

TOWN OF PLEASANT VIEW
SPECIAL EVENT PERMIT APPLICATION

*Application is Due **21 days** prior to scheduled event.*

Please read application carefully and fully complete each section.

A non-refundable application fee of \$25.00 is due at the time of filing.

Note: Filing this application does not guarantee that your request will be granted.

Please check all that apply:

☐ street closure	☐ parade
☐ other special event	☐ beer served (separate permit required)

Please supply the following information. If additional space is needed, use a separate sheet of paper and attach to the application.

- 1.) Name/purpose of event: _____
- 2.) Date or dates of event: _____
- 3.) Time of event or street closure (be sure to include set-up and clean-up time):

- 4.) a) Name of applicant: _____
b) Name of organization requesting permit: _____
c) Person in charge on day of event: _____
d) Address: _____
e) Phone: _____ Cell: _____ Fax: _____
f) E-mail address: _____
- 5.) Description of event (use additional sheets if necessary):

- 6.) Location requested (If Temporary Street Closure only, See #7):

- 7.) Enclose a map/drawing of event site, detailing any temporary or permanent structures, street closure, parking, etc. If applicable, list the location, blocks, streets, and/or intersection in which such event will occur.

8.) An estimated number of participants, estimated number of attendees and targeted age group expected to attend during the course of the event:

9.) Please attach a list containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of the organization and/or committee.

10.) Is your business authorized to do business in Tennessee? Circle **Yes** or **No**.

11.) Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization? Circle **Yes** or **No**. If yes, please attach a copy of the IRS tax exemption letter providing proof of status.

12.) Will parking in the area of the event need to be restricted or prohibited? Circle **Yes** or **No**.

13.) Will any sound amplification equipment be used during the event? Circle **Yes** or **No**.

14.) Will any stages, amusement attractions, or amusement rides be erected for the event? Circle **Yes** or **No**. If yes, please note location and type of structure, or attraction/ride on map. Please include a copy of insurance certificate indicating coverage. Please read the additional requirements section of this application for more information on insurance compliance.

15.) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle **Yes** or **No**.

16.) Will food, beverages, or merchandise be sold or given away? Circle **Yes** or **No**. If yes, clean-up is required. Please provide the name of the clean-up provider, phone number, and date and time clean-up is supposed to occur. If clean-up is not done properly the organization requesting the permit may be fined (see attachment A). **A \$250.00 security deposit is required upon approval.** Please read the *Additional Requirements* section of this application for more information.

17.) Will alcohol, beer and/or wine be given away or sold? Circle **Yes** or **No**. If yes, a permit from the relevant board is required. Please read the *Additional Requirements* section of this application for more information.

18.) Will your event include tents or other temporary structures, propane use, or open flames? Circle **Yes** or **No**. If yes, other permits may be required from the Pleasant View Volunteer Fire Department or Codes Department. Please read the *Additional Requirements* section of this application for more information.

PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.

- 1.) Attach the good neighbor letter and mailing list used. Please read the *Additional Requirements* section of this application for more information.
- 2.) I/We have read, understand, and agree to abide by all ordinances and regulations of the Town of Pleasant View and all conditions placed upon the event by the Mayor's Office, Event Committee, and the Pleasant View Board of Mayor and Aldermen.
- 3.) I/We do swear or affirm that all of the information given in this application is true and complete.
- 4.) I/We do hereby agree to assume the defense of an indemnify and save harmless the City, its agents and employees from any and all liabilities that may arise from the event.
- 5.) I/We understand that granting of Event Permit does no imply granting of other permit that is separately required.
- 6.) This application for an event permit shall be filed **not less than 21 days and no more than 364 days** prior to the scheduled date of the event. Failure to file in a timely manner may result in the denial of permit.

The City reserves the right to require one or more Pleasant View Police officers or other emergency personnel to be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$40.00 per hour, per person, at a minimum of two (2) hours.

Please note that the Pleasant View Police Department is not responsible for placing/removing barricades related to street closures. If you need assistance regarding barricades and/or barricade set-up, and minimum standards contact the Pleasant View Police Department at 615-746-0600.

By: _____ Date: _____
(Signature and title – must be officer of organization)

Approved by the Event Committee on _____, 20_____

If you have any questions concerning your request, please call 651-746-0600 Extension: 0

Return Application To:
Pleasant View City Hall
1008 Civic Court
Pleasant View, TN 37146

FOR CITY USE ONLY

Department		Date	Initials	Attach Any Comments
Mayor				Comments _____ Yes _____ No
Police				Comments _____ Yes _____ No
Fire				Comments _____ Yes _____ No
Recorder				Comments _____ Yes _____ No
Codes				Comments _____ Yes _____ No
Public Works				Comments _____ Yes _____ No
Fire Department				Comments _____ Yes _____ No

**THE FOLLOWING IS AN OUTLINE FOR OBTAINING AN EVENT PERMIT FROM
THE TOWN OF PLEASANT VIEW**

No person, firm, corporation or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit, or induce participation in an event on public property or a temporary street closure unless a permit has first been obtained from the City Recorder's Office.

The outline is intended to serve as a guide and may not be inclusive of all City, State, and Federal requirements.

- 1.) Obtain Permit Application Form from the City Recorder's Office (1008 Civic Court)
- 2.) Return completed application along with a check, money order, cash or cashiers check for \$25.00 to the Recorder's office at least twenty-one (21) days prior to the event.
- 3.) The completed Event Permit Application Form will be distributed to representatives in the necessary departments. The department representatives will recommend approval, denial, or approval with changes. Department representatives may also list any prerequisites required by that department.
- 4.) The Police Department, with the help of other city departments, will determine the minimum number of off-duty police officers and other public safety personnel required to assure the safety of all participants, the safety of the general public, and traffic flow around the event or parade. The event organizer will be responsible for hiring all necessary personnel deemed required by the Mayor.
- 5.) The Event Board will review all large special event recommendations and determine approval, denial, or approval with changes.
- 6.) If alcohol, beer, and/or wine is sold or given away, a permit from the relevant board is required. Please read *Additional Requirements* section of this application for more information.
- 7.) If the event is approved with changes, the Mayor's office will assist and/or guide the organizer with making all necessary changes.
- 8.) Included with the letter of conditional approval will be an outline of all necessary additional requirements.
- 9.) Once the event organizer obtains all necessary additional requirements, the Event Committee will issue an Event Permit. At this time, the event organizer may be required to post a *security deposit, the amount of which will be dependent on the size, nature, and duration of event.*
- 10.) If the event permit is denied, the Mayor's Office will issue letter of denial. The event organizer may appeal by writ of certiorari to the Mayor and City Council.

11.) If the event permit is approved a certificate of insurance must be provided naming the City as secondary insured, with same/equal limit \$1,000,000.00 general liability and \$1,000,000.00 per occurrence.

ADDITIONAL REQUIREMENTS

There are several other requirements that may need to be met in order for your event to be approved. Please use the following for informational purposes. You will be notified of any requirements necessary for your event to be approved.

A. Health Department Permit

Contact: Bruce Craig
162 County Services Drive, Suite 200
Ashland City, TN 37015
Phone: 615-792-4318 Fax: 615-792-6794

If food will be served, the event organizer must call the Health Department to discuss rules and regulations. The event organizer will also need to mail a list of all vendors to the Health Department in advance of the event. This will help them in scheduling inspections. The Health Department will mail a package containing all Health Department rules and regulations related to food service to the event organizer. It is the event organizer's responsibility to provide each food vendor with a copy of the Health Department rules and regulations. Health Department official(s) will do an onsite inspection of all food vendors. The Health Department has the right to close any vendor not abiding by health codes.

B. Alcoholic Beverages

1. Beer Board Permit

Contact: Pleasant View Beer Board
Town of Pleasant View
PO Box 127
Pleasant View, TN 37146
Phone: 615-746-0600 Fax: 615-746-0699

Events in which beer will be served must apply to the Beer Board for a separate permit. Due to the time involved in obtaining a Beer Permit, it is suggested that the event organizer start this process prior to event application being submitted and at least sixty (60) days prior to the event. The beer permit application must be in the name of the owner and signed by the owner, officer, chairman, or director of the organization. A temporary Special Event Beer Permit authorizing the sale of beer on public owned property might be used.

- Complete Application for Beer Permit can be obtained at the Pleasant View City Hall (1008 Civic Court)
- Fill out application completely and return it with appropriate fee. The application fee is non-refundable. The application must be filed sixty (60) days prior to the event. The Beer Board meets when necessary.

2. All other Alcoholic Beverages

Alcoholic Beverage Commission
226 Capital Boulevard
Nashville, TN 37219-1804
Phone: 615-741-1602

The Tennessee Alcoholic Beverage Commission (TABC) is responsible for the enforcement and regulation of all phases of the alcoholic beverage industry in the State of Tennessee. For the sale or give-away of alcoholic beverages, other than beer, please contact them directly. A copy of the TABC permit will be required at your event.

C. *Indemnification and Hold Harmless*

In addition to the above-mentioned insurance requirements, event organizers must agree to indemnify and hold harmless the Town of Pleasant View.

D. *Fire Department Regulations and Inspection*

Contact: Fire Department
Pleasant View Volunteer Fire Department
P.O. Box 36
Pleasant View, TN 37146
Phone: 615-746-8528 Fax: 615-746-1170

The Fire Department Representative reviews site plans to determine clear access for emergency vehicles and clear access to fire hydrants and stand pipes. Event organizers will be required to provide a copy of a site diagram indicating the location of all tents, vendor booths or trailers, vehicles parked on site, stages, portable rest rooms, fencing, entrance gates, alcoholic and non-alcoholic beverage booths, etc. The diagram must also indicate where streets will be blocked and how (fencing, barricades, etc.)

E. *Emergency Medical Services*

All Emergencies – 911
Non-emergencies – (615) 792-2098

Nearest Hospital:

NorthCrest Medical Center
100 NorthCrest Drive
Springfield, TN 37172
Phone: 615-384-2411

F. Event Signage

Contact: Town of Pleasant View Codes Department
1008 Civic Court
Pleasant View, TN 37146
Phone: 615-746-0600

The Town of Pleasant View Codes Department restricts certain types of signage and sign placement. Please contact the codes department for specific details. A sign permit must be obtained.

G. Good Neighbor Letter

The event organizer may be required to deliver written notice to all businesses and residents on or near the event site. The notice must include the following:

- Date, time and location of event;
- Date, time and location of all related street closures;
- Name, address, and phone number of event organizer; and
- Name, address, and phone number for Mayor's office

It is suggested that the event organizers inform all businesses and residents within a two (2) block radius of the event, of the event dates and any related street closures. The event organizer must provide the Mayor's office with a copy of the letter and a mailing list of whom received the letter.

H. Vendors

For events that have vendors, a form must be completed for *each vendor* that contains: Name and Location of Business, Name of Managing Agent, and Driver's License Number. Background checks may be conducted on *any* vendors. A map of the event should be returned with the application that shows location of each vendor.

Special Event Permit Application Checklist

- Application
- Application Fee
- Good Neighbor Letter
- Map of Route (if applicable)
- Map of Road Closures (if applicable)
- Certificate of Liability Insurance