

Oak Ridge Recreation and Parks Department

Special Event Application

Please review all forms in this application package and submit a completed application to:

Amanda Pope

Fax: 865-425-3418 or Email: apope@oakridgetn.gov

Contact Number: (865) 425-3450

All persons making application must be at least 21 years of age and be on site for event.

****Note: Persons other than the contact listed will not be allowed to make event changes.***

Approval of an event will be granted upon receipt and review of the application and acquisition of necessary permits, licenses, certificates, inspections, and payment of appropriate fees. **It is the responsibility of the event sponsor or designee to obtain all necessary permits and pay all relevant charges and fees prior to the date of the event. Failure to comply will result in the event being cancelled. No make-up dates will be scheduled. Facilities will be returned to pre-event condition.**

If facilities are unavailable due to a previously scheduled event, the Recreation and Parks Department will help with the selection of other times or dates. **Note: Rain dates are prohibited.**

Name of Event: _____ Date(s) _____

Time(s) of Event: Start Time _____ End Time _____

Organization Name _____ Organization Contact Name _____

Address: _____ City/State: _____ Zip _____

Contact Phone # W: _____ H: _____ Cell _____

E-mail address: _____

GENERAL INFORMATION:

Profit/Non-Profit Status: _____ Estimated Number of Attendees: _____

Event Location: _____

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Brief Description of Event (including individual event activities):

Refer to Room Rental Rules for plans to use candles, table decorations, etc.)
LPG use is not allowed inside City property buildings.

SITE INFORMATION

Please check **YES** or **NO** for each of the categories listed below. Failure to do this will slow the application process and require further explanation at a later date.

Alcohol/Beer Availability Yes _____ No _____

A facility user may serve alcoholic beverages only when they are a part of the normal refreshment for an event or meeting. They must be incidental to the purpose of the event and only one phase of the total refreshments being served. In all cases, the groups using City facilities must secure permits from the State and/or City in order to serve alcoholic beverages. If beer is planned, the City, through its Legal Department, will be able to advise the applicant. If wine or liquor is planned, the State Alcoholic Beverage Commission must be consulted. These permits **must** be secured and **must** be presented to the Recreation and Parks Department **NO LATER THAN TWO WEEKS BEFORE THE EVENT**. Any time alcoholic beverages are being consumed, the applicant must secure insurance that provides liquor liability in the amount of \$1,000,000 with the City of Oak Ridge named as **an additional insured party on the policy**. **A Certificate of Insurance must be presented to the Recreation and Parks Department at least 48 hours in advance of the event.** When alcoholic beverages are being served/consumed at an event on City property, it is the responsibility of the user to furnish a commissioned security officer(s) at the sponsor's cost.

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SECURITY Yes _____ No _____

Large events of projected 100 or more people will require security.

One security officer is required for every 100 people.

Security officers must be bonded/licensed. **License proof must be presented to the Recreation and Parks Dept. one week prior to the event.**

Insurance Certificate Yes _____ No _____

Name of Carrier _____

This insurance information must be provided for any event being held on property owned or leased by the City of Oak Ridge. **The City of Oak Ridge must be listed as an Additional Insured Party on the event liability policy (minimum amount \$1,000,000.00). Certificate must be presented to the Recreation and Parks Dept. One week prior to the event.**

Trash Removal Plan Yes _____ No _____

How will the trash generated by the event be handled? Will a dumpster be moved to the site? Will additional pickups of any existing dumpster be required? Trash boxes + 1 liner each may be provided by the Recreation and Parks Dept. at a cost of **\$3.50** each.

Parking Plan Yes _____ No _____

Sponsors of large events will be required to submit a detailed parking plan that includes proposed parking locations, traffic control measures, and staffing.

Electrical Needs Plan Submitted Yes _____ No _____

Electrical Permit Yes _____ No _____

Describe the type of equipment to be used and the plan for electrical outlets. If special electrical connections are necessary, an electrical permit and inspection may be required. **Event Specific Fees will be charged.**

On site meetings are recommended. Electricity needs = Electric Department

Banner Plan Yes _____ No _____

On-Site Signs Yes _____ No _____

Will the applicant be posting or erecting temporary signs regarding the event at the site? If yes, inform the Recreation and Parks Department at time of Reservation. If yes, it is the applicant's responsibility to secure permits from the Community Development Department.

Special Event (Vendor) Business License Yes _____ No _____

Contact the City of Oak Ridge Business Office:

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CATERER Yes _____ No _____ (Indoor Events)

Person/group hosting event will be responsible for caterer/kitchen.

Caterer should be informed of policies and rental times prior to the event.

Name of Caterer _____

Contact Person _____

Person/group hosting event will be responsible for informing Caterer of set up and break down times, trash removal and use of kitchen equipment.

Kitchen must be returned to pre-event condition this includes equipment used.

Trash must be removed to the dumpster at west end of the building.

Additional time may result in Overtime Charges.

Police Support and Services Yes _____ No _____ (See Page 6 for cost)

Contact the Oak Ridge Police Department for police support and services.

Public Works Department Support and Services Yes _____ No _____ (See Page 6 for cost)

Fire Department Support Services Yes _____ No _____

Contact the Oak Ridge Fire Department for support and services.

Will Onsite Medical Personnel Be Required? Yes _____ No _____

If yes, please furnish name _____

Outdoor Events

(If your event is outside Civic Center building)

Please check all that apply.

Street Barricades ☐

If barricades are needed to close streets, inform the Recreation and Parks Department. (Types of barricades available are cones and barrels) **Event Specific fees will be collected...**

Street Closure ☐

If any part of a Public Street or thoroughfare will be closed, written permission from the Oak Ridge Police Department/City Manager must be obtained. A traffic control plan will be required.

Noise Ordinance Waiver Request ☐

The applicant will be required to submit in writing a request for a waiver of the City's noise ordinance if sound will be clearly audible on a property or in a dwelling unit other than that in which it is located. The request should include time, date, place, and nature of the request. Contact City Manager's office.

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EVENT SITE LAYOUT

ALL TENTS MUST BE FREE STANDING. NO STAKES ALLOWED

*Indicate on map location and size of tents.

*Who is responsible for setting up/taking down tents? _____

*When will tents be set up/removed? _____

Mark the attached site plan map (page 10) indicating the location of the following:

- Activity areas/tents/kiosks/structures
- Food/cooking/hand washing facilities
- Area where alcohol will be served
- Music/bandstand area/speakers/sound booth
- Restrooms/portable toilets
- Street Barriers/traffic control plan will be required
- Parking areas/shuttle bus stops
- Sign Plan showing publicity, directional and day-of-event signs
- First Aid Station

City Support and Services Needed? Yes_____ No_____
(If yes please fill out order sheet page 6).

CITY SERVICES REQUESTED/REQUIRED

SERVICES MUST BE ARRANGED AT LEAST TWO WEEKS PRIOR TO EVENT!

The following services are available from, or may be required by, the City of Oak Ridge. If additional support services are requested by the sponsor or required by the City, the applicant will be informed at the review session concerning contacts, fees and conditions for any additional services. The applicant should provide written confirmation of reservations/ arrangements with the appropriate department(s) two weeks before the event.

NOTE: *Facility user will be responsible for transporting items to event site. Some items may be included in facility rental. Fees and deposits may apply. Check with Recreation and Parks upon requests.*

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City Services Request Items List

*Items are reserved based on availability and is at the discretion of the City of Oak Ridge.

<u>Item</u>	<u>Department</u>	<u>Cost</u>	<u>Deposit</u>	<u>Quantity</u>
Barrels	Public Works	\$5.00 each		
Cones	Public Works	\$1.00 Each Cone		
Chairs	Rec & Parks	Included with Rental		
Cord Covers (Indoor)	Rec & Parks	No Cost		
Electric Spider Boxes	Electric	\$ 20.00 Each		
Electrician Services	Electric	\$50.00 Hour		
Extension Cords	Rec & Parks		\$5.00 held day of the event	
Facilities Key	Rec & Parks		\$50.00	
ORPD Officers (Races/Walks Only)	Police	\$45.00 per Officer per hour		
Podium/PA (Indoor)	Rec & Parks	\$10.00		
Rugs (Indoor)	Rec & Parks	With rental if available		
Screen (Indoor)	Rec & Parks	Included with rental		
Security Vests	Rec & Parks	\$1.00 Each		
Trash Receptacles	Rec & Parks	\$3.50 Each		
TV with DVD Player (Indoor)	Rec & Parks	\$10	\$20 due day of event	
Other				
Other				

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HOLD HARMLESS AGREEMENT

The applicant covenants to save, defend, hold harmless and indemnify the City, and all of its officers, departments, agencies, agents and employees (Collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event as herein described.

The Special Event described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Oak Ridge.

I agree to abide by all City rules and policies established by the City for use of City Property.

Signed _____

Print Name _____

Position _____

Date _____

EVENT APPLICATION APPROVAL

Recreation and Parks Department
Contact Person

Date

Recreation and Parks Department
Director

Date

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Available power configurations

Receptacle Type



Standard 15a
125v
GFCI Rated

Number requested _____



Standard 20a
125v
GFCI Rated

Number requested _____



14-50R
50 amp 4 wire
125/250v
NON-GFCI

Limited availability please contact



L6-30
30a 125v
NON GFCI

Limited number available
Please contact for availability

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