**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:

**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.

**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)*.

**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** |  |

**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](http://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**

**Events and Activities by Others on City Property**

*The applicant/organizer, on behalf of the organization, 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 or activity.*

*The applicant/organizer has put in place preventative measures to reduce the spread of COVID-19 which have been reviewed and approved by the City. These preventative measures may require periodic updates as more is learned about best practices in the prevention of the spread of COVID-19. The applicant/organizer agrees to comply with all COVID-19 safety protocols required by the City as a condition of approval of the event/activity. Compliance with the guidelines minimizes the risk of exposure to COVID-19 but cannot eliminate the potential for exposure. If any participant has a compromised immune system or is in any way considered to be at higher risk for infection we do not recommend participation in this activity at this time. By signing this agreement, the applicant/organizer acknowledges the contagious nature of COVID-19 and voluntarily assume all risk that participants may be exposed to or infected by COVID-19 by participation in recreational programming and that such exposure may result in personal injury, illness, permanent disability or death.*

*I do hereby acknowledge that I have received a copy of, read and understand the terms of this release.*

***I agree to abide by all City rules and policies established by the City for participation in recreational activities on City property.***

Name of Organization:

Contact Name:

Signature: Date:

**Event Application Approval**

**Recreation & Parks Department Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recreation and Parks Department Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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)

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_