



City of Knoxville Special Events Application Suttree Landing

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

Email: specialevents@knoxvilletn.gov

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

- Special Events Coordinating meetings take place quarterly, in January, April, July, and October, on the fourth Thursday of the month at 9:00 a.m. at the Knoxville Coliseum Ball Room. 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; \$500 for non-profit organizations and \$700 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 **90 days** prior to the event.
- All service requests must be received **30 days** before event date. If event needs are not submitted by the 30 day 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: _____

***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