

Please review all forms in this application package. The completed application along with the \$25 application fee (payable by cash/check 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 <u>will</u> 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 <u>will</u> 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:			



### **Description of Event**

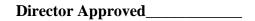
Name of Event:			
Type of Event:			
Location:			
Date(s):			
Estimated Number of Attendees:			
Brief description of event activities:			
*Site Maps for Melton Lake, Bissell Park and J See Special Events Application page on websi http://orrecparks.oakridgetn.gov/special-events/special-events	ackson Square are a		
General Liability Insurance	Appro	oved	_ Waived
General Liability Insurance Certificate Receive	_		
Name of Carrier:			
This insurance information must be provided to	or any event being b	eld on propert	v owned or leased by

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 <u>additional insured party</u> 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.



Director A	approved
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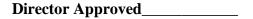
Will Alcohol/Beer Be Served?		Yes	No
Required Permit(s) Received:		Date	
Liquor Liability Insurance Certificate Re	ceived:	Date	
Name of Carrier:			
An event organizer may serve alcoholic the event and only one phase of the tot secure permits from the State and/or C the City's Legal Department will be able liquor is planned, the State Alcoholic Be be secured and <a href="mailto:must">must</a> be presented to the WEEKS BEFORE THE EVENT. Any the must secure insurance that provides liquid Ridge named as an additional insured presented to the Recreation and Par No waiver of liquor liability insurance we served/consumed at an event on City presented security officer(s) at the	al refreshments bein ity in order to serve a to advise the organ everage Commission the Recreation and Prime alcoholic beverage fuor liability in the ample party on the policy is Department at least oroperty, it is the responder.	g served. In all cas alcoholic beverages izer on the applica must be consulted arks Department of ges are being constituted ount of \$1,000,000 y. A Certificate of ast 2 weeks in ad alcoholic beverage	ses, the organizer must so. If beer is planned, tion process. If wine or d. These permits must NO LATER THAN TWO sumed, the applicant o with the City of Oak of Insurance must be livance of the event.
Security Plan Approved_		Date proof receiv	ed
Large events with a projected attendan One security officer is required for ever License proof must be presented to prior to the event.	y 100 people. Secur	ity officers must be	e bonded/licensed.
Cleanup and Trash Removal Pl	<u>an</u>	Approved	
How will cleaning and trash removal be additional dumpsters, if required. Trash Parks Dept. at a cost of \$3.50 each. Ac	boxes + 1 liner each	n may be provided	by the Recreation and
Parking Plan		Approved	Waived
Sponsors of large events will be require parking locations, traffic control measure		d parking plan tha	includes proposed





Banner Plan	Yes	No
On-Site Signs	Yes	No
Will the applicant be posting or erecting temporary signs regarding the Recreation and Parks Department at time of reservation. If yes, to secure permits from the Community Development Department (8	it is the applican	
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 e	event.	
Name of Caterer: Contact Person:	Phone:	
The event organizer will be responsible for informing Caterer of set removal and use of kitchen equipment. <b>Kitchen must be returned includes equipment used.</b> Trash must be removed and properly a <u>Additional time may result in Overtime Charges.</u>	to pre-event co	
Food Vendor(s) (Outdoor Events)	Yes	No
The event organizer is responsible for ensuring that food vendors of license and health inspection. Trash must be removed and properly	disposed. Unde	
can grease of any other contaminant to be disposed of in storm war	er diams.	
can grease or any other contaminant to be disposed of in storm wat  Will Onsite Medical Personnel Be Available?  Name of Provider:		No

<sup>\*</sup> Onsite medical personnel may be **required** at the City's discretion.





### 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 suppo	rt and services (865-425-	3504).
Fire Department Support Services	Yes	No
Contact the Oak Ridge Fire Department for support and se	rvices (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 connections are necessary, an electrical permit and inspect Contact the Oak Ridge Electric Department to coordinate emeetings are recommended. Description:	tion may be required. electrical needs (865-425-	1803). On site
Public Works Department Support and Services	<b>s</b> Yes	No
Street Closure	Yes	No
If any part of a Public Street or thoroughfare will be closed, Police Department/City Manager must be obtained. A traffi	•	_
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).



### **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>Department</u>	Cost	<u>Deposit</u>	<b>Quantity</b>
Rec & Parks	\$25 non-refundable		
Rec & Parks	See The Facility Rental Fee Schedule <a href="http://orrecparks.oakridgetn.gov/civic-center/rental-rates/">http://orrecparks.oakridgetn.gov/civic-center/rental-rates/</a>		
Rec & Parks		\$50.00	
Rec & Parks	\$10.00		
Rec & Parks			
Rec & Parks	\$10.00	\$20.00	
Rec & Parks	4 hour: \$60 Full Day: \$100		
Rec & Parks	4 hour: \$60 Full Day: \$100		
Rec & Parks	See The Facility Rental Fee Schedule <a href="http://orrecparks.oakridgetn.gov/civic-center/rental-rates/">http://orrecparks.oakridgetn.gov/civic-center/rental-rates/</a>		
Rec & Parks	\$5.00 Each		
Rec & Parks	\$1.00 Each		
Rec & Parks	\$3.50 Each		
Electric	\$20.00 Each		
Electric	\$50.00/hour		
Police	\$45.00/hr per Officer, limited availability (2 hr min)		
	Rec & Parks  Rec & Parks	Rec & Parks  Rec &	Rec & Parks  See The Facility Rental Fee Schedule http://orrecparks.oakridgetn.gov/civic- center/rental-rates/  Rec & Parks  Rec & Park



#### **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:



## **Important Phone Numbers**:

Recreation and Parks Department	865-425-3450
Recreation and Parks Fax	865-425-3418
Electric Department	865-425-1803
Business Office	865-425-3406
Public Works Department	865-425-1814
Community Development	865-425-3531
Code Enforcement (Signs & Banners)	865-425-3532
Police Department	865-425-3504
Fire Department	865-425-3521
City Manager	865-425-3550
Legal Department (Beer Permit)	865-425-3556
State Alcoholic Beverage Commission (Wine & Liquor Permit)	865-594-6342

## **Notes**



#### **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://orrecparks.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