



# City of Knoxville Special Events Application Suttree Landing

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 Suttree Landing Festival Lawn; \$550 for non-profit organizations and \$750 for all others
- To have power at the event there is \$150.00/hr fee; for trash cans and clean up there is \$100.00/hr fee
- 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 are required to submit a Crisis Management Emergency Plan
- Due to limited parking at the Suttree Landing Festival Lawn, event organizers are required to provide shuttles to transport guests

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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**\*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?** \_\_\_\_\_

*\*(Amplified Sound is only allowed on Friday and Saturday from Noon - 9:00pm)*

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

**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? \_\_\_\_\_

*(Food vendors need to be inspected by the City of Knoxville Fire Marshall)*

**Will you have tents at your event?** \_\_\_\_\_

Who is providing the tents? \_\_\_\_\_

*\*(Nothing can be staked in Suttree Landing Festival Lawn, ALL TENTS MUST BE WEIGHTED.)*

When will the tents be erected? \_\_\_\_\_  
removed? \_\_\_\_\_

**What size tents will be on site?** \_\_\_\_\_

**How many Port-a-lets will be on site?** \_\_\_\_\_

**Where will you be placing the port-a-lets?** \_\_\_\_\_

**Will your event have other rentals for entertainment?** \_\_\_\_\_

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

*\*(Inflatables are not allowed on Suttree Landing Festival Lawn.)*

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