

Application - Special Event Permit Founders Park at Campbell Station

For Those Seeking a Permit to Use Founders Park at Campbell Station for a Special Event:

- **Step One:** Call 966-7057 to speak with the Parks & Recreation Department regarding proposed date of special event. *Please do not submit an application until this step has been completed.*
- **Step Two:** Read, complete and sign this application
- **Step Three:** read, complete and sign the Special Event Ordinance Permit Application and provide all required supporting documents.

All applications must be completed at least 60 days in advance of proposed special event. Event organizer is required to attend a meeting of the community event committee held on the first Monday of each month at 2 p.m. at the Farragut Town Hall. All applications must be submitted before this meeting.

Contact Person _____ Date of Request _____

Organization _____

Address _____

City _____ State _____ Zip Code _____

Phone (A.M.) _____ Phone (P.M.) _____

Cell _____ Email _____

Event Date(s) & Times: _____

Proposed Total Hours for Event (Includes Setup and Cleanup) _____

Special Event Park Use Fee: \$200.00 per 4 hours \$50.00 per hour for each additional hour

It is the policy of the Town of Farragut that no person in the United States shall, on the grounds of race, color, national origin or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity or use of a facility receiving federal financial assistance.

I and/or my organization acknowledges they are responsible for their actions and will not hold the Town of Farragut responsible for liability from their participation in the aforementioned Town activity. Further, the undersigned applicant shall specifically hold harmless the individual members of the Board of Mayor and Aldermen of the Town of Farragut, Tennessee and Town of Farragut staff of any liability arising out of the applicant's participation in this event. I understand that the Town of Farragut has no coverage for damages created by my participation (third party) because the Town of Farragut has no insurable interest.

Signature: _____

The Town of Farragut Board of Mayor and Alderman have approved the use of Founders Park at Campbell Station (open area located near Burnside Pavilion) for Special Events hosted by community non-profit organizations. Events are limited to 200 people (at one time) or less. The regulations promulgated in this document are enabled by the regulatory authority of the Town government and are intended to supplement, not supersede, the [*Town's Special Event Ordinance Title 20 Chapter 2*](#) (in any case where these regulations conflict the adopted Town Ordinance shall prevail). Additionally, users must follow all park rules posted in the park kiosks.

The Town of Farragut Parks & Recreation Department will provide the following

- Daily cleaning before each reservation, this includes picnic pavilions and restrooms.
- Restrooms cleaned, opened and stocked.
- Power at limited sites.
- Water: Drinking water, Hose bib or drinking fountains if arranged for in advance. These items are limited.
- Adjusted sprinkler schedules.
- Reservation schedules posted weekly at all reserved sites.

General Guidelines

- All events shall be conducted with civility and in no way be a nuisance to other permitted park activity or surrounding neighborhoods.
- The Town has a zero tolerance policy with regard to any violation of Town of Farragut, Knox County, and/or State of Tennessee laws. If a violation is observed, or reported to authorities and sustained, the event will cease immediately and be disbanded upon authorization by any Town, County, or State Official. In addition, future usage will be denied.
- I and/or those in my organization agree that no person in the United States shall, on the grounds of race, color, national origin or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Any changes to the event description submitted with the special event permit application must be submitted in writing to Town staff.
- All events must be conducted within operating hours of the park. All events must start after 8:00 a.m. and end by 10:00 p.m., unless otherwise approved by Town Staff.
- Open fires, fireworks or sparklers are prohibited.
- I and/or those in my organization agree that they will report any accidents, incidents or deficiencies with the physical facility during the event to the Town of Farragut staff person on duty or if staff is not present, will report the accident, incident or deficiency within 24 hours to Janet Curry at the Farragut Town Hall, 865-966-7057.

Alcoholic Beverages

- Alcoholic beverages are not allowed in park facilities.

Tents and Inflatables

- Inflatables, bounce houses, dunk tanks, wading pools, or similar equipment are prohibited, unless approved in advance by Town staff.
- All tents, approved inflatables or other temporary structures must be included in site plan and no stakes can be used. Some tents will require a separate permit.
- To avoid possible damage to electrical, irrigation and water lines, the Town requires the use of water or sand weights instead of stakes.

- If you use materials weighted by water to secure tenting, do not release any water into the storm water system.

Pre- Event Walk through and Check List

- Event organizer will need to meet again PARD staff at least 7 days in advance of the event (once approved) to review event plan and proposed layout. At this time a check list will be covered to make sure all areas are covered and to make note of any existing damage in the area.

Park Landscaping and Buildings (Restrooms and Pavilions)

- Nothing shall be affixed or tied by any manner to any tree or any part of a Park building, including restroom and/or pavilion. All items must be free standing. Attachment of items when determined to be necessary for safety and security by Town staff or its authorized representatives are exempted from this restriction.
- It is unlawful for any person to injure and/or remove trees, shrubbery and lawns; damage, cut, carve, transplant or remove any tree or plant; injure the bark, or pick the flowers or seeds of any tree or plant.
- Nor shall any person attach any rope, wire or other contrivance to any tree or plant.
- A person shall not dig in or otherwise disturb grass areas, climb trees, or in any other way injure or impair the natural beauty or usefulness of any area except that retrieval of personal property unintentionally lodged in a tree or other plant shall be permitted provided that such removal is achieved safely and without damage to any tree or plant.
- Trees are pruned in Town of Farragut parks by the Public Works department to meet certain standards for the well-being of general park users and in consideration of the tree's health. Trees will not be pruned for special events unless such tree(s) interfere with pedestrians, public travel or constitute an immediate public hazard.
- Turf damage is the responsibility of the event organizer and can cause expensive repair and restoration fees.

Park Amenities

- The Town of Farragut does not provide amenities such as portable toilets, stages, tables, chairs, tents, canopies, fencing or other equipment.
- Benches and tables are for park visitors not for artist/vendor use.
- Amenities and event features are provided at the sole expense and risk of the event organizer.

Amplification/Sound Systems

- Use of amplified sound systems must be pre-approved.

Clean Up and Damages

- Event organizers are responsible for complete clean-up of park site and facilities during and after the scheduled event. Event organizer must remove all trash from the park – there is no dumpster location on site.
- Permit holder must perform an inspection of all parks facilities to be used and must report in writing the presence of any damages or trash on premises prior to but not earlier than 24 hours before each event.
- Event organizers will be charged for any damage or trash left on premises.

Security

- Event security is the responsibility of event organizer, if deemed necessary by Town staff.

Sanitation

- For events with expected attendances of 50 - 200 people, portable restrooms must be provided by the event organizer. A minimum of one restroom for each gender shall be provided. A

minimum of one hand washing station shall also be provided by event organizer. Restrooms may not be set up more than 48 hours prior to the activity, and must be removed within 48 hours following event. Restrooms should be placed on asphalt or concrete surfacing. Site must be pre-approved by Town staff. Supply companies are not permitted to drive on turf areas. Locations shall be approved by Town of Farragut staff.

Water Disposal

- Waste water cannot be poured on the ground or into storm water conveyances.
- All grey water and other wastewater should be collected and disposed to the sanitary sewer.
- All other liquid wastes must be collected in waste tanks provided by the event organizer and disposed of properly in accordance with health and storm water codes.
- Clean water in small amounts may be spread across landscaping and turf areas.

Food Waste Disposal

- All cooking grease must be contained and properly disposed of in grease disposal barrels provided by the event organizer.
- Hot coals must be removed from park except those located in park grills.

Parking and Vehicle Restrictions

- Due to possible turf and sprinkler head damage, vehicles are restricted to paved park roads or parking areas with prior approval of Town staff. This includes concession trailers, delivery and catering vehicles.
- Vehicles will be towed at owners risk and expense.
- Town staff must approve any vehicle left in the park overnight. No person shall leave a vehicle standing or parked after closing hours of the park unless approved. All vehicles left in the park after sunset will be towed at owner's risk and expense.
- ALL VEHICLES ASSOCIATED WITH AN EVENT ARE THE RESPONSIBILITY OF THE EVENT ORGANIZER – LOAD IN AND OUT MUST HAVE ASSIGNED STAFF / VOLUNTEERS TO CONTROL AND MINIMIZE VEHICLE TRAFFIC.
- It is the responsibility of the event organizer to coordinate all event parking needs including communicating event plans with Town staff.
- All special needs such as road/parking closures, ADA parking, drop off zones, loading zones or off limit areas need to be identified and approved by Town staff
- Parking service and towing services may be required during the event. The cost for these services is the responsibility of the event organizer.
- All roadways are fire lanes. Parking is allowed in designated parking lanes only, one vehicle per space.
- Vehicles parked in "No Parking" areas will be towed at owner's risk and expense.
- Event organizers are responsible to alert all event visitors of these rules.

Utilities

- Adequate and accessible electricity is limited. Power is available in some locations with prior notice to Town staff.
- Event organizers are required to supply all electrical needs for vendors and suppliers.
- Any additional electrical installation or connections must be installed by a licensed electrician and approved by Town staff in advance.

Generators

- When a generator is used at an event, it must be UL-approved and in good working condition.
- Fuel must be kept in an approved safety can and kept in a secure area away from the generator.
- A fire extinguisher must be available and kitty litter should be on hand in case of fuel spills.

- Fuel may NOT be refilled during the event while the public is present.
- Generators will not be placed under trees or tents/canopies where the exhaust may be damaging.

Signage

- Any signage relating to the event placed internal to the park (directional, etc.) must be pre-approved and used only during the event.
- Event signage along Campbell Station Road must meet all special event permit requirements
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By signing below, I acknowledge that I have read and understand the Special Event Permit Founders Park at Campbell Station Rules and Guidelines.

Name: _____ Organization: _____

Signature: _____ Date: _____

Credit Card Information

Card Number: _____ **Exp. Date:** _____

Name on Card: _____ **Sec. #:** _____

Mailing Address Associated with Card: _____

Amount: _____

***Payment accepted by phone, mail or in person**

***All major credit cards are accepted**