



Application Date

___/___/___

Downtown Gazebo-Parking-Special Event/ Permit Application

Filed By: _____ Phone Number: _____
Name

On Behalf Of: _____
Name of Organization Sponsoring Event

Street City State Zip

Email address

Contact Person Responsible on-site for Special Event:

Name Cell Phone Number: _____

Street City State Zip

Purpose of Event: _____

Estimated Number of Participants/Attendees: _____

Type(s) of Event: (If none, so state) _____

Date of Event: ___/___/___ Time of Event: From ___ am/pm to ___ am/pm

Do you need to close the parking lot for any reason; if yes explain why: _____

Do you need Electricity? Yes___ No___

Do need any Temporary Restroom's? Yes___ No___

Do you have any other special request? _____

Do you need to close Bruce Street for any reason? Yes___ No___ If yes, the request will then be forwarded to the Traffic Committee for review and consideration. Please complete the:

Parade-Special Event Permit on the following page and read the **Duties of Parade/Event Permittee**

___ Approved Date ___/___/___ Director of Parks and Recreation _____

___ Forwarded to Traffic Committee



City of Sevierville T e n n e s s e e

Application Date

___/___/___

Special Event/Parade Permit Application

Filed By: _____ Phone Number: _____
Name

On Behalf Of: _____
Name of Organization Sponsoring Event

Street City State Zip

Email address

Contact Person Responsible on-site for Special Event:

Name Cell Phone Number: _____

Street City State Zip

Purpose of Event: _____

Estimated Number of Participants/Attendees: _____

Type(s) of Vehicles: (If none, so state) _____

Date of Event: ___/___/___ Time of Event: From _____ am/pm to _____ am/pm

Assembly Location: _____

Dispersal Location: _____

Time Event/Parade will start to assemble: _____ am/pm

Route to be taken or road/lane to be closed (please attach map if necessary): _____

<input type="checkbox"/> Approved	_____	Date	___/___/___
<input type="checkbox"/> Denied	_____	Chief of Police	
Traffic Committee Item Number	_____	Date	___/___/___

City of Sevierville

Duties of Parade/Special Event Permittee

(As per Municipal Code Title 16, Chapter 3)

Application using the City's Parade/Special Event Application Form:

- Filed not less than 45 days and not more than 180 days prior to the event
- Application must include:
 - The name, address, and telephone number of the person seeking to conduct a parade/special event or of the organization and its responsible leadership.
 - The name, address, and telephone number of the person who will be the parade/special event chairman and who will be responsible for its conduct.
 - The date when the parade/special event is to be conducted.
 - The selected city designated route or portions of those routes to be approved based on the number of entries and requested time of the parade/special event, the starting point, and the termination point.
 - The approximate number of persons who and animals which, will constitute such parade/special event; the type of animal and description of the vehicles.
 - The hours when the parade/special event will begin and end (No earlier than 7:00 a.m. and no later than 12:00 midnight prevailing time.).
 - A statement as to whether the parade/special event will occupy all or only a portion of the width of the streets proposed to be traversed.
 - A traffic control plan for any lane or road closures based on the current Manual on Uniform Traffic Control Devices (MUTCD), Part 6.
 - The location by streets of any assembly area(s).
 - The time at which units of the parade will begin to assemble at any assembly area(s).
 - The interval of space to be maintained between units of the parade/special event.
 - If the parade/special event is to be held on behalf of any person other than the applicant, the written authorization of that person must be made in writing.
 - Whether the applicant has ever been convicted for the violation of the city parade/special event ordinance of the City of Sevierville.
 - Applicant must post in advance a two hundred fifty (\$250.00) cash bond to cover the reasonable expenses incurred in the clean up efforts after the parade.

Duties of Permittee:

- Comply with all permit application information, permit directions and conditions, and with all applicable laws and chapters.
- Advise all parade/special event participants of such permit requirements.
- The parade/special event chairman or other person heading or leading such activity shall carry the parade permit upon his person during the parade/special event.
- Clean up after all animals immediately during and after the parade/special event.
- The applicant shall assure the City that neither the parade/special event nor the assembly point will interfere with or unreasonably obstruct the response capabilities of the fire fighting equipment and other emergency response vehicles.

- Approval of parade permit does not give the permittee authority to use the City logo or any likeness thereof to indicate implied City sponsorship of such event.
- Unless by special arrangement, permittee shall supply and provide all traffic control devices as well as staffing to place such devices in accordance to the developed traffic control plan as per the current version of the MUTCD, Part 6. Field adjustments to the plan may be necessary by City staff. These changes must be made in a timely manner.
- Traffic control shall include (but not limited to) the following:
 - Proper signage in accordance to MUTCD, Part 6.
 - Cones to separate traffic from parade/special event participants placed at a minimum of 40 foot intervals (every skip line).
 - Arrow board for lane closure placed in accordance to MUTCD, Part 6.
 - Type III Barricades with Road Closed sign if closing a street.
 - Volunteers/staff to man each non-critical intersection as defined by Sevierville Police Department (Police will man each critical intersection).
 - Personnel to place and remove traffic control devices.
- Provide certificates of insurance to Chief of Police within three weeks prior to the event with the following:
 - Permittee shall hold liability insurance to the current standards set forth by City Administrator or designee for Commercial General Liability, Business Automobile Liability, and Worker's Compensation and Employers' Liability Insurance if applicable. (call Jamie Tyler, Risk Manager, 865-453-5504).
 - The City of Sevierville, its Board of Mayor and Aldermen, officers, employees, agents, representatives, boards, commissions, committees, and volunteers are to be covered as additional insured respecting: liability arising out of activities performed by or on behalf of the Permittee. The coverage shall contain no special limitations on the scope of protection afforded to the City.
 - Permittee shall furnish the Chief of Police with certificates of insurance with original endorsements affecting coverage required. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Chief of Police within three (3) weeks prior to the event.

Revocation, Violations and Fines:

- Parade/Special Event Permit may be revoked for the following:
 - If the parade/special event traffic control plan is not placed according to plans and MUTCD and/or if the permittee does not have the approved amount of volunteers/staff to execute the plan.
 - Applicant materially misrepresented facts or information in the application.
 - Applicant failed to meet the standards for issuance set forth herein.
 - A public emergency arises requiring such revocation to protect the safety of persons or property.
 - Disorderly conduct, riots, lawless activity, violence, or other breach of the peace, incited by parade participants, occurs.
- The following offenses are violations of Parade Ordinance:
 - Parade or participate in a parade on the streets of the City without first having obtained a permit as required by the Parade Ordinance.
 - Failure to comply with all directions and conditions of the parade permit.
- Upon conviction, offender may be fined fifty dollars (\$50.00) for each violation.