



Town of Farragut Event Application

***Instructions: Please review all forms in this application package and submit a complete application to:**

The Town of Farragut: (865) 966-7057 Fax: (865) 671-2096

Email: events@townoffarragut.org

***If only a temporary sign permit is needed, please complete the **Temporary Sign Permit application** found on the Town of Farragut website. This application is not valid for temporary sign permits that do not accompany an event held within the Town of Farragut.**

Event applications will be reviewed by the Town of Farragut’s Event Committee

- Event **Meetings are held on the first Monday of each month at 2:00 p.m.** at the Board Room of the Farragut Town Hall. **Attendance is required for most events.**
- There is a **non-refundable permit fee of \$25.** Other fees may apply for additional required permits.
- Event forms must be submitted to the Community Development Department as follows:
Events requiring use of public infrastructure (greenways, roads, closures, etc.) and/or are requesting a beer, liquor or wine permit must file at least 180 days prior to the event but not more than 365 days prior to the event. Events held on public property and are not requesting a beer, liquor or wine permit must file at least 60 days in advance and prior to the event committee meeting the month preceding the event. Applicants requesting only sidewalk sales or tent sales are required to file at least 10 days prior to their event in order to obtain all necessary permits and have questions answered by staff.
- Events that involve mobile vending shall meet fire suppression standards outlined by the Town of Farragut. Contact the Farragut Fire Marshal for more information.
- Prior to advertising and accepting registration entries for the event, all applicable town approvals shall be obtained.

Organization Information

Type of Organization: Neighborhood Non-Profit Government Corporation (Commercial/Office)

Church and/or other place of worship School

Other (please specify): _____

Name of Organization: _____

Organization Address: _____

City/State: _____ Zip Code: _____

Primary Contact: _____ Address: _____

City/State: _____ Zip Code: _____

Work Number: _____ Cell Number: _____ Email: _____

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Is your organization /business authorized to do business in Tennessee? Yes No

Tax ID (If applicable): _____ Farragut Business License _____

Event Information

Event Name: _____ Event Date (s): _____

Event Address: _____ Time of Event (start to finish): _____

Owner of Event Property: _____ Phone: _____

Set-Up and Teardown Information:

Date: _____ Time of Set-Up: _____

Date: _____ Time of Teardown: _____

Type of Event: (Check all that apply)

Community Event – A Town sponsored or co-sponsored event that benefits and/or promotes the community.

Special Event – An event held on public or private property that is **not** sponsored by the Town. Such an event is distinguished from a temporary sign permit by the inclusion of event-related amenities such as tent(s), vendor(s), display(s), pavilion(s), any outdoor activity, etc. Applicants shall be limited to a maximum of four events annually, this includes Temporary Sign Permits.

***If only a temporary permit is needed, please complete the Temporary Sign Permit application found on the Town of Farragut website. This application is not valid for temporary sign permits not accompanying an event.**

***If requesting park use at Founders Park at Campbell Station, please complete the Special Event Application – Founders Park at Campbell Station on the Town of Farragut website.**

Check the Organization type below.

Non-Profit

Corporation (Commercial/Office)

School

Church and/or other Place of Worship

Other (please specify): _____

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Grand Opening (for a sign only, complete the Temporary Sign Permit application)

Parade Request

Carnival

Outdoor/Seasonal Event (must include a site plan)

Race (Includes Closure or Delay of Public Streets and/or Greenways)

Race Events:

- **There shall be no markings placed on any street, sidewalk, greenway or pedestrian facility.**
- **Race events shall submit the finalized route and directional signage plan(s) with this application.**
- **Applicant shall pay a deposit of \$500.00 for race events that utilize public infrastructure, which is refundable if no damage to the public infrastructure.**

Other (Please Specify) _____

Description of Event: _____

Purpose of Event: _____

First Time Event: Yes No

If no, then please describe past events. _____

What is your estimated attendance for event? _____

Will your organization charge admission? Yes No

Will your organization accept donations? Yes No

Will your event be open to public? Yes No

Outline your plans for trash removal including the date and hour that will be removed from the event site:

Will your organization have a marketing/publishing plan? Yes No

If yes, then briefly describe your plan.

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Hold Harmless

All authorized events occurring within the Town limits shall be individually and severally responsible to the Town for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the event representative/organizer's negligence or that of its agents and employees. All event organizers/representatives hereby agree to indemnify and save the Town, its officers, employees, and agents harmless from any loss, cost, damages and other expenses, including attorney's fees, suffered or incurred by the Town by reason of the event representative/organizers negligence or that of its agents and employees; provided that the event representative/organizer shall not be responsible nor required to indemnify the Town for negligence of the Town, its officers, employees, or agents. Furthermore, I fully understand and agree to comply with the terms and conditions as stated in this application. All information provided in this application is correct and accurate to the best of my knowledge.

Signature: _____

Date: _____

Event Checklist (listed in alphabetical order)				
Will you have:	Yes	No	If yes, how many?	If yes, complete the event checklist below
Amplification				
Animal(s)				
Carnival games				
Carnival rides				
Cleanup				
Entertainment/Music				
Emergency Services/First Aid				
Entertainment/Music				
Food Vendors				
Inflatables				
Merchandise Vendors				
Movies				
Parade				
Portable Restrooms				
Power and Lighting				
Public Outreach				
Security				
Signage				
Staff				

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Tent(s)				5
Traffic Control				
Volunteers				
Water				
Mobile Vending				

Event Checklist Description:

Please answer all questions as applicable and add any other pertinent information.

Amplification (Sound or Speaker System):

Describe type of system; what hours will you be using the amplification system.

Animals:

List what animals you plan to have at the event; how you will secure the area that the animals are contained; number and qualifications of staff and/or volunteers that will be in charge of the animal; describe your animal waste removal plan.

Carnival Games:

Describe type of games (dunking booth, etc.).

Carnival Rides:

Describe each type of ride and rental source.

Cleanup:

Explain your plan for cleanup

Emergency Services

Explain your emergencies services plan; types of services available

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Entertainment:

Describe type (i.e. band, DJ, etc.) and list number of groups. What times during the event will there be live entertainment.

Food:

List the types of food and/or drink that will be served and/or sold at your event; how many food vendors or areas you plan on having; if food is going to be prepared on site and if so, what type of fuel will be used for the preparation; how you will dispose of grease and other environmentally sensitive by-products; are the food vendors going to be located under a tent and if so, what size of tent.

Inflatables (Bounce House, Slide, Etc.):

Provide number of structures. Provide general description including target age group and approximate dimensions (include height also) of structure.

Parade

What is the estimate of the number of parade entries; what type of entries will be involved; describe plan for end of parade (participant drop-off, etc.); describe method of assembly for entries.

Power & Lighting:

Describe your source of power (generators, temporary pole/meter center, extension cords, etc.); if your event is in the evening or at night, how will you provide lighting to the event area (including parking).

Public Outreach:

Describe your public outreach plan

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Seasonal/Outdoor

Describe your site plan and provide documentation that you are permitted to use the site for your event.

Security

Describe your security plan (officer, security guards, etc.) for during the event and during setup (i.e. overnight).

Signage

Describe general location and type of signage both external and internal to the event.

Tent(s)

How many, location, and size

Traffic Control:

Describe your traffic control plan

Water:

Describe your source of water and what water will be used for.

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Permit Checklist (listed in alphabetical order)			
Will You Have:	Yes	No	If yes, complete application
Alcohol/Wine			State of Tennessee Special Occasion Alcohol/Wine License
Beer			TOF Beer Permit or Provide Copy of Current TOF Beer Permit
Public Road/Greenway Closure (Parade, Race, Etc.)			Provide Parade or Race Plan
Tents or Air Inflated Structure			TOF Tent Permit

Signage Requirements:

***Parameters Applicable to Signage for Commercial/Office/Schools/Non-Profit/Church/Other Place of Worship**

Sign

- Only one sign is permitted and it shall not exceed six feet in overall height and 16 square feet for churches and schools and 20 square feet in overall size for non-profit, commercial, businesses. A white background is required.
- The only material permitted for a special even sign is a minimum 10 millimeter thick corrugated plastic. No banners, streamers, balloons, flags on a rope, and/or other types of wind activated signs and/or portable or sandwich board signs are permitted
- If a sign is ground mounted, the sign shall be set back, in its entirety, at least 20 feet from the street edge of the nearest public street pavement and 10 feet from all entrance driveways. Please coordinate location with Town staff. Sign posts shall be removed completely at the end of the special event
- A drawing of the sign which shows dimensions, letter sizes, and appearance is required (at least 15% of the sign face shall include the Shop Farragut logo and the sign shall also include the entity's name)

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Site:

- If the event involves anything exterior to the applicant's space (no sales from trucks are permitted), please include a site plan which demonstrates that vehicular and pedestrian circulation will not be affected by the proposed event. No event is permitted on vacant or vacated property. On-site entities must sponsor any off-site not-for-profit or non-profit event. If a tent is involved, please include dimensions and proposed location. A separate tent permit may be required from the Fire Marshal.
- By submitting this form, you are acknowledging that all information included with this application is accurate and that you have read, understand, and will follow all parameters/conditions listed on this application.

*Parameters Related to Grand Opening

- Business must have Certificate of Occupancy or approved Re-Occupancy per Code/Fire Inspector
- Applicant shall pay a deposit to use Town's "Grand Opening" sign (refundable if no damage)
- Approximately 15% of the "Grand Opening" sign can be used to personalize with users information (must stay within perimeter of sign)
- If a sign is ground mounted, the sign shall be firmly affixed to studded T-posts (town provides) so that it is not wind activated. Such sign shall be set back, in its entirety, at least 20 feet from the street edge of the nearest public street pavement and 10 feet from all entrance driveways. The maximum sign height shall be six (6) feet. Please coordinate location with Town staff.
- One "Grand Opening" sign per street on which the lot, parcel or tract fronts. When more than one "Grand Opening" sign is allowed, they shall be a minimum of 150 feet apart
- The business is also allowed to use a 20 sq. ft. "Special Event" sign along with the "Grand Opening" sign that could be used for future "Special Events". The "Special Events" sign shall comply with all "Special Event" sign requirements.
- Twenty (20) day maximum for posting sign (deposit and one Special Event will be forfeited for exceeding time frame) The T-posts and "Grand Opening" sign shall be returned to the Town Hall.

Supplemental Information:

A sketch plan of your event must be included with this application. Please include: vehicular and pedestrian circulation, staging areas, locations of tents, entertainment stages, portable restrooms, dumpsters, fencing, food and beverage booths, and all sponsor or vendor booths. Also indicate where streets will be blocked and what will be used to block the streets. **This application will not be processed without a completed site map.**

Applicants must provide the Town with an original copy of their insurance certificate of general liability insurance naming the "Town of Farragut, its employees, and agents" as additionally insured. This policy must have a minimum coverage of one million dollars (\$1,000,000.00). If it is determined that security is required for your event, certified, uniformed Knox County Sheriff's Deputies must be hired to provide this service. Applicants hiring off duty sheriff's Deputies must include the Knox County Sheriff's Office as additionally insured.

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Applicants must abide by all Rural Metro Fire & Rescue rules and regulations. This information can be obtained by contacting the Fire Marshall at Town Hall (865 966-7057).

Applicants requesting to serve alcohol at their event must submit an application to the Farragut Beer Board. This can be done by contacting the Town Administrative Office at 865 966-7057, not less than sixty (60) days prior to the proposed event.

A clean up/damage deposit in the form of a check or money order in the amount determined by the Town must be submitted upon approval of this application if applicable. This deposit will be returned upon inspection of the event site at the conclusion of your event.

With this signature, I acknowledge that all information with this application is accurate and that I have read and understand, and will follow all parameters/conditions listed on this application.

SIGNATURE OF APPLICANT: _____

PRINTED NAME OF APPLICANT: _____

Office Use Only

_____ Event staff approval

_____ Insurance Certificate

_____ BMA approval

_____ Deposit

_____ Fire Marshal/tent permit

_____ Application fee

_____ Beer/Alcohol permit

_____ Site and or course map

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