

Oak Ridge Recreation and Parks Department Special Event Application

Please review all forms in this application package. The **completed application** along with the **\$25 application fee** (payable by cash/check/charge to “City of Oak Ridge”) should be submitted to Recreation and Parks Department **no later than 90 days prior** to the proposed event. The person submitting the application must be at least 21 years of age and will be on-site during the event.

Additionally, a completed COVID-19 Safe Practices Plan is required with submission

Contact Information

City of Oak Ridge Recreation & Parks
PO Box 1, Oak Ridge, TN 37831
Email: SpecialEvent@oakridgetn.gov
Fax: 865-425-3418
Contact Number: (865) 425-3450

In order to determine whether or not a permit should be granted, the following information is required. Not all questions pertain to every request. Please provide all relevant information for your event. Failure to provide complete information will slow the application review process. To expedite review of larger events, applicants **will** be asked to attend the City Special Events Team meeting, usually held on the first Wednesday of each month at the Civic Center. Contact the Recreation & Parks Department for meeting details.

It is the responsibility of the event organizer to obtain any and all required permits, licenses, certificates and inspections and to pay all relevant charges and fees **at least two weeks prior** to the date of the event. Failure to comply **will** result in the event being cancelled. No make-up dates will be scheduled.

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

Promoter/Organizer

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

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

Organization Name: _____ Profit/Non-Profit Status: _____

Address: _____ City/State: _____ Zip: _____

Contact Person: _____ Phone(s): _____

E-mail address: _____

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Description of Event

Name of Event: _____

Type of Event: _____

Location: _____

Date(s): _____ Start Time: _____ End Time: _____

Estimated Number of Attendees: _____

Brief description of event activities: _____

*Site Maps for Melton Lake, Bissell Park and Jackson Square are available for event specifics.

See Special Events Application page on website:

<http://orrecparcs.oakridgetn.gov/special-events/special-event-applications/>

General Liability Insurance

Approved _____ Waived _____

General Liability Insurance Certificate Received:

Date _____

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 **at least two weeks prior to the event.**** Requests for a waiver of insurance requirements must be submitted in writing **with** application submission and will be evaluated on a case-by-case basis.

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Will Alcohol/Beer Be Served?

Yes _____ No _____

Required Permit(s) Received:

Date _____

Liquor Liability Insurance Certificate Received:

Date _____

Name of Carrier: _____

An event organizer may serve alcoholic beverages only when they are incidental to the purpose of the event and only one phase of the total refreshments being served. In all cases, the organizer must secure permits from the State and/or City in order to serve alcoholic beverages. If beer is planned, the City’s Legal Department will be able to advise the organizer on the application process. 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 2 weeks in advance of the event**. No waiver of liquor liability insurance will be granted. When alcoholic beverages are being served/consumed at an event on City property, it is the responsibility of the organizer to furnish a commissioned security officer(s) at the organizer’s cost.

Security Plan

Approved _____

Date proof received _____

Large events with a projected attendance of 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 Department at least two weeks prior to the event.**

Cleanup and Trash Removal Plan

Approved _____

How will cleaning and trash removal be handled? The organizer is responsible for providing additional dumpsters, if required. Trash boxes + 1 liner each may be provided by the Recreation and Parks Dept. at a cost of **\$3.50** each. Additional liners will be the responsibility of the organizer.

Parking Plan

Approved _____ Waived _____

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

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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 (865-425-3531).

Special Event (Vendor) Business License Yes _____ No _____

Contact the City of Oak Ridge Business Office for more information (865-425-3406).

Caterer (Indoor Events) Yes _____ No _____

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: _____ **Phone:** _____

*The event organizer 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 and properly disposed.*

Additional time may result in Overtime Charges.

Food Vendor(s) (Outdoor Events) Yes _____ No _____

The event organizer is responsible for ensuring that food vendors obtain any required business license and health inspection. Trash must be removed and properly disposed. Under no circumstance can grease or any other contaminant to be disposed of in storm water drains.

Will Onsite Medical Personnel Be Available? Yes _____ No _____

Name of Provider: _____

Contact Person: _____ **Phone:** _____

* Onsite medical personnel may be **required** at the City's discretion.

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City Support and Services - Requested and/or Required

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

The following services may be available from, or required by, the City of Oak Ridge. If additional support services are requested by the organizer 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.

Police Support and Services

Yes _____ No _____

Contact the Oak Ridge Police Department for police support and services (865-425-3504).

Fire Department Support Services

Yes _____ No _____

Contact the Oak Ridge Fire Department for support and services (865-425-3521).

Electric Department Support Services

Approved _____

Electrical Permit Required:

Yes _____ No _____

Electric Permit Received:

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.

Contact the Oak Ridge Electric Department to coordinate electrical needs (865-425-1803). On site meetings are recommended. Description: _____

Public Works Department Support and Services

Yes _____ No _____

Street Closure

Yes _____ No _____

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

Yes _____ No _____

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 (865-425-3550).**

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City Services Request Items List

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

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.

<u>Item</u>	<u>Department</u>	<u>Cost</u>	<u>Deposit</u>	<u>Quantity</u>
Special Event Application fee	Rec & Parks	\$25 non-refundable		
Civic Center Rooms	Rec & Parks	See The Facility Rental Fee Schedule http://orrecrecreation.oakridgetn.gov/civic-center/rental-rates/		
Pavilion Facility Key	Rec & Parks		\$50.00	
Podium/PA (Indoor)	Rec & Parks	\$10.00		
Screen (Indoor)	Rec & Parks			
TV-DVD Player (Indoor)	Rec & Parks	\$10.00	\$20.00	
Melton Lake Pavilion	Rec & Parks	4 hour: \$60 Full Day: \$100		
Jackson Square	Rec & Parks	4 hour: \$60 Full Day: \$100		
Parks Usage Fees	Rec & Parks	See The Facility Rental Fee Schedule http://orrecrecreation.oakridgetn.gov/civic-center/rental-rates/		
Barrels	Rec & Parks	\$5.00 Each		
Cones	Rec & Parks	\$1.00 Each		
Trash Receptacles/Event Boxes	Rec & Parks	\$3.50 Each		
Electric Spider Boxes	Electric	\$20.00 Each		
Electrician Services	Electric	\$50.00/hour		
ORPD Officers	Police	\$45.00/hr per Officer, limited availability (2 hr min)		

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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

Oak Ridge Recreation and Parks Department

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Event Site Layout

It is the responsibility of the organizer to ensure that facilities are returned to pre-event condition.

Provide a site plan map indicating the location of the following:**

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

*Site Maps for Melton Lake, Bissell Park and Jackson Square are available for event specifics.
See Special Events Application page on website:
<http://orrecparcs.oakridgetn.gov/special-events/special-event-applications/>

RENTAL EQUIPMENT

Name of equipment rental company: _____

Contact person: _____

ALL TENTS MUST BE FREE STANDING - NO STAKES ALLOWED

ALL INFLATABLE CHILDREN'S ACTIVITIES (BOUNCE HOUSE, ETC.) MUST BE SECURELY ANCHORED WITH APPROPRIATE WEIGHTS – NO STAKES ALLOWED

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City of Oak Ridge Recreation & Parks Department

Special Event Guidelines for Planning During the COVID-19 Response

Introduction:

The novel coronavirus that causes coronavirus disease 2019 (COVID-19) is most commonly spread through person-to-person close contact (within about 6 feet). Current evidence suggests that the coronavirus may also remain viable for hours to days on surfaces made from a variety of materials. Social distancing practices and cleaning of surfaces, followed by disinfection, are best practice measures for prevention of COVID-19 and other viral respiratory illnesses in community settings. Other best practices include symptom screening and enhanced food service safety practices.

Guidelines:

In addition to the standard special event and race applications required by the City of Oak Ridge when evaluating requests for event permits, applicants are now required to provide a plan for addressing infection prevention practices that will be in place during community events. Plans should include safe practices for event organizers, participants and others who may be present in the event area. Completion of the questions below may be used to fulfill the Special Event and Race application Safe Practices requirement. This requirement will be in place until further notice.

Social distancing:

- How will the site layout be addressed to allow spacing (6 feet) between individuals and/or small groups? _____

- How will limits on group size be determined and enforced? _____

- Will there be requirements for Personal Protective Equipment (PPE) (Example: Facemasks and gloves)? _____

- How will the general public be distanced from event participants? (such as an event in an open park or adjacent to a greenway) _____

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Disinfection protocols:

- Identify surfaces that will need to be cleaned and disinfected. (Example- restrooms, seating surfaces, podiums, food prep areas, etc.) _____

- How, and with what frequency, will surfaces be cleaned and disinfected? _____

Symptom screening:

- Will organizers and/or participants be screened for symptoms of COVID-19? _____

- If so, what screening measures will be in place? (Example: Temperature reading, symptom questionnaire, etc.) _____

Food and beverage service:

- Will food and/or beverages be provided at the event? _____
- If so, what protocols will be in place to conform to CDC and Health Department guidelines for food service? (Examples include PPE for food service workers, prohibition of communal foods, spacing of individuals waiting in lines, etc.) _____

Other

Please list any other plans and procedures that you will use as part of Safe Practices: _____

