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

**Amanda Pope**

**Email:** **apope@oakridgetn.gov**

**Fax: 865-425-3418**

**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 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*OrganizationContactName*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone # W: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_H: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## GENERAL INFORMATION:

## Profit/Non-Profit Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Number of Attendees\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \*(Large Events = projected attendance of 100 or more)

 Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief Description of Event** (including individual event activities):

Refer to Room Rental Rules for guidance on use of 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.

**SECURITY Yes\_\_\_\_\_ No\_\_\_\_\_\_**

Large events (projected attendance of 100 or more) 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 Department 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 Department 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 plus 1 liner each may be provided by the Recreation and Parks Department. (See Request Items List, page 6)

**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 with Electrical Department 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,

1) inform the Recreation and Parks Department at time of Reservation and 2) secure permits from the Community Development Department. (See Contact List, page 9)

**Special Event (Vendor) Business License Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_**

Contact the City of Oak Ridge Business Office. (See Contact List, page 9)

**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 Request Items List & fees, page 6)

*Contact the Oak Ridge Police Department for police support and services*. (See Contact List, page 9)

**Public Works Department Support and Services Yes\_\_\_\_ No\_\_\_\_** (See Contact List, page 9)

**Fire Department Support Services Yes\_\_\_\_\_\_ No\_\_\_\_\_**

*Contact the Oak Ridge Fire Department for support and services.* (See Contact List, page 9)

**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 barrels, channelizers and cones.) **Event Specific fees will be collected.** (See Request Items List & fees, page 6)

## 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. (See Contact List, page 9)

## 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. (See Contact List, page 9)

**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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Site Layout & Locations List**

\*\*\*Mark the attached site plan map (see 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 Request Items List, 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.*

**City Services Request Items List**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Department** | **Cost** | **Deposit** | **Quantity** |
| **Barrels & Channelizers** | **Rec & Parks** | **$5.00 each** |  |  |
| **Cones** | **Rec & Parks**  | **$1.00 each cone** |  |  |
| **Chairs** | **Rec & Parks** | **Included with rental** |  |  |
| **Cord Covers (Indoor)** | **Rec & Parks**  | **No Charge** |  |  |
| **Electric Spider Boxes** | **Electric** | **$ 20.00 each** |  |  |
| **Electrician Services** | **Electric** | **$50.00 / hour**  |  |  |
| **Extension Cords** | **Rec & Parks** |  | **$5.00 (due day of the event)**  |  |
| **Facilities Key** | **Rec & Parks** |  | **$50.00 (due date of pick-up)** |  |
| **ORPD Officers** | **Police** | **$45.00 per officer per hour** |  |  |
| **Podium/PA (Indoor)** | **Rec & Parks**  | **$10.00** |  |  |
| **Rugs (Indoor)** | **Rec & Parks** | **Included 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 / set** | **$20 (due day of event)** |  |
| **Other** |  |  |  |  |
| **Other**  |  |  |  |  |

**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 Date

Contact Person

Recreation and Parks Department Date

Director



**Contact List:**

### Recreation and Parks 865-425-3450

Recreation and Parks Fax 865-425-3418

City Legal Department (Beer License) 865-425-3556

State Alcoholic Beverage Commission 865-594-6342

Oak Ridge Police Department 865-425-3504

Oak Ridge City Manager 865-425-3550

Code Enforcement Division 865-425-3532

Community Development 865-425-3531

City of Oak Ridge Business Office 865-425-3400

Public Works 865-425-1875

Fire Department 865-425-3521

***Notes***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Bissell Park Area Map

**\*\*\*Mark up with required Event Site Layout & Locations\*\*\* (See page 5)**