



# TULLAHOMA

## Parks and Recreation

501 North Collins Street Tullahoma, TN 37388

Phone: 931-455-1121 Fax: 931-454-1767

Email: recreation@tullahomatan.gov

# Special Event Permit Application

For Office Use Only:

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

Staff Initial: \_\_\_\_\_

Approved

Denied

Parks and Rec Director: \_\_\_\_\_

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

Form: SE1

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

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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

Event On-Site Coordinator Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Which Park/Facility are you requesting? \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

What type of Event is being held?

- |  |  |
|--|--|
| <input type="checkbox"/> Tournament, Team Practice, League Play (See also Form: AF1) | <input type="checkbox"/> Picnic/Gathering  |
| <input type="checkbox"/> Charity Fundraiser/Benefit                                  | <input type="checkbox"/> Picnic/Gathering  |
| <input type="checkbox"/> Concert   | <input type="checkbox"/> Rally/Protest     |
| <input type="checkbox"/> Walk/Race   | <input type="checkbox"/> Wedding/Reception |
| <input type="checkbox"/> Festival  | <input type="checkbox"/> Family Reunion    |
|  | <input type="checkbox"/> Other _____       |

Event Set-Up Date/Time: \_\_\_\_\_ Event Breakdown Date/Time: \_\_\_\_\_

Anticipated Maximum Attendance: \_\_\_\_\_ Age of Participants: \_\_\_\_\_

Will your event include the following?

Will you require the following to put on your event?

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Amplified Sound
<input type="checkbox"/>	<input type="checkbox"/>	Tents
<input type="checkbox"/>	<input type="checkbox"/>	Inflatables
<input type="checkbox"/>	<input type="checkbox"/>	Staging
<input type="checkbox"/>	<input type="checkbox"/>	Admission Fee
<input type="checkbox"/>	<input type="checkbox"/>	Food/Beverage Sales
<input type="checkbox"/>	<input type="checkbox"/>	On-Site Cooking
<input type="checkbox"/>	<input type="checkbox"/>	Displays or Exhibits

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Electricity
<input type="checkbox"/>	<input type="checkbox"/>	Water Access
<input type="checkbox"/>	<input type="checkbox"/>	Lighting
<input type="checkbox"/>	<input type="checkbox"/>	Park Road/Parking Lot Closures
<input type="checkbox"/>	<input type="checkbox"/>	Extra Trash Receptacles
<input type="checkbox"/>	<input type="checkbox"/>	Park Personnel to be On-Site
<input type="checkbox"/>	<input type="checkbox"/>	Additional Restrooms
<input type="checkbox"/>	<input type="checkbox"/>	Auxillary Police Officers

- » On a separate sheet of paper please outline all specific details, including items not listed on this sheet. If the event will include elements added to park facilities, such as staging, tents, rides, booths, inflatables, etc., a certificate of insurance must be submitted upon application approval. The policy must be in force 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 Tullahoma as additionally insured to the extent of the organization's negligence. Certificate of Insurance must match Applicant name and address.
- » The discovery of false or misleading information regarding the applicant or described event activities on this application will result in the rejection of the application, revocation of approval of use of the park/facility and/or denial of future requests to access park property.

Signature of Event Applicant/Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to D.W. Wilson Community Center or fax to 931-454-1767 or email to recreation@tullahomatan.gov

Please allow adequate lead time prior to advertising the event for departmental review, processing, and planning