

Oak Ridge Recreation and Parks Department Parade 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 parade 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. **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 Parade: _____

Location (Main Street(s) impacted): _____

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

Estimated # Parade Participants: _____ Estimated # Attendees: _____

Description of Parade Route (include parade makeup: vehicles, walkers, floats, etc. & map of parade route): _____

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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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.

City Support and Services - Requested and/or Required

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

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).

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Fire Department Support Services Yes _____ No _____

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

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 & Fire Departments/City Manager must be obtained. A traffic control plan will be required.

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.*

Item	Department	Cost	Quantity
Parade Application Fee	Rec & Parks	\$25, non-refundable	
Barrels	Rec & Parks	\$5 each	
Cones	Rec & Parks	\$1 each	
Trash Receptacles	Rec & Parks	\$3.50	
Police Services	ORPD	\$45/hr per officer, limited availability (2hr minimum) Road Closure requires ORPD services	

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PARADE PERMIT Requirements

The affixing of posters and signs to street lights and public utility poles, advertising by loud speakers or other offensive noise, and sounding of horns, bells or sirens, similar to emergency vehicles, is prohibited by Oak Ridge City Ordinances. Compliance with these ordinances are considered a part of the permit regulations. (See City Charter and City Codes: www.oakridgetn.gov) Generally accepted speed of parades is 3 miles per hour.

An approval letter signed by City Manager, and Oak Ridge Police and Fire Departments must be obtained prior to parade event.

It is the responsibility of the person(s) to whom a parade permit is issued to ensure compliance with all applicable laws and safety regulations.

The Parade permit and approval letter must be in the possession of the person(s) to whom it is issued during any phase of the parade and will be exhibited to the police upon request.

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 _____

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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: _____

