



# City of Goodlettsville Special Event Application

Any person or organization desiring to conduct a special event affecting the ordinary use of City streets, right-of-ways, sidewalk, or other infrastructure must apply for a permit authorizing the activity. **The application must be received at City Hall at least thirty (30) days before the scheduled special event and must be approved by the City Manager.** Please refer to Ordinance 17-911.

## Applicant Information

Applicant/Event Representative Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Day \_\_\_\_\_ Cell \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_ Event Website: \_\_\_\_\_

Event On-site Coordinator \_\_\_\_\_ Cell \_\_\_\_\_

Tax Exempt Number \_\_\_\_\_ (Attach certificate)

## Event Operations

Type of Event *Mark with an X*

Athletic Event	<input type="checkbox"/>	Block Party	<input type="checkbox"/>	Car Show	<input type="checkbox"/>	Carnival	<input type="checkbox"/>	Concert	<input type="checkbox"/>
Fair	<input type="checkbox"/>	Festival	<input type="checkbox"/>	Foot Race	<input type="checkbox"/>	Parade	<input type="checkbox"/>	Other	<input type="checkbox"/>

Explain the specific area within the City of Goodlettsville that you want to host the event. Attach a site and parking plan.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Official Name of the Event \_\_\_\_\_

Purpose of the Event \_\_\_\_\_

Event Date	Beginning Date		End Date	
Event Hours	Start Time		End Time	
Event Set Up	Date		Start Time	
Event Break Down	Date		Time of Completion	
Anticipated Attendance	Maximum # per day			

## Event Components

Please check all items below that apply to your event and include any additional details in the space provided.

Amplified Sound (PA System)	<input type="checkbox"/>	Water Access Request	<input type="checkbox"/>	Road Closure Request	<input type="checkbox"/>
Grill (Charcoal, Propane, Other)	<input type="checkbox"/>	Displays or Exhibits	<input type="checkbox"/>	Providing Food and Drink at no cost	<input type="checkbox"/>
Fundraising Event	<input type="checkbox"/>	Tents Erected	<input type="checkbox"/>	Carnival Rides	<input type="checkbox"/>
Inflatable or Bounce Attraction	<input type="checkbox"/>	Vehicles Used During Event	<input type="checkbox"/>	Security	<input type="checkbox"/>
Admission Fee to Enter Area	<input type="checkbox"/>	Entry Fee to Participate	<input type="checkbox"/>	Number of additional trashcans required	<input type="checkbox"/>
Food Sales	<input type="checkbox"/>	Merchandise Sales	<input type="checkbox"/>	Alcohol or Beer available	<input type="checkbox"/>
Temporary Electricity Request Req.   amps___circuits___	<input type="checkbox"/>	Portable Restrooms	<input type="checkbox"/>	Certificate of Insurance	<input type="checkbox"/>
Generator Use	<input type="checkbox"/>	Stage Erected	<input type="checkbox"/>	Fencing/Barricades	<input type="checkbox"/>

Other Event Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Street Closures

If the event requires City streets to be closed, what streets? \_\_\_\_\_

\_\_\_\_\_

How will you notify the public about street closures? \_\_\_\_\_

\_\_\_\_\_

Applicant is responsible for providing all barricades and traffic warning devices for street closures as deemed necessary and acceptable to the City.

## Promotion Information

Is there advertising or media promotion planned for this event? *Provide details below*

\_\_\_\_\_

\_\_\_\_\_

## Rain/Cancellation Policy

Explain your rain or cancellation policy \_\_\_\_\_

\_\_\_\_\_

## Agreement

1. Signing this Special Event Permit Application verifies that you have read and understand all terms and conditions from Section 2 of this application. Please initial items 1-6, sign and date the application below.

INITIAL HERE \_\_\_\_\_

2. The discovery of false or misleading information regarding the applicant or the described event activities on this application will result in the rejection of the application, revocation of approval of use of City property and/or denial of future request to access City property. INITIAL HERE \_\_\_\_\_
3. If requesting to use a park facility, please note that there is a no staking policy enforced in some areas of Moss-Wright Park. The only tents permitted at these specific areas will be pop-up tents that are secured with surface ballasts or tents that do not require staking. Violation of this policy will result in civil action to recoup any damages to the grounds and/or irrigation system. INITIAL HERE \_\_\_\_\_
4. Permits will not be granted to any vendor with a past due balance to the City of Goodlettsville. Past due balances must be paid in full, without exception, before new applications will be accepted. INITIAL HERE \_\_\_\_\_
5. Some events may require Security and/or Traffic Control. This must be scheduled through, or approved by, the Goodlettsville Police Department. INITIAL HERE \_\_\_\_\_
6. Some events may require Emergency Medical Services. This must be scheduled through, or approved by, the Goodlettsville Fire Department. INITIAL HERE \_\_\_\_\_

Hold Harmless Clause: Applicant/Event Producer shall save and hold harmless the City of Goodlettsville from and against all liability, claims and demands on account of personal injuries (including without limitation to the foregoing worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be caused, by the negligence of the permit holder or the City of Goodlettsville; or by any agents or employees of any of the foregoing; or by accident; or otherwise.

The undersigned agrees to the terms of this agreement as outlined by the City of Goodlettsville.

The applicant ensures compliance with the following:

- The observance of all applicable laws and ordinances;
- Any stipulations or restrictions of the permit;
- The applicant assumes any and all liabilities that may arise by the street closing and the related activity;
- Barricades must be removed immediately after any event is over to ensure that city streets and right-of-ways are re-opened as soon as possible.

Permit applied for and all terms and stipulations agreed to by:

\_\_\_\_\_  
Signature of the agent duly authorized by the event to bind it

\_\_\_\_\_  
Date

## Section 2 – Instructions, terms, and conditions for Park Use

**Please keep pages 4-6 for your records. They do not need to be returned with the event application.**

1. The Special Event Application should be completed and submitted to Goodlettsville City Hall no less than 30 days prior to the requested event date. Completed Permit Application should be submitted to:  
  

Goodlettsville City Hall	
Allison Baker	Fax: 615.851.2234
105 South Main Street	
Goodlettsville, TN 37072	Email: <a href="mailto:abaker@goodlettsville.gov">abaker@goodlettsville.gov</a>
2. Applications are accepted one calendar year prior to the event request date. The City of Goodlettsville has first priority in scheduling events in all parks and/or facilities. All dates are reserved on a first come, first served basis. Some dates requested may not be able to be confirmed until tournament schedule dates are available from the local athletic leagues. Event dates are not confirmed until an event application and the permit application fee of \$150.00 has been received and approved.
3. Once an application is received, a meeting with the event organizer will be scheduled in order to review the application and discuss the event details. Once the review is complete, the City Recorder will determine any additional requirements necessary for the event. If approved, appropriate fees will be assessed. All fees must be paid within ten business days after approval. All fees are fully refundable if you notify the City of Goodlettsville that the event is canceled 30 days prior to the proposed event date. No permit will be issued until all necessary agreements and requirements are met and all fees paid.
4. Permits for fundraising events may only be requested by persons or organizations that hold a permit from the Tennessee Charitable Solicitations Board, bona fide educational institutions, religious organizations who have a 501(c)3 status with the IRS and/or announced political candidates for public office. Proof of status must be provided when requested.
5. A site plan of your event must be included with your application identifying the location of stages, vendor booths, portable toilets, registration area, dumpsters, fencing, barricades, parking plan etc.
6. For runs and walks, a site plan outlining your route must be submitted along with your Special Event Application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before a Special Event Permit will be issued.
7. Every event will require a Comprehensive General Liability Insurance Policy. The policy must be in effect for the duration of the event and be issued by an insurance company licensed to do business in Tennessee, specifying public liability and property damage insurance with a single limit of not less than one million dollars (\$1,000,000), naming the City of Goodlettsville as additionally insured. If food or beverages are to be served, a product liability coverage must also be included with a minimum of \$1,000,000 per occurrence. No permit will be issued until this certificate has been received. The City of Goodlettsville may require additional coverage based on the scope of the event.
8. The City of Goodlettsville prohibits the reservation of facilities by applicants that discriminate on the basis of age, color, disability, national origin, race, religion, sex, in the admission to, access to, or operation of their programs, services, or activities.
9. Any changes to the event description submitted with this application must be submitted in writing to Goodlettsville City Hall. Any aspect of the event not fully described in the Permit Application or an addendum submitted in accordance with this paragraph will not be covered by the permit or allowed in City facilities.
10. All events held on park property must fit within the following guidelines:
  - The proposed activity or use of the park must not unreasonably interfere with or detract from the general public's enjoyment of the park.
  - The proposed activity or use will not include violence, crime, or disorderly conduct.
  - The proposed activity or use will not entail extraordinary or burdensome expense or police operation of the city.

11. All special events to be held requesting permission to have amplified music will be considered on a case by case basis. Each will be limited to performance times approved within this permit and will be monitored by City staff to assure proper sound levels. The staff member shall have the right to request a lowering of sound levels, or to stop the performance if deemed absolutely necessary and in the best interest of the City and the immediate neighborhood.
12. Depending on the duration of the event and the availability of public restrooms, portable chemical toilets may be needed to accommodate participants. The City of Goodlettsville recommends one (1) toilet for every 350 people. In addition, one (1) ADA-accessible toilet must be provided for every 500 expected guests/participants. The figure is based upon the maximum number at the event's peak time. The total number of toilets will be determined on a case-by-case basis.
13. Prior to, but not earlier than six hours before each event, the permit holder must perform a site inspection of all facilities to be used and must report in writing, the presence of any damage or trash on the premises. All damage evident or trash remaining on the premises after the event, and not previously and specifically reported to City staff as required in the previous sentence will be considered to have resulted from the event and must be rectified at the sole expense of the permit holder. Larger events may require that a representative of the City inspect the facilities with the event organizer. This will be determined by the City Manager.
14. It is the permit holder's responsibility to return the event space to the condition it was in prior to the permitted event or pay fees related to returning property to condition prior to event. Permit holders are responsible for ALL clean up after each event. The City of Goodlettsville reserves the right to require any permit holder of events where we determine an anticipated attendance of 1,000 or more, to post a \$500-\$5000 deposit, depending on the size of the event. The posting of a deposit does not relieve the Event permit holder from the responsibility for performing all clean up and repairs, which, in the judgment of the City of Goodlettsville, the permit holder has failed to perform. Cleanup and repair cost shall accrue at the rate of \$75 per man-hour. If cleanup or repair takes place on a holiday, the cost shall accrue at the rate of \$100 per man-hour. These rates do not include any additional cost of cleaning supplies, basic landscaping materials, and the like. The permit holder's deposit will be applied to cleanup and repair costs accruing under this paragraph. In addition, the permit holder agrees to reimburse the City of Goodlettsville for cleanup, repair, and material costs accruing under this paragraph that exceed deposit amount. The unused portion of a deposit, if any, will be refunded to the permit holder.
15. The City of Goodlettsville reserves the right to require permit holders to provide, at their expense, as many off-duty Police Officers as the department deems necessary to ensure the safety of the public and City facilities. Arrangements for Police can be made by calling 615-859-3405.
16. The Fire Department must review and approve your plans for first aid and/or emergency medical services; and your route for emergency vehicle access. The Fire Marshal's office must review, inspect, and approve: parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables and enclosures; and the use of tents, canopies, or any fabric shelters. The Fire Marshal may require a permit and inspection at the cost of the event organizer before and/or during the event.
17. Providing for electrical needs has certain limitations depending on the area the event is held. If the area used for the event does not have adequate electrical outlets, the event organizer must provide their own power through the use of generators. City personnel will not correct or modify vendor equipment. The compatibility of the vendor's equipment to operate on City provided GFCI systems is the responsibility of the vendor. No non-City personnel will be allowed to make any connection or modification to City-provided electrical services.
18. Permit holders must adhere to all ordinances, rules and regulations of the City of Goodlettsville. Applicants must obtain all necessary permits before a permit is issued. Examples of other necessary permits include: tent permit, sound variance permit, vendor permit, and any applicable Health Department permits.
19. A separate Beer Permit application must be submitted to the City and approved. Submittal (or approval) of a special event permit which mentions beer is not a submittal (or approval) of a beer permit application.
20. The event must be approved before marketing or promotion of the event occurs. Acceptance of the Special Event Application does not guarantee the date, location, or automatic approval of the event. All signage, advertising, publicity, exhibits or displays to be used must have prior approval of the City Recorder.

21. All Events must end no later than 10:00pm.
22. Appropriate City staff must be provided access to event upon request in order to monitor event activities and ensure compliance with ordinances, rules, and regulations.
23. The City of Goodlettsville has the authority to revoke a permit upon finding a violation of any rules or ordinances or upon good cause shown.
24. In the event of noncompliance with any of these terms and conditions, the City of Goodlettsville may, in its sole discretion, ban any event sponsor or professional event organizer, promoter, or the like from further sponsorship or promotion of any event in the City of Goodlettsville.
25. Vendors operating food trucks must have a current City of Goodlettsville Food Vendor Permit.
26. By submitting a Permit Application, the event organizer agrees to the following additional terms:
  - a. The event organizer will indemnify and hold harmless the City of Goodlettsville from any and all claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the organization's use of City facilities and areas described in the Permit Application and any claims, damages, costs and attorney fees arising from any failure of the organization, its officers, employees, and agents to observe applicable laws, ordinances, rules and regulations;
  - b. The event organizer assumes all risk and responsibility for any dangerous or defective conditions on the grounds of City facilities, whether known or unknown;
  - c. The event organizer agrees to restore Facilities to the same condition as prior to the event;
  - d. This document sets for the entire agreement of the Parties;
  - e. The individual executing this document on behalf of the event organizer affirms that he/she is authorized to do so.