erected? _____

removed? _____

How many Port-a-lets will be on site? _____

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

Will your event have a bounce house &/or other rentals for entertainment? _____

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

*(Inflatables cannot be placed on the grass in Market Square, Krutch Park & Krutch Park Ext.)

Approximately what time will the rentals arrive? _____

Will you be selling alcohol at your event? _____

Have you applied for a beer/alcohol permit? _____

Have you hired Knoxville Police to be on site? _____

(KPD is required at events with alcohol & any road closures)

Who did you contact to hire KPD for the event? _____

How many officers will be on site? _____

Have you hired EMS to be on site? _____

Will you be closing any roads? _____

Will animals be involved in your event? _____

(Animal exhibition permit required)

Do you have any special requests for your event? _____

**My signature below indicates my knowledge of the rules contained in the City of Knoxville Special Event Guide, that I have authority to legally bind any organization I represent with regard to this Application, and that I/my organization agree(s) to comply with said rules.*

Applicant