

So, you're considering a special event?

We want to help. This guide is designed to help you determine whether you need a permit from The Town of Farragut for your special event. We want to help make your event successful. Please call The Community Development department at **865-966-7057** with any questions, at any time.

Planning your event is simple. If your event requires a permit, your first step is to submit the Special Event Permit Application and fees. Next, staff will review your application and meet with you to discuss your event plan. This is an opportunity for staff to help you make your event planning simpler and easier. Once your event permit is approved, hold your event and enjoy!

To help you in your pre-application planning, please use this guide to determine whether you need to apply for permits, and if so, which ones:

1. Does your special event include any of the following elements?

- Portable Tent greater than 400 sq. feet in size
- Inflatable or Air-supported structure(s)
- Third-party food and non-alcoholic drink sales (ie, Food Trucks)
- Third-party alcoholic drink sales
- Use or closure of public space, roads, or right-of-way
- Event held at Founders Park at Campbell Station

YES- If your special event includes one or more of the elements listed, you will need to apply for permits. Please proceed to **page 2** to complete the Special Event Permit Application.

YES- If your special event will take place at Founders Park, please call ahead to check availability before submitting your application.

NO- If your event does not involve any of the elements listed, and does not require a temporary sign permit, you can proceed to hold your event without applying for permits.

If your event only involves a Temporary Sign or a Grand Opening Sign, please submit a [Temporary Sign Permit](#).

2. When should I submit my application?

- A. If your event includes use of public property but does not involve third-party alcohol sales, please submit your application at least 45 days prior to the event. This will ensure your event can be discussed at the special event committee meeting the month preceding the event.
- B. If your event includes use of public property and/or involves third-party alcohol sales, please submit your application at least 90 days prior to the event. This will ensure ample time for obtaining the necessary permits and that your event can be discussed at the special event committee meeting the month preceding the event.

Please call **865-966-7057** with any questions.



Town of Farragut Event Application

Instructions & Background

1. You will only need to submit this application if your event will involve one or more of the following elements: *

- Portable Tent greater than 400 sq. feet in size
- Inflatable or Air-supported Structure (s)
- Third-Party Food & Non-Alcoholic Drink Sales
- Third-Party Alcoholic Drink Sales
- Use or closure of a Public Space, Road, or Right-of-Way
- Use of Founders Park at Campbell Station – **CALL FOR AVAILABILITY BEFORE APPLYING**

*If **ONLY** a Temporary Sign Permit is needed, please complete the [Temporary Sign Permit application](#). *

* If **ONLY** a Grand Opening Sign Permit is needed, please complete the [Grand Opening Sign Permit application](#) *

2. Timing of Application

- A. Events held on public property but are not requesting a beer, liquor or wine permit must file at least 45 days in advance and prior to the event committee meeting the month preceding the event.
- B. Events requiring use of public infrastructure (greenways, roads, closures, etc.) and/or are requesting a beer, liquor or wine permit must file at least 90 days prior to the event but not more than 365 days prior to the event.

3. Submit completed application, fee payment, other permits, and supporting documentation to:

The Town of Farragut
11408 Municipal Center Drive, Farragut TN, 37924

Phone (865) 966-7057

Fax: (865) 671-6752

Email: events@townoffarragut.org

4. Special Event Committee Meeting

- A. 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 event applications.
- B. Please obtain event approval prior to advertising and accepting registration entries for your event.

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Town of Farragut Event Application

I. Organization Information

Type of Organization (check one):

Neighborhood

Non-Profit

Government

Corporation

Church /place of worship

School

Name of Organization: _____

Organization Address: _____

City/State: _____ Zip Code: _____

Phone: _____ Fax _____ Email: _____

Primary Contact (Assumes responsibility for meeting conditions of permit): _____

Address: _____

Phone : _____ Email: _____ Fax: _____

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

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

II. Event Information

Event Name: _____ Event Date (s): _____

Event Address/Location: _____

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: _____

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Town of Farragut Event Application

Nature of Event:

Grand Opening

Parade Request

Carnival

Outdoor/Seasonal Event

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

Other (Please Specify) _____

Description of Event: _____

Purpose of Event: _____

First Time Event in Farragut? Yes No

If no, then please describe past events: _____

What is your estimated attendance for event? _____

Do you want your event advertised on visitfarragut.org? Yes No



Town of Farragut Event Application Event Features Description:

***Please answer only the questions pertaining to an element of your event. ***

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 in which 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 trash/ litter management and cleanup

Emergency Services

Explain your emergencies services plan; types of services available

Entertainment:

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



Town of Farragut Event Application

Food & Drink Vendors:

*Provide each vendor's name and address. **Each vendor not based in Farragut will require a per vendor, per day fee.** 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, as well as name of company providing rental (if applicable).

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 how you will notify the community and residences impacted by your event.

Race:

Provide description of race route and auxiliary components not mentioned elsewhere.

Site Use Permission

Please provide documentation that you are permitted to use the site for your event.

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Town of Farragut Event Application

Security

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

Signage

Describe general location and type of signage both external and internal to the event. Provide drawing or image of sign including dimensions: length, width, height, height and width of letters and characters/figures. Demonstrate that the signage complies with the requirements outlined in the appendix of this application.

Tent(s)

How many, location, and size, and name of company providing tent (if rented).

Traffic Control:

Describe your traffic control plan and any impact on roads, including closures.

Water:

Describe your source of water, what water will be used for, and how it will be disposed of.

III. Event Site Plan/Sketch/Map

Please provide a site plan, sketch or map of your event. 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. The plan must demonstrate that vehicular and pedestrian circulation will not be affected by the event. If a tent is involved, please include dimensions and proposed location. For races, also provide a course route and plan for directional signage, start/finish line, medical, water station etc.

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Town of Farragut Event Application

IV. Insurance

If the event will take place on Town of Farragut property, the applicant 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.

V. Permit Checklist

Permit Checklist (Please use this checklist to calculate your total fee)		
Will You Have:	Fee	If yes, complete application
Special Event Permit	<input checked="" type="checkbox"/> \$25	This Permit Application
Food Vendors	\$20/vendor/day $\frac{\text{_____}}{\# \text{ vendors}} \times \$20 \times \frac{\text{_____}}{\# \text{ Days}} = \$ \frac{\text{_____}}{\text{TOTAL}}$	This Permit Application
Tents or Air Inflated Structure	\$50	This Permit Application
Temporary Sign	\$25	Temporary Sign Permit Application
Founders Park	\$200/First 4 Hrs (\$50/ea. addl. Hr) $\$200 + (\$50 \times \frac{\text{_____}}{\text{Addl. Hr.}}) = \$ \frac{\text{_____}}{\text{TOTAL}}$	This Permit Application
Alcohol/Wine Vendors		State of Tennessee Special Occasion Alcohol/Wine License
Beer Vendors		TOF Beer Permit or Provide copy of current TOF Beer Permit

Total (Special Event + All Other Permits)	\$ _____
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Town of Farragut Event Application

VI. Signature

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 OF APPLICANT: _____

PRINTED NAME OF APPLICANT: _____

DATE: _____

VII. Payment Information

Payment options:

- A. Pay with Cash, check, or credit card in-person at Town Hall**
- B. Mail a check to Town Hall**
- C. Make a credit card payment over the phone: 865-966-7057**
- D. Provide credit card information with this application. All major credit cards are accepted.**

Credit Card Information

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

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

Mailing Address associated with Card: _____

Amount to be charged: \$ _____



Town of Farragut Event Application

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

REVISED DECEMBER 20, 2018



Town of Farragut Event Application Appendix A: Policies & Additional Information

Signs

Commercial & Office Entities

- There shall be a maximum of one sign per event not to exceed 20 square feet. For a two-sided sign, only the area of a single face shall be considered.
- For ground-mounted signs, the maximum sign height shall be six feet.
- Ground-mounted signs shall be set back a minimum of 20 feet from the street edge of pavement as measured from the farthest most protrusion of the sign to the nearest point of the street edge of pavement. Signs shall be set back a minimum of ten feet from all entrance driveways.
- All signs shall be a minimum of ten-millimeter corrugated plastic. Ground mounted signs shall be affixed to studded T-posts. All signs shall be affixed in such a manner that they do not move in the wind.
- All signs shall have a white background.
- A minimum of 15 percent of the gross sign area shall include the Shop Farragut logo and website address. The sign shall also include the business name.
- Sign letters shall meet the Visual Resources Review Board's adopted legibility requirements.
- No banners, streamers, balloons, flags-on-a-rope, other types of wind activated displays, or any sign prohibited in the Farragut Sign Ordinance is permitted.
- All signs and any associated support posts shall be removed at the end of the special event.

Residential Entities

- There shall be a maximum of one sign per event not to exceed six square feet and four feet in height. For a two-sided sign, only the area of a single face shall be considered.
- Ground-mounted signs shall be set back a minimum of 20 feet from the street edge of pavement as measured from the farthest most protrusion of the sign to the nearest point of the street edge of pavement.
- No banners, streamers, balloons, flags-on-a-rope, other types of wind activated displays, or any sign prohibited in the Farragut Sign Ordinance is permitted.
- All signs and any associated support posts shall be removed at the end of the special event.



Town of Farragut Event Application

Schools, Churches, and Other Places of Worship

- There shall be a maximum of one sign per event not to exceed 16 square feet. For a two-sided sign, only the area of a single face shall be considered.
- For ground-mounted signs, the maximum sign height shall be six feet.
- Ground-mounted signs shall be set back a minimum of 20 feet from the street edge of pavement as measured from the farthest most protrusion of the sign to the nearest point of the street edge of pavement. Signs shall be set back a minimum of ten feet from all entrance driveways.
- All signs shall be a minimum of ten-millimeter corrugated plastic. Ground-mounted signs shall be affixed to studded T-posts. All signs shall be affixed in such a manner that they do not move in the wind.
- Sign letters shall meet the Visual Resources Review Board's adopted legibility requirements.
- No banners, streamers, balloons, flags-on-a-rope, other types of wind activated displays, or any sign prohibited in the Farragut Sign Ordinance is permitted.
- All signs and any associated support posts shall be removed at the end of the special event.

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 user's 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.



Town of Farragut Event Application

Race Events

- There shall be no markings placed on any street, sidewalk, greenway or pedestrian facility.
- A \$500 A clean up/damage deposit in the form of a check or money order will be be required upon approval of this application. This deposit will be returned upon inspection of the event site at the conclusion of your event if the site has been returned to an acceptable condition.

Damage Deposit (Non-Race Events)

- A clean up/damage deposit in the form of a check or money order in the amount determined by the Town may be required upon approval of this application. This deposit will be returned upon inspection of the event site at the conclusion of your event if the site has been returned to an acceptable condition.

Food & Drink Vendors

- Only vendors approved as part of an event application may participate.
- After a permit is approved, additional vendors may be added by paying the appropriate fee per vendor/per day. Please contact 865-966-7057 to coordinate such additional payment.
- All vendors must display in a conspicuous place a copy of their current business license and most recent health department inspection report.



Town of Farragut Event Application Appendix B: Policies & Information for Founders Park

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 18 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.

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Town of Farragut Event Application

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 Parks & Recreation 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.



Town of Farragut Event Application

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.

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



Town of Farragut Event Application

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 owner's 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.