



CITY OF KNOXVILLE

Office of Special Events Event Guide

City of Knoxville
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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 works with the Communications Department to promote and garner media coverage for Knoxville's events and activities regionally, statewide, nationally and internationally, working with all media. It also plans and coordinates special events on behalf of the Mayor of Knoxville. This office is responsible for scheduling activities on Market Square, Krutch Park Extension, Suttree Landing Festival Lawn 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

Special Events Community Meetings are held the fourth Thursday of each month, excluding November and December, at 9:00 a.m. in the Knoxville Civic Coliseum Ballroom. Representatives from various city departments will be in attendance to help facilitate your event.

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.

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.

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GENERAL INFORMATION

The information presented in this section is only a brief summary- please see the more detailed rules later in this Guide for more specific information.

1. **Special Events Community Meetings** – All your questions about events can be answered at the monthly Special Events Community Meeting. This meeting takes place on the fourth Thursday of every month, excluding November and December, at 9:00 a.m. We meet at the Knoxville Civic Coliseum, 2nd 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.
2. **Special Events Form** – A Special Events Form is required to ensure all your needs are met in regards to city services, therefore the completed form is requested 45 days prior to the event date. The Special Events Form is required to place your event on the Special Events calendar, viewable on the websites of the City of Knoxville, www.knoxvilletn.gov and Visit Knoxville, www.visitknoxville.com **Insurance is required** for any event on City of Knoxville property.
3. **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 2 months to complete. There are potentially two permits required, a beer permit and permit for wine and liquor. You must have a Knoxville Beer Permit before applying for the alcohol permit. The Office of Special Events will provide a letter stating you have the beer permit and the City of Knoxville has given you permission to serve or sell alcohol. The beer permit contact is the City of Knoxville Tax Office at (865) 215-2083. The contact for the wine and liquor permit is the Tennessee Alcoholic Beverage Commission at (865) 594-6342.
4. **Temporary Traffic Control Permit** – Street closure requests must be approved by a Temporary Traffic Control Permit issued by the City of Knoxville Engineering Department (865-215-6109), which may charge an additional fee for preparation of a traffic control plan. The Office of Special Events must be given notice of the application for a Temporary Traffic Control Permit. Every city road closure requires a uniformed Knoxville Police Officer on site. The off-duty rate for a police officer at a road closure is \$30.00 per hour (\$35.00 per hour for supervisors) with a 4-hour minimum.
5. **Street Vendor Permit** – Vendors operating on public property must be associated with an authorized special event and approved by the event coordinator, except for sidewalk vending associated with University of Tennessee football games. 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.
6. **Banner Request Form** – There are only two types of banners permitted: pole or stage banner. Refer to Banner Request Form 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.

7. **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). To obtain an Exhibition Permit contact Keith Hogue at (865) 215-8640.
8. **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 weighted supports, and may not be attached to any fixtures or structures. Authorized tents must be erected and removed on the day of your event.

ACCESSIBILITY TO SPECIAL EVENTS

Questions to ask to verify that your event is accessible to **people with disabilities**:

- 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?

See page 13 for additional information.

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.cityofknoxville.org 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.

Organizations that hold more than one event during the year may wish to apply for an annual permit. The basic application fee will be \$250.00, but could be less expensive than a \$50.00 fee for each single event. All application fees are non-refundable.

Applications for a specific beer board meeting must be received by the city's Finance Department by the first of that month 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.

KNOXVILLE POLICE DEPARTMENT

The Central Business Improvement District (CBID) is a special district in the core of downtown Knoxville including the Old City, Volunteer Landing, World's Fair Park, Market Square, Krutch Park and Krutch Park Extension. Lieutenant Jeff Pappas supervises the city police services in this area. KPD offers planning advice on traffic, parking, alcohol sales and security, and may be required to assist with your event. Any event taking place outside of the CBID may also require off-duty KPD officers, and off-duty rates may vary depending on the event. Please coordinate any special events with the Knoxville Police Department at the monthly Special Events Community meetings

KNOXVILLE FIRE DEPARTMENT

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 \$30.00 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.

GENERAL PLANNING FOR EVENT 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 Alex Neubert at aneubert@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 or 865-521-6957.

The City of Knoxville's Solid Waste 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 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 Solid Waste 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.

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!

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. You may also contact the City's Risk Management Department at 865-215-3338 for additional information.

POLICIES AND PROCEDURES

RESERVATION POLICIES

The Office of Special Events accepts applications for Krutch Park Extension, Market Square and Suttree Landing Park. To reserve these locations for your event, complete a Special Event Form and send it to the Office of Special Events at least 45 days prior to the proposed event. Additional requirements for your event are listed on pages 3 and page 4. All forms are available in the Index; at the Office of Special Events, 400 Main St. Room 578, or on our web site: www.knoxvilletn.gov

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 Requirement above). Remember, submitting forms early ensures a better event.

EVENT REGULATIONS AND RULES FOR USE OF MARKET SQUARE AND SUTTREE LANDING FESTIVAL LAWN

1. Parking for downtown events is available in the Market Square Garage, Locust St. Garage, Walnut Street Garage and State Street Garage at \$1.00 per hour. Parking is FREE if you enter the garage after 6:00 p.m. on weekdays and FREE on weekends. The exception to free parking includes University of Tennessee home football game days.
2. 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. No vehicle is permitted to be on Krutch Park Extension.
3. Due to limited parking at the Suttree Landing Festival Lawn, event organizers are required to provide shuttles to transport guests from the Riverwalk Parking Garage on Blount Avenue. This is a city lot which is free to the public on weekends and from 6 p.m. to 6 a.m. during the week. There are a total of 250 parking spaces for the public in the parking garage on levels 6-8 only, and behind the garage is a surface parking lot with a total of 52 spaces available for the public during those same hours. Shuttles

will have specific drop off and pick up locations for events at Suttree Landing. Accessible parking is provided on-site. Parking will be prohibited in the adjoining neighborhoods for an event being held in Suttree Park Festival Lawn, and signage will be installed prior to an event stating that there is no parking in these locations.

4. Tents and other temporary shelters are not allowed in Krutch Park, and tents and other temporary shelters or structures, including but not limited to tables and free-standing umbrellas, are allowed on Market Square, Krutch Park Extension and Suttree Landing Festival Lawn 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, Krutch Park Extension and Suttree Landing Festival Lawn must be freestanding and anchored with weighted supports, and may not be attached to any fixtures or structures. Authorized tents must be erected and removed on the day of your event. All tents must be properly weighted with 40 pounds on each tent post
5. Attachments to trees or landscaping are prohibited.
6. Beer and alcoholic beverages are permitted on the Suttree Landing Festival Lawn only in accordance with City Code section 4-76(h).
7. Sunday events on Market Square and Krutch Park Extension 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 or Krutch Park Extension in a calendar year. There are no Sunday Events allowed in Suttree Landing Festival Lawn.**
8. 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 and/or Krutch Park Extension for more than four events in a calendar year.
9. No individual or organization may close a road for an event for more than four events in a calendar year.
10. There shall be no amplified sound allowed on Market Square or Suttree Landing Festival Lawn except for events formally approved by the Office of Special Events. There shall be no amplified sound allowed within the perimeter of any event formally approved by the Office of Special Events, at any location, unless it is specifically authorized by the event sponsor. No sound equipment other than the City of Knoxville's sound system may be used on Market Square, 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 a fee of \$500 per day, to be paid in advance. 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). Amplified sound must be cut off by 10:00 p.m.

11. 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. Any event that requires amplified sound at Suttree Landing Festival Lawn is limited to a Friday or Saturday only and cannot begin before noon and must end at 9:00 p.m.
12. 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.
13. Boating or swimming is not allowed at Suttree Landing Park.
14. Banners can 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.
15. 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.
16. A Special Events Form is required by the Office of Special Events at least 45 days prior to the event.
17. 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).
18. **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 responsible for the expense of cleanup.**
19. **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 located in the Index. Any vehicle or equipment blocking a Fire Lane must be moved or is subject to towing. All sidewalks must remain open for public access.
20. For an event that requires a **road closure**, the event coordinator must secure a Temporary Traffic Control Permit through the City of Knoxville Engineering Department (865-215-6109). In most cases, a traffic plan will be required at

- additional cost to the applicant. For simple closures, Engineering Department approval may take the place of a formal plan. The Office of Special Events must be given notice of the application for a Temporary Traffic Control Permit. Every city road closure requires a uniformed Knoxville Police Officer on site, at a cost of \$30.00/hour (\$35.00 per hour for supervisors) with a 4 hour minimum.
21. 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.
 22. Tables and benches on Market Square and Suttree Landing Park 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.
 23. Pursuant to Appendix B, Article VIII, Section 3 and Section 19-158 of the Knoxville City Code, advertising signs are prohibited on Market Square and Suttree Landing Park. 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.
 24. 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.
 25. The Fire Marshall and Health Department may be onsite at the event, and if asked vendors are required to allow inspection of booths.
 26. No open flame devices are permitted underneath any tent or canopy.
 27. All L-P/CO2 tanks must be secured.
 28. 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.
 29. 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 Vendor Pilot Program or any subsequently adopted rules or ordinances for mobile food vending units. "Mobile food vending unit" is defined as an enclosed unit, truck, or trailer, or similar vehicle-mounted unit that is 1) mobile or capable of being moved by a licensed motor vehicle; 2) independent with respect to water, waste water, and power utilities; 3) used for the preparation, sale, or donation of food products and beverages; and 4) no larger than thirty-five (35) feet. For more information about the City of Knoxville Mobile Food Vendor Pilot Program, please visit <http://www.knoxvilletn.gov/mobilefood/> or contact:

30. The Bill Lyons Pavilion at Market Square is closed from midnight 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.
31. 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.
32. Event organizers are responsible for providing a Crisis Management Emergency Plan 45 days in advance of the event. 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 will conduct a briefing just prior to the event with staff and volunteers along with representatives with the City agencies (Police, Fire, Special Event, Public Service), to ensure all parties are aware of the detailed plans.

PARADE AND ROAD RACE RULES AND 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.

- **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 or sidewalks. The application and proposed route shall be submitted no less than 45 days prior to 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 officers at \$30 per hour (\$35.00 per hour for supervisors) with a four hour minimum, and to notify the public of any street or sidewalk closures.
- The event coordinator is also responsible for securing the services of the Knoxville Fire Department's EMS (see page 5).
- **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.

ACCESSIBILITY ISSUES

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).

F:\GENERAL\Special Events\Event Guide (5-29-18).doc

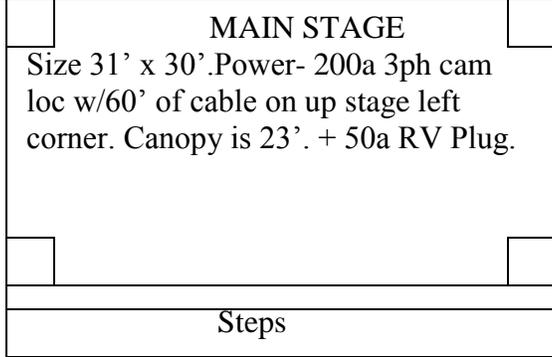
WEST

WALL AVENUE

EAST

Restaurants / Businesses

FIRE LANE – DO NOT BLOCK



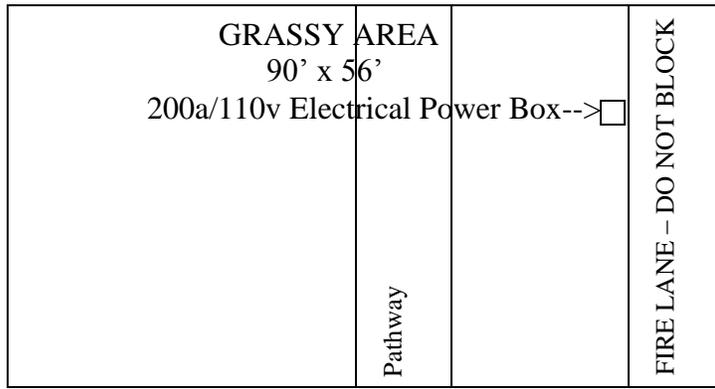
○ ←Light Poles→ ○

□ ←Tree Planters→ □

□ 200a 3ph cam loc



WATER FEATURE



FIRE LANE – DO NOT BLOCK

Restaurants / Businesses

WEST

UNION AVENUE

EAST



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, ALL TENTS MUST BE WEIGHTED.)

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



City of Knoxville Office of Special Events

City County Building, Room 578 • P.O. Box 1631 • Knoxville, TN 37901
Phone: (865) 215-4248 • Fax: (865) 215-4298

Event Vendor Information

There are a few things we would like to make you aware of as you prepare to be a vendor at an outdoor event. **Please read the text below carefully.**

- ◆ All vehicles must be removed from the event footprint 30 minutes before the event starts. This is for safety, and is a dictate of the Knoxville Police Department. If you are late you will not be allowed to access the road closure to unload.
- ◆ You will be responsible for removing from the premises any hot coals, grease, ice etc. **It is a violation of City Code to put 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.
- ◆ **Fire Extinguishers are required.** All Units must be equipped with a 2-A:10-B:C 5lb fire extinguisher that is certified annually by a licensed company. Additionally, Units that produce grease laden vapors (e.g., those units with deep fat fryers or flat top griddles) must have a listed fire suppression system certified bi-annually by a licensed company, supplemented by a certified K-Class fire extinguisher. Solid fuel cooking (charcoal, wood) shall be 10 feet away from tents/buildings
- ◆ 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, if your own is not provided.
- ◆ All tents must be properly weighted with 40 pounds per leg.
- ◆ All food trucks must be permitted through the mobile food unit program. Visit www.knoxvilletn.gov/mobilefood for more information.
- ◆ Cooking will be permitted under your tent **only** if a propane grill is being used, if you will be cooking with a propane grill, tent side walls are not permitted
- ◆ No open flame devices are permitted underneath any tent or canopy.
- ◆ All L-P/CO2 tanks must be secured.
- ◆ Vendors should come prepared with equipment (dollies, etc.) to assist with unloading and loading of equipment, hoses **and extension cords**. 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.



You will need to provide a 12 Gauge extension cord for each item that you will need to hook up for power



This is NOT allowed



City of Knoxville Banner Permit Application

Office of Special Events: (865) 215-4248 • Fax: (865) 215-4298
e-mail: Efrank@knoxvilletn.gov
City County Building • P.O. Box 1631 Suite 578 • Knoxville, TN 37901

Purpose/Event: _____ Date: _____

Applicant: _____

Contact: _____ Phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

Address: _____

Please provide a brief description of the number, type and location of banners requested: _____

Please attach a depiction of the requested banner design for approval, including any and all images and text.

Requested Installation Date: _____ Dismantle Date: _____

Location Requested:

Pole Banners:

- Church Street from Gay Street to State Street – 4 Banners
- Church Street from Market Street to Gay Street – 3 Banners
- Clinch Avenue from Market Street to Henley Street – 6 Banners
- Gay Street from Church Street to Summit Hill – 38 Banners
- Gay Street from Summit Hill to Jackson Avenue – 18 Banners
- Gay Street from Depot Avenue to Fifth Avenue – 18 Banners
- Henley Street Bridge from Hill Avenue to Blount (both sides of bridge) – 46 Banners
- Western Avenue Viaduct from Dale Street to Henley Street – 25 Banners

Market Square Banners:

- Market Square Stage – 1 Banner across Stage
- Market Square Stage Columns – 2 Banners
- Market Square Mall Poles – 22 Banners

Street Banners:

- Fountain City Park
- Old City – across Central Ave.

Other:

I hereby make application for a banner permit in accordance with the City of Knoxville Banner Policy. My signature below indicates that I have read and fully understand the City of Knoxville Banner Policy and agree to install the banner(s) requested in full accordance with the rules set forth in the City of Knoxville Banner Policy.

Applicant

Banner Policy Highlights:

- Banner space must be reserved through the City of Knoxville Office of Special Events.
- All final banner designs must be approved by the Office of Special Events. The City of Knoxville must receive all banners 30 days before installation date.
- A \$50.00 non-refundable application processing fee is due at the time of the application. In addition, an installation and removal fee of \$25.00 per crewmember is required in advance.

Banner Dimensions:

Pole Banner: Exact sizing is required for pole banners, 2' x 6'– 13oz. vinyl two color screen-printed banners. Finished with pole hem top and bottom (minimum 3 ½ -4" hem for loop) and webbed on all sides. Wind scallops as needed. Double sided on a stock solid color background. Installation by City of Knoxville Traffic Engineering is \$25.00 per crewmember per hour.

Pole Banner for Gay Street between Summit Hill & Fifth Ave: Exact sizing is required for pole banners, 2' x 4'– 13oz. vinyl two color screen-printed banners. Finished with pole hem top and bottom (minimum 3 ½ -4" hem for loop) and webbed on all sides. Wind scallops as needed. Double sided on a stock solid color background. Installation by City of Knoxville Traffic Engineering is \$25.00 per crewmember per hour.

Street Banner: Maximum banner size is 30' x 4'. Banner top does not require rope but requires grommets every 2'. Banner bottom requires ¼" diameter rope. This rope can be sewn in or installed by using grommets. Bottom requires 10' minimum of rope be left at each end. Installation by City of Knoxville Traffic Engineering is \$200.00 per banner.

Market Square Stage Banner:

This banner will hang **over** the stage, size needs to be: length 5' x width 32'; with grommets spaced 16" apart to provide secure installation. Installation by City of Knoxville Public Service is \$100.00 per banner. Banners must have wind scallops. Only one banner may hang over the Market Square Stage at a time.

Market Square Column Banners:

These banners will hang on the two front columns of Market Square Stage. Banner size needs to width 5'; length 7'. Installation by City of Knoxville Public Service is \$100.00 per banner.

Henley Street Bridge Banners: Sizes are exact fit so they cannot deviate from these measurements:

Total size laid flat needs to be 26" x 86". There needs to be a 1" Nylon Strapping sewn into each edge of the length of the banner including the hem. The top and bottom pole hems will have a clear opening when laid flat of 4.5" to the sewn area. This will require over 9" of material to be folded over for each hem to allow for sewn area and the 4.5 clear open area. Material needs to be a minimum of 13oz vinyl. There needs to be 3 wind flaps cut in each banner (4" wide "U" shaped)

SEE CITY OF KNOXVILLE BANNER POLICY FOR FULL DETAILS

City of Knoxville Banner Policy

The purpose of the City of Knoxville Banner Policy is to allow the placement of banners on select street poles owned by the City of Knoxville (the “City”)¹. The purpose of the banner program is to add vibrancy and color to the City’s streetscape while promoting special events, community identity, and other cultural or recreational activities of benefit to the City. Banners are not to be used for commercial advertising, display of personal messages, promotion of a commercial or profit enterprise, or to advertise or promote political candidates, parties or issues, as the City does not wish to create a public forum for the expression of ideas or opinions and wishes to avoid the controversies and disruptions that such could cause. The City reserves the right to determine whether a banner is eligible for placement on a City street pole under this Policy.

Eligible Participants

The City will accept applications for a permit to display street banners only from non-profit organizations, community organizations, city and county government, the state of Tennessee, or from other governmental entities. Banners may be obtained only for: (1) special events, cultural activities, or recreational activities for which a permit is required and has been obtained from the City of Knoxville Office of Special Events; (2) special events, cultural activities or recreational activities sponsored by a governmental entity; (3) to identify a neighborhood or community; or (4) to identify cultural or recreational attractions located on public property. The City of Knoxville may pre-empt use of the poles for a City banner at any time.

Banners are not to be used for commercial advertising, display of personal messages, promotion of a commercial or profit enterprise, or to advertise or promote political candidates, parties or issues. Advertising of a specific product shall not be placed on banners. However, the name or logo of a business or corporation sponsoring the event may be included on a banner provided that such name or logo is no larger than ¼ of the total banner size and provided that the term “Presented by” or “Sponsored by” is included with the sponsor name or logo. No phone numbers will be allowed on any banner. Website addresses providing information about a special event may be allowed if such website address is no larger than ¼ of the total banner size. No other e-mail addresses shall be allowed. All banner designs should be artistic in nature, graphically or symbolically representing the subject/purpose of the event. Banners can include text for dates, activities, logos, and/or title of the event.

Application and Approval Process

The application for a banner permit must be submitted to the Office of Special Events at least thirty (30) days prior to the proposed date for installation of the banner(s). A \$50.00 non-refundable application processing fee is due at the time of the application. The required fee must be paid before the banner will be installed by the City.

As part of the application, the applicant shall provide information about the banner(s) proposed to be placed on City property, including the type of event or activity to be promoted, size, location, total number of street poles proposed to be used, graphic design, and sponsor identification.

Before installation, the City of Knoxville Office of Special Events shall review and approve banner text, design, materials and colors. Following a preliminary review of the application, the Office of Special Events shall notify the applicant if there are any required revisions to the banner design, or scheduling or location conflicts. The banner request information will then be distributed to relevant departments for review and comment. A banner permit will be issued once the banner design and its placement has been approved.

¹ The City of Knoxville Code of Ordinances, Appendix B, Article V, Section 10(A)(14) provides that “No sign shall be placed in any public right-of-way except publicly owned signs, directional signs, and those signs approved by the city engineer.”

An application shall not be accepted more than one year in advance. Reservations begin at the start of the calendar year on a first-come-first-served basis.

Installation and Removal

Street banners must be installed and removed by the City. An installation and removal fee of \$25.00 per crewmember per hour is required to be paid in advance.

Street Banner and Hardware Standards

Street banners must be constructed of a material that can withstand the normal and reasonably expected forces of nature for the period of time they are displayed. Street banners must meet the dimensional standards necessary to fit any existing banner brackets located on street poles. For street poles not containing existing brackets, banners must not exceed an overall length of ninety-six inches (96") and a width of thirty inches (30"). Any hardware installed on street poles to hold banners must be approved in advance by the City Traffic Engineer or designee. All street banners and hardware shall be installed such that the top of the street banner is at least eighteen feet (18') above the ground. If a street banner hangs over the traffic way, the top of the banner must be at least twenty-two feet (22') above the ground.

Duration of Display

Street banners may be permitted to remain in place for the following time periods:

- Street banners promoting a special event or other cultural or recreational activities: Permitted to be in place for a period of at least seven (7) days but not more than thirty (30) days.
- Street banners promoting community or neighborhood identity: permitted to be in place for a period of up to one (1) year, unless extended for an additional time period upon prior written approval of the City, subject to durability of banner materials. The City may require that such street banners be removed if torn, damaged, faded or otherwise not maintained in compliance with this policy.
- Street banners identifying cultural or recreational attractions located on public property: permitted to be in place for a period of up to one (1) year, or for the term of any applicable lease to use the public property where attraction is located. The City may require that such street banners be removed if torn, damaged, faded or otherwise not maintained in compliance with this policy.

The City may consider extensions of the time periods set forth above if no other eligible applicants have requested the use of the street poles.

Insurance

The applicant shall maintain occurrence version commercial general insurance with companies acceptable to the City of Knoxville for injuries to persons or damages to property which may arise from or in connection with the use of City property with a limit of not less than \$1,000,000.00 each occurrence for bodily injury, personal injury, and property damage. This insurance shall contain or be endorsed to contain a provision that includes the City, its officials, officers, and employees as insured with respect to the use of City property. The coverage shall contain no special limitations on the scope of its protection afforded to the above listed insured. For any claims related to the use of City property by the applicant, the organization's insurance coverage shall be primary insurance as respects the City, its officers, officials, and employees. Any insurance or self-insurance programs covering the City, its officials, officers, and employees shall be in excess of the organization's insurance and shall not contribute with it. Prior to the event, evidence of the above insurance shall be provided to

the City on a standard ACORD form 25-S, providing not less than 30 days' notice of cancellation or material alteration.

Banner Specifications and Procedures

- All banners must be two-sided, with text and/or graphics appearing on both sides.
- Unauthorized banners will be removed immediately upon notice by the Office of Special Events, and the costs of removal shall be charged to the banner owner, or other party installing or causing the installation of such unauthorized banner(s).
- Applicant will be charged for any and all damage incurred as a result of making attachments to City property. The City will not be responsible for any damage to applicant's attachments or banners as a result of maintenance operations or for damage resulting from any other cause.
- Banners that are torn, damaged, or faded shall be removed immediately following the notification to the applicant by the City of such a condition. The owners of the banners will be notified as soon as practical following any removal by the City.
- The City of Knoxville will not be responsible for any damages sustained to the banner(s) due to acts of nature or any other cause.



CITY OF KNOXVILLE SPECIAL EVENTS

Crisis Management Emergency Plan

**This Form is to be submitted and approved 45 days in advance of the event unless exception is approved by the City of Knoxville.
Contact the City of Knoxville Special Events Office if you need assistance.**

This Crisis Management Emergency Plan is designed to provide guidelines for a practical communications system that is adaptable for most crisis situations. It is a working document that emphasizes processes required to manage an incident. The objective of this Crisis Management Emergency Plan is to create a coordinated and effective approach to a crisis situation, utilizing the best resources possible, and when practical, allow normal business to continue with minimal interruption. Proactive crisis management planning will increase the likelihood that your special event can survive whatever crisis may occur without long term or significant damage. With proactive preparation you have the greatest chance to weather any crisis.

A comprehensive Crisis Management Emergency Plan is based on the following key principles:

- Timely and accurate threat assessment to assist in balanced judgment
- Coordinated response
- Clearly defined roles and responsibilities
- Reliable communications and reporting procedures
- Preplanned administrative support
- Managing a potential atmosphere of speculation and rumor

It is also recognized that no one plan can prepare for all emergencies.

It is important to be as prepared as possible when an emergency arises at your event. A well thought out Emergency Response Plan is one of the cornerstones of an effective safety program—we owe this to every one of our guests and fellow citizens.

All personnel should stay attentive to hazards, guests who may need assistance, and unsafe actions. Report anything unusual or suspicious to proper personnel.

See Something, Say Something

Pre-Event Briefing – Event Organizers will conduct a briefing just prior to the event with staff and volunteers, along with representatives from City agencies (Police, Fire, Special Event, Public Service), to be sure everyone is aware of the details plans. They will also review policies, clarify roles and responsibilities, confirm communications procedures, and discuss last minute updates. Various types of emergencies will be discussed along with actions to taken if they occur. Examples of emergencies include, but are not limited to:

Severe Weather, Fire, Active Hostile Attack, Missing Person, Medical Emergency,
Communication of a potential Threat of Violence



CITY OF KNOXVILLE SPECIAL EVENTS
Crisis Management Emergency Plan

Name of Event

Date of Event

Time of Setup

Event Start Time

Event End Time

Organizer On Site During Event Contact Info (Must List 2)

Name / Cell Number

Name / Cell Number

Anticipated attendance number

Location of Required Road Closures

Pre Event Briefing Location and Time

Location of Information Booth/CP

Means of Internal Communication

Means of Public Address

Means of monitoring weather / emergency alerts

Items Attached?:

Site Map YES ___ NO ___

Evacuation Plan YES ___ NO ___

Emergency Message YES ___ NO ___

Known Threats or Controversy

Known Hazards

Lost or missing persons plan

Alcohol Served? # of locations

Food Served? # of locations

Current KPD Point of Contact

Current KFD Point of Contact

Additional information: (attach pages as necessary)

Knoxville Police Department Approval: _____ **Date:** _____

Comments:

Knoxville Fire Department Approval: _____ **Date:** _____

Comments:



CITY OF KNOXVILLE SPECIAL EVENTS

Crisis Management Emergency Plan

Attach to these forms a Site Plan / Event Map: A universal map for the entire event footprint developed for all attendees and event staff (including public safety personnel) to allow for the rapid identification of event-specific facilities and other locations in an emergency. Include evacuation routes and gathering locations.

Evacuation Plan: Emergencies occur when we least expect them and often people must be moved to shelter for their protection. While City officials may make recommendations, it is the responsibility of the Event Organizers to identify and arrange these evacuation locations. It cannot be assumed that business will be open for shelter. Therefore, the Event Organizers must make contact with these establishments to confirm their availability as a shelter.

If transportation will be needed to move attendees from the event site to shelter locations, the organizers are responsible for making these arrangements and having vehicles readily available.

Evacuation Location: _____

Contact Person: _____

Second Evacuation Location: _____

Contact Person: _____

Script for Emergency Procedures and Evacuation

The organizer must establish a means of a 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. This pre-approved message will include information on emergency and evacuation procedures.

If the attendees of the event will all arrive at the same time, this message need only be announced once at the beginning of the event. If the event is open, where attendees will be coming and going, the message must be played once an hour.

Message:

Example of Emergency Action Script: *Attention - In the event of an emergency on site requiring an evacuation, please seek shelter in the Market Square Parking Garage located on Wall Avenue. Please use all available entrances, watch for vehicular traffic, and follow any instructions once you have entered the building. Please stay in that location until the warning has been lifted and you receive further direction. -*

Fire Inspection Scheduling Information Sheet

Phone: (865) 215-2283 Fax: (865) 215-4249

Email: KFDinspector@knoxvilletn.gov

Fire Marshal's Office • City County Building, 400 West Main Street, Suite 539 • Knoxville, TN 37902

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. This form **must be submitted to the City of Knoxville Fire Marshals' Office via fax or email 30 days prior to the event.** Inspection Fee is \$120.00 for safety inspections. If the inspection exceeds (4) four hours, the rate will be \$30.00 per hour.

Without a Fire Inspection, cooking, grilling and/or tent setups will not be allowed on City Property.

Event Information

Event: _____

Event Date: _____ Estimated Attendance: _____

Event Location: _____ Event will begin at: _____

Event Setup will **begin** at (date(s)/time): _____

Event Setup will be **complete** by (date(s)/time): _____

DESCRIBE THE GRILLING, COOKING OR TENT TO BE SET UP ONSITE

Tent Sizes & Quantities (include all tent types and sizes: pop-up canopies, frame tents, etc.):

Tent Provider(s): _____

Date of Tent Setup: _____ Date of Tent Teardown: _____

Tents larger than 400 square feet may require a permit from the Building Inspections Department. All tents must be weighted (no stakes allowed) at each tent pole with a concrete bucket or a water weight. The weight at each tent pole must be at least 100-pounds for small tents and at least 275-pounds for large tents. All tents must be flame-retardant and no tents are allowed to remain on City Property overnight without a waiver from the Office of Special Events. **Any person setting up a tent on City Property without the appropriate permit will be cited and the tent may be removed at the expense of the person setting up the tent.**

Total # of food vendors: _____. Total # of grills (propane only): _____. Total # of deep fryers: _____.

Total # of propane cooking stations: _____. Total # of food service trucks: _____.

Other cooking information: _____

Event Contact(s) & Billing Information

Business name: _____ Contact: _____

Phone: _____ Cell: _____ Fax: _____

Address: _____ State _____ ZIP _____

Email: _____ Event Website: _____

For City of Knoxville Fire Marshall's Office Use Only

Date/Time Inspection scheduled: _____

Name of Inspector: _____

Client Invoiced for Inspector's Service: _____



City of Knoxville Special Noise Permit Request

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

General Information

Event: _____ Event Date: _____

Contact: _____ Phone: _____ Fax: _____

Address: _____

Email: _____ Time of Event**: _____

**Noise Permits are only valid on a Friday, Saturday or Nationally recognized holiday, 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.

Sponsors of Event: _____

Fee: \$50.00 Non-refundable fee; payable to: **City of Knoxville**

Set-Up Information

Date and Time of Set-Up: _____ Date and Time of Tear-Down: _____

Location (including address): _____

Street Closings/Times (permit required): _____

Sound Equipment (list equipment you are using): _____

***It is recommended that you notify businesses and residents in the requested permit area.**

****If setting up on a sidewalk, equipment cannot impede the pedestrian right-of-way.**



City of Knoxville Parade Request Form

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 Form and Parade Request Form must be filed with the Office of Special Events prior to the event. Insurance is required for any event on City of Knoxville property.**

****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.**

Permit Requested by: _____ Date _____

Event: _____

Proposed Event Date: _____ Sponsoring Organization: _____

Main Contact: _____ Email: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Relationship to Organization: _____

Second Contact: _____ Email: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Relationship to Organization: _____

Will these individuals be present at the event and be in charge? _____

Proposed Date: _____ Start Time: _____ Finish Time: _____

Type of Event

Parade: _____ Demonstration: _____ Other: _____

****If your event is a fundraising walk, bicycle event or a run please fill out the Road Race Form rather than this form**

Description: _____

Does your organization have insurance for this event? Yes: _____ No: _____

Can the insurance be endorsed to add the City of Knoxville as an insured for this event? _____

Location of Event: Clearly state what part(s) of event will be conducted on sidewalks or in traffic lanes. Also, state whether parade will occupy all or a portion of streets.

Time of Assembly of Participants, Parade Units, etc.:

Parade Route: _____

Have you prepared a traffic control plan for the above-described route? Yes _____ No _____

If yes, attach a copy to this request. Include location of assembly area and proposed interval between parade units. If your event includes vehicles or animals, describe the minimum and maximum speeds and the minimum and maximum intervals of space to be maintained between units.

If the event is to occur at night, on an attached sheet describe how you are going to light the event area(s) in order to increase the safety of participants and spectators coming to and leaving the event.

Describe how you intend to mitigate the impact of this event on businesses, churches, neighbors, motorists, mass transit users and others. (Attach additional sheet if necessary).

Expected Number of Participants: _____ Bands: _____ Floats: _____

Motorized Units: _____ Mounted Units: _____ Pedestrian Units: _____ Animals: _____

Others: _____

***Horses are NOT allowed unless already approved by the City of Knoxville Office of Special Events**

Is your organization requesting permission to use any City Property other than streets and sidewalks (e.g. places for refreshment stands). _____

Please attach a draft of the entry form/release for participants.

List all city services requested: _____

If your organization is requesting permission to use streets on the University of Tennessee campus, approval must be obtained from the UT Police Department and attached to this request.

**My signature below indicates my understanding that as the applicant I am responsible for the conduct of the parade and for compliance with all applicable laws and ordinances. I further understand that failure to comply with applicable laws and ordinances or deviation from approved plans constitutes grounds for cancelation of the event.*

Applicant's Signature: _____

Parking Meter Bagging & Special Event Parking Permit

This Traffic Engineering permit is used to block off or reserve a parking spot for construction, moving, special events, etc.

The permit is available on the Traffic Engineering web page.

[Download the Parking Meter Bagging & Special Event Parking Permit](#)
[\[PDF\]](#)



City of Knoxville Road Race Request Form

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 Form and Road Race Request Form must be filed with the Office of Special Events at least 45 days prior to the event. Insurance is required for any event on City of Knoxville property.*
 - *All service requests must be received two weeks before event date. If event needs are not submitted by the two-week deadline the city will NOT be able to assist with your event.*
 - *Any walk or run that takes place in or that crosses a city street requires a certified City of Knoxville Police Officer on site*
-

Permit Requested by: _____ Date: _____

Event: _____

Proposed Event Date: _____ Sponsoring Organization: _____

Main Contact: _____ Email: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Relationship to Organization: _____

Second Contact: _____ Email: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Relationship to Organization: _____

Will these individuals be present at the event and be in charge? _____

Proposed Start Time: _____ Finish Time: _____

Type of Event

Road Race: _____ Run: _____ Walkathon: _____ Other: _____

Description: _____

Expected Number of Participants: _____

Location of Event: Where will the start & finish line be?

Start: _____

Finish: _____

Will you be requesting closure of a road for the start/finish line? _____

Race Route: _____

Have you prepared a traffic control plan for the above-described route? Yes _____ No _____

If yes, attach a copy to this request. Include location of assembly area and proposed interval between units/divisions. If your event includes vehicles or animals, describe the minimum and maximum speeds and the minimum and maximum intervals of space to be maintained between units.

If the event is to occur at night, on an attached sheet describe how you are going to light the event area(s) in order to increase the safety of participants and spectators coming to and leaving the event.

Describe how you intend to mitigate the impact of this event on businesses, churches, neighbors, motorists, mass transit users and others. (Attach additional sheet if necessary).

Is your organization requesting permission to use any City property other than streets and sidewalks (e.g. places for refreshment stands)? _____

Please attach a draft of the entry form/release for participants, which must include a release for the City of Knoxville.

List all city services requested: _____

**My signature below indicates my knowledge that I as the event organizer am responsible for the following:*

- You ***must*** have insurance for your event, in amounts specified by the City of Knoxville Risk Management Division, with the City of Knoxville listed as an additional insured, in place no later than 5 business days prior to the event.
- If your organization wishes to use private property or streets on the University of Tennessee campus, approval must be obtained from property owner and, for UT streets, the UT Police Department. A copy of the approval must be attached to this request.
- It is the responsibility of the event organizer to obtain approval of all necessary road closures and to procure all necessary City services.

Applicant's Signature: _____



City of Knoxville Sound System Application For Market Square

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

- 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 \$500/day.
- Sound System Application must be submitted with the Special Events Application to the Office of Special Events at least **45 days** prior to the event along.

Event: _____ Event Date: _____

Time of Event: _____

Event Contact: _____ Email: _____

Phone: _____ Cell: _____ Fax: _____

What do you need the sound system for:

Band/Live music DJ Music Press Conference Other _____

Set-Up Information:

When will you need the sound Set-Up: _____ When will you be finished with the sound: _____

If you will have a band at your event:

Band Contact Name _____

Band Contact Phone: _____

A stage plot for the band is required. Please forward the stage plot to efrank@knoxvilletn.gov at least 2 weeks before the event.

What time will the band be doing sound check? _____

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



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: _____

***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

Temporary Traffic Control Permit

For an event that requires a road closure, the event coordinator must secure a Temporary Traffic Control Permit through the City of Knoxville Engineering Department (865-215-6109), which may charge an additional fee for preparation of a traffic control plan.

The Office of Special Events must be given notice of the application for a Temporary Traffic Control Permit. Every city road closure requires a uniformed Knoxville Police Officer on site, at a cost of \$30.00/hour with a 4 hour minimum.

The permit is available on the Civil Engineering Permits web page.

[Download the Temporary Traffic Control Permit \[PDF\]](#)