



City of Sevierville  
**Special Events Application**

Host Individual/Organization:	Phone:	
Address:	City:	State:
Email Address:	Zip:	

Event Name: \_\_\_\_\_  
Event Coordinator: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
On-site Contact:  
(if different from  
Coordinator) \_\_\_\_\_

**Event Dates**

Set-up Dates: \_\_\_\_\_  
Set-up Hours: \_\_\_\_\_  
Event Start Date: \_\_\_\_\_  
Event End Date: \_\_\_\_\_  
Event Operating Hours: \_\_\_\_\_  
Load Out Dates: \_\_\_\_\_  
Load Out Hours: \_\_\_\_\_

**Event Summary**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Location**

Public Property                       Street                       Private Property

**Event Type**

Fixed Location                       Route

If Public Property:

- City Park
- JB Waters Park
- Northview Park
- McMahan Addition Park
- Cemetery Park
- Greenways
- Municipal Complex
- Downtown Gazebo

Please describe below:

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Will you need any type of electricity?

Yes  No

If yes, describe: \_\_\_\_\_

If Private Property:

Property Address: \_\_\_\_\_  
Property Owner: \_\_\_\_\_  
Property Contact: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_

If Street:

Road Closure Street: \_\_\_\_\_  
Road Closure Times: \_\_\_\_\_  
Between what two  
street locations: \_\_\_\_\_  
Other Information: \_\_\_\_\_  
Purpose: \_\_\_\_\_

Will you need any type of electricity?

Yes  No

If yes, describe: \_\_\_\_\_

Will this event feature entertainment?

- Live Music
- DJ
- Radio/CD

- Performers
- Dancing
- Amplified Sound
- Stage

Will you serve alcohol at this event?

Yes  No

- Beer
- Wine
- Moonshine
- Liquor

Will you serve food or beverages at this event?

Yes  No

- Food
- Beverages
- On-site cooking
- Other goods (describe below):

Is this event a sports competition or race?

Yes  No

- Baseball/Softball
- Tennis
- Basketball
- Volleyball
- Race (Timed Event)
- Run (Non-timed Event)
- Walk
- Bicycling

Will there be inflatable devices at this event?

Yes  No

Device Type	Vendor

### Other Event Components

- Parade  Ride
- Fireworks
- Bonfire
- Drones (Requires FAA certifications)
- Special Display/Exhibit (describe):

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## Event Set-up

### Banners

Event banners or special signage may not exceed 32 square feet for each vendor.

\_\_\_\_\_ # of banners Please provide the size(s) of the banner(s):

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### Portalets on-site

Yes  No

\_\_\_\_\_ # of regular \_\_\_\_\_ # of handicap accessible

One (1) portalets for every 250 people and 20% of portalets should be handicap accessible.

### Litter & Solid Waste

How will solid waste be collected?

How will litter be removed?

Will you be contacting Keep Sevier Beautiful for a recycling trailer?  Yes  No

Will you be setting up any tents?  Yes  No

If yes, what size and how many? \_\_\_\_\_

Over 400 square feet, and/or sale and/or cooking require separate zoning permit.

Will you be implementing any parking restrictions?  Yes  No

If yes, describe: \_\_\_\_\_

### City Services

Yes  No

- Fire Department (Temporary cooking, Fire Watch, Fireworks, tent inspections)
- Traffic Control Assistance (Parades, races, detoured roads)
- Emergency Medical Services (Fire Department)
- Police Services
- Trashcans or rolling dumpsters
- Public Parking

Other (Specify):

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Is this event Co-Sponsored by the City?

Yes  No

City Contact: \_\_\_\_\_

Is this event being advertised?

Yes  No

If the event is Co-Sponsored by the City, the City Marketing Coordinator must approve all advertisement.

### Additional Information

Please list any special requests below:

Please list any additional comments below:

### Please attach the following:

(Sample Plan Provided)

- Site plan – including location, trash receptacles, accessibility, and portalets, as well as trash servicing process. If the event is proposed to be a ride, run, walk, parade event, please provide a map of the route with all required elements identified.
- Traffic control plan
- Directional sign plan – if needed, identifying location and sizes of signage that is off-premise but directing patrons to the event location.
- 501 documentation if applicable.

### Insurance Information – REQUIRED:

Prior to the issuance of a Special Events Permit, proof of insurance will be required.

You must provide an ORIGINAL CERTIFICATE OF INSURANCE showing you have purchased commercial general liability insurance that names “the City of Sevierville, its officers, employees and agents” as an additional insured. Insurance coverage must be maintained for the duration of the event. The amount of insurance coverage required will depend on the risk level of the event and will be determined by the

City's Risk Management Office. Depending on the nature of the event, additional coverage may be required.

**AFFIDAVIT**

Advanced cancellation notice required: If this event is cancelled, please call (865) 453-XXXX with this information. Otherwise, City personnel and equipment may be needlessly dispatched and approvals of your future applications may be jeopardized.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. That I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event established by the City Council and/or the City Manager or the City Manager's designee. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be insured by or on behalf of the Event by the City of Sevierville.

Name of Applicant (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_