Special Event Information and Application

For assistance please call:

Tonya Simmons
Manchester Police Department
931-728-4652 Option #2

04/2026

Ordinance #1524

ORDINANCE NO. 1524

AN ORDINANCE TO REQUIRE, PROVIDE FOR AND ESTABLISH FEES FOR THE ISSUANCE OF A SPECIAL EVENTS PERMIT FOR EVENTS THAT WILL HAVE A SIGNIFICANT EFFECT ON THE INFRASTRUCTURE OR TRAFFIC WITHIN THE CITY OF MANCHESTER

Whereas, from time to time, organizations and individuals desire to hold special events, assemblies, parades, concerts and similar gatherings within the City of Manchester; and

Whereas these events can burden the City's infrastructure and personnel and cause increased traffic, increased noise and bright lights; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester believes it in the best interest of the City to establish parameters for these events to minimize the effect on the City's infrastructure, traffic, City personnel, adjoining residents and property owners.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the following be added to Manchester Municipal Code:

"TITLE 16 CHAPTER 4
SPECIAL EVENTS AND TEMPORARY STREET CLOSURES

SECTION:
16-401. – Definitions.
16-402. – Permit or notice required for special events.
16-403. – Application for a permit.
16-404. – Time of filing application.
16-405. – Barricades, litter collection and sanitary facilities.
16-406. – Hold harmless; liability insurance.
16-407. – Personnel cost; permit fee; grant program.
16-408. – Compliance with laws.
16-409. – Conditions in permits.
16-410. – Standards for issuance of a permit.
16-411. – Issuance or denial.
16-412. – Appeals procedure.
16-413. – Revocation of a permit.
16-414. – Fee Schedule

Sec. 16-401. – Definitions.

(1) Amusement ride or amusement attraction shall be defined as in Tennessee Code Annotated, §56-38-102, excluding wholly inflatable attractions.

(2) Private gathering means a special event that is held on private property and is not open to the public. A private gathering shall not be subject to the requirements of this chapter unless:
   (a) A temporary street closure is requested;
   (b) Two hundred or more people gather in a residential area during the course of the event or
   (c) Five hundred or more people gather during the course of the event

(3) Special event shall mean any public gathering such as a block party, local special event, parade, festival, celebration, concert, carnival, fair, exhibits, trade shows or any similar occurrence to be conducted on public or private property within the City of Manchester, Tennessee. Special events occurring entirely within structures that have been approved by the City for occupancy by 500 or more people shall be exempt from the requirements of this chapter.

(4) Temporary street closure shall refer to a condition created by special event or private gathering to be conducted within or on any street or intersection in the City of Manchester, Tennessee that requires any lane of travel be closed for a public safety purpose. Any request for temporary street closure(s) is deemed a request for a special event and requires a special event permit. Any temporary street closure authorized in whole or in part by the City for municipal purposes, including, but not limited to, conveyance of traffic or travel is exempt from this chapter.

Sec. 16-402. – Permit or notice required for special events.

(1) Notice for private gatherings. No permit shall be required for a private gathering unless a temporary street closure permit is requested; however, 72 hours notice to the police and fire departments shall be required. Such notice may be oral and shall contain the date, time and place of the gathering, as well as contact information.

(2) Permit required. No person, firm, corporation or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit or induce participation in a special event or a private gathering where a temporary street closure is requested unless a special event permit has first been obtained from the City Finance Director.

(3) No person, firm, corporation or organization shall violate any of the terms of a permit issued for a special event or this article nor join or participate in any permitted activity under this article over the objection of the permit holder nor in any manner interfere with the progress or orderly conduct of a special event.

(4) No permit shall be required for the following:
   (a) Events sponsored 50% or greater by the City of Manchester or any of its Departments or Commissions;
   (b) Saturday community market booth sales approved or sanctioned by the Coffee County Commission or appropriate Committee of the County Commission restricted to sale of the following:
      (1) Agricultural commodities, which qualify for inclusion in the "Pick Tennessee Products" program of the Tennessee Department of Agriculture and produced by a member who is participating in that program, or grown within 50 miles of the Coffee County Courthouse sold by the producer or

(2) Arts, crafts and food stuffs created or prepared by the seller, excepting any liquid or beverage containing ethanol.

Sec. 16-403. – Application for a permit.

For special events, an application shall be made upon a form provided by the City Finance Director and shall contain all of the following information.

(1) The name, residence and business address and phone number of each person and organization sponsoring the special event. If an organization, the application shall indicate whether it is authorized to do business within the State of Tennessee and contain the names, residences and business addresses and phone numbers of the President or Chairman.

(2) The date or dates and beginning and ending hours of such special event;

(3) The location, including blocks, streets or intersections, in which such special event will occur and a map of same and indicate where a temporary street closure is required, if any;

(4) The estimated number of persons who will participate;

(5) The purpose or nature of the special event;

(6) Whether parking is requested to be restricted or prohibited during such closure;

(7) Whether any sound amplification equipment is proposed to be used and, if so, information describing such sound amplification. No sound amplification equipment shall be used in anyway contrary to the applicable City ordinance on sound amplification equipment or contrary to the City ordinance on noise;

(8) Whether or not charity, gratuity or offerings will be solicited or accepted or sales of food, beverages, including alcohol or beer, or other merchandise will occur;

(9) Whether any temporary street closure will occupy all or only a portion of the street or intersection involved;

(10) Whether the special event includes any amusement attraction or amusement ride; and

(11) Such other information as the City Finance Director deems reasonably necessary in order to carry out his duties under this chapter.

Sec. 16-404. – Time of filing application.

The application shall be filed no less than 30 days nor more than 364 days prior to the scheduled beginning date of such special event.

Sec. 16-405. – Barricades, litter collection and sanitary facilities.

When a special event permit is granted and includes a temporary street closure, applicants shall provide and remove such barricades and warning devices as are deemed necessary by and are acceptable to the City Finance Director. In no event shall any barricades, signs or warning devices fall below the standards in the Manual on Uniform Traffic Control Devices. Applicants shall also provide for the collection and removal, at applicant's expense, of all trash, garbage and litter caused by or arising out of such special event and for adequate sanitary facilities as are deemed necessary by the City Finance Director. Each applicant shall enter into a written agreement specifying the duties to be performed under this section and the costs to be imposed. Such written agreement shall be in a form approved by the City Attorney and shall be binding after approval by the City Finance Director.

Sec. 16-406. – Hold harmless; liability insurance.

Applicants shall agree in writing to assume the defense of and indemnify and save harmless the City, its Aldermen, Boards, Commissions, Officers, employees and

agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of special event and the activities permitted in connection therewith. The City Finance Director shall require the applicant to submit a certificate of liability insurance from a Tennessee state-licensed entity prior to the event in an amount no less than $1,000,000, depending upon the nature, size and duration of the event, which names the City of Manchester as an additional insured.

Sec. 16-407. – Personnel cost; permit fee; grant program.

(1) In addition to a permit fee, applicants shall pay to the City the cost of City personnel who are required by the City to work overtime hours or other than regular shift or perform duties during or because of special event. An application for a special event permit shall be accompanied by a permit review fee of $25. Governmental entities and federally designated non-profit organizations shall be exempt from permit review fees.

(2) Organizers of events may apply for in-kind support from the City of Manchester, as provided in the 'special event grant policy,' which is hereby adopted by reference and made a part of this chapter as if fully set forth herein. The reviewing Board shall have the authority to administer the special event grant policy and amend its terms as needed.

Sec. 16-408. – Compliance with laws.

Prior to the issuance of a permit under this chapter, all applicable ordinances and laws shall be complied with and all required permits and licenses shall be secured in connection with such special event, or the proposed activities therewith including, but not limited to, peddling, street vending, charitable solicitations, collections or acceptance of gratuities, the sale of food, beverages, including alcohol or beer, or other merchandise, or the use of candles, torches, fires or other combustibles, or amusement attractions or rides.

Sec. 16-409. – Conditions in permits.

(1) Conditions. Any permit granted under this chapter may contain conditions reasonably calculated to reduce or minimize the dangers and hazards to vehicular or pedestrian traffic or to the public health, safety, tranquility, morals or welfare, including, but not limited to, changes in time, duration, numbers of participants or noise levels.

(2) Deposit or bond. The City Finance Director may also require as a condition of the permit a deposit or bond to cover clean-up or other costs. The amount of the deposit or bond shall be related to the size, nature and duration of the event and shall be refundable, to the extent not exhausted by clean-up, damage and/or other costs.

Sec. 16-410. – Standards for issuance of a permit.

A permit shall be issued when, from a consideration of the application and from such other information as may otherwise be obtained, all of the following circumstances exist:

(1) The applicant has not knowingly and with intent to deceive, made any false, misleading or fraudulent statements of material fact in the application for a permit or in any other document required pursuant to this chapter;

(2) The application has met the standards in this chapter and paid in advance any fee required and agrees to such conditions as are imposed in the permit;

(3) The time, duration and size of the special event will not substantially disrupt the orderly and safe movement of other traffic or create a public nuisance or danger;

(4) The special event is of a size or nature such that it will not require the diversion of so great a number of public safety officers of the City as to prevent normal public safety protection to the City;

(5) The concentration of persons, vehicles, equipment or facilities will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such special event;

(6) The special event will not unduly interfere with the movement of firefighting equipment on the way to a fire or 911 call;

(7) The special event will not unduly interfere with the orderly operation of parks, hospitals, churches, schools or other public and quasi-public institutions in the City; and

(8) The application has provided reasonable means for informing all persons listed in section 16-403, paragraph (1) of this chapter and all other persons participating in the special event of the terms and conditions of such permit and all applicable laws.

Sec. 16-411. – Issuance or denial.

(1) Small special events. A special event where fewer than 1,000 people gather during the entire course of the event shall be considered a small special event. The Board shall have authority to issue or deny a small special event permit. Written notice of the issuance or denial of a permit shall be provided to the applicant within 14 business days of receipt of a complete application.

(2) Large special events. A special event where 1,001 or more people gather during the entire course of the event shall be considered a large special event. Applications for large special events shall be considered by the Board of Mayor and Aldermen. Applicant must be present at all meetings where the application is considered.

Failure to appear shall constitute good cause for denial of an application. At least ten days prior to any Board meeting when a special event permit is to be considered, the applicant shall be given written notice by the City Finance Director that the application will be considered; such notice to contain the recommendation of the City Finance Director and staff.

(3) Calculation. For the purposes of this section, the total number of people shall include all special event participants, workers and attendees;

(4) Denial. Applicants must meet the standards for issuance of a permit in order to receive a permit. Additional criteria for denial may include, but are not limited to:

(a) Failure to submit a complete application with supporting documentation;

(b) Previous revocation of a special event permit;

(c) Previous convictions by the persons listed in Section 16-403, paragraph (1), of this chapter for any crime involving moral turpitude, alcohol or drugs within the past ten years;

(d) A finding that the proposed activity or use will unreasonably interfere with the general public's use and enjoyment of the area at the time of the event or in the future due to repetitive use or damage to a public facility;

(e) A finding that the proposed activity or use will unreasonably interfere with or detract from the public health, safety or welfare, or involve violence, crime or disorderly conduct, at least to the extent that can be reasonably foreseen;

(f) A finding that the proposed activity or use will entail extraordinary or burdensome expense or emergency operations by the City; or

(g) A finding that the proposed activity or use will constitute a nuisance to adjoining property owners.

(5) Notice. Written notice of the issuance or denial of a small or large special event permit shall be provided to the applicant within five business days of any final decision. If a permit is denied, said written notice shall state the reasons for denial.

Sec. 16-412. – Appeals procedure.
An appeal from denial of the permit shall be made in writing to the Board of Mayor and Aldermen.

Sec. 16-413. – Revocation of a permit.
Any permit for a special event issued pursuant to this chapter may be revoked by the City Finance Director, Chief of Police, Fire Chief or Fire Marshal, or their designees, at any time when, by reason of emergency, disaster, calamity, disorder, riot, extreme traffic conditions, violation of this chapter or of any permit conditions or undue burden on public services, it is determined that the health, safety, tranquility, morals or welfare of the public or the safety of any person or property requires such revocation in light of all the circumstances. Notice of revocation of a permit shall be delivered in writing to at least one person named upon the permit by personal service or by certified mail or, if the special permit has commenced, orally or in writing, by personal contact or service or by telephone. If the number of people attending the event exceeds the number permitted in the application, it shall constitute an undue burden on public services and the special event permit may be orally revoked. Continuance of a special event after such notice has been delivered is unlawful. Revocation of a permit, for any reason, shall constitute a valid reason for denial of any future special event application by the same persons or any combination thereof listed in section 16-403, paragraph (1) of this chapter.

Sec. 16-414. – The following fee schedule is established:

A) Up to 1,000 people	**$25.00**
B) 1,001 – 2,500 people	**$50.00**
C) 2,501 – 5,000 people	**$100.00**
D) Over 5,000 people	**$500.00**

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on May 1, 2017 and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: Feb. 21, 2017

PASSED SECOND READING: March 28, 2017

PASSED THIRD AND FINAL READING: April 4, 2017

Signatures in file on the original

TITLE 16

STREETS AND SIDEWALKS, ETC[1]

CHAPTER
1. MISCELLANEOUS.
2. EXCAVATIONS AND CUTS.
3. RIGHT-OF-WAY ACCEPTANCE.
4. SPECIAL EVENTS AND TEMPORARY STREET CLOSURES.

CHAPTER 1

MISCELLANEOUS

SECTION
16-101. Obstructing streets, alleys, or sidewalks prohibited.
16-102. Trees projecting over streets, etc., regulated.
16-103. Trees, etc., obstructing view at intersections prohibited.
16-104. Projecting signs and awnings, etc., restricted.
16-105. Banners and signs across streets and alleys restricted.
16-106. Gates or doors opening over streets, alleys, or sidewalks prohibited.
16-107. Littering streets, alleys, or sidewalks prohibited.
16-108. Obstruction of drainage ditches.
16-109. Abutting occupants to keep sidewalks clean, etc.
16-110. Parades regulated.
16-111. Operation of trains at crossings regulated.
16-112. Animals and vehicles on sidewalks, roads and in public areas.
16-113. Animals in parades.

16-101. Obstructing streets, alleys, or sidewalks prohibited. No person shall use or occupy any portion of any public street, alley, sidewalk, or right of way for the purpose of storing, selling, or exhibiting any goods, wares, merchandise, or materials. (1972 Code, § 12-201)

16-102. Trees projecting over streets, etc., regulated. It shall be unlawful for any property owner or occupant to allow any limbs of trees on his property to project out over any street, alley or sidewalk at a height of less than fourteen (14) feet. (1972 Code, § 12-102)

16-103. Trees, etc., obstructing view at intersections prohibited. It shall be unlawful for any property owner or occupant to have or maintain on

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[1]Municipal code reference
Related motor vehicle and traffic regulations: title 15.

Additional Requirements

and helpful phone numbers.

FOLLOWING IS AN OUTLINE FOR OBTAINING A SPECIAL EVENT PERMIT FROM THE CITY OF MANCHESTER

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 Police Department.

This 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 Police Department.

2. Return *completed* application along with a *check or money order for $25 event fee and, if applicable, an additional $75 for beer permit to* the City Finance Director Office at least thirty (30) days prior to event.

3. The completed Special Event Permit Application Form and a Departmental Review 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 City 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 City Mayor.

5. The Finance Director, Police Chief, and Mayor will review all special event recommendations and determine approval, denial, or approval with changes.

6. If beer 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 City Police 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 City Police Department **will** issue a Special Event Permit.

10. If the event permit is denied, the City Police Department will issue a letter of denial. The event organizer may appeal the decision.

ADDITIONAL REQUIREMENTS

(Possible additional requirements based on Board review if event will exceed 1,000 people. If event will not exceed 1,000 people, no further permits are require d other than Board review)

Please read the following section carefully. It contains information that is important to the approval of your event.

A. Tent Permit

Contact: Manchester Fire & Rescue Department
1509 Hillsboro Blvd.
Manchester, TN 37355
Phone: 931-728-2999, Fax: 931-723-0370

A tent permit is required for all tents 1Ox12 or larger that are erected for a special event. Large events (with 500 persons or more in attendance) will be required to have a meeting with the Fire Department to discuss Fire Safety issues.

B. Electrical Permit

Contact: Heath and Codes Department
City of Manchester
200 W. Fort St.
Manchester, **TN** 37355
Phone: 931-723-1464, Fax 931-728-8296

An Electrical Permit may be required for your event. Electrical Permits are obtained through the City's
Health and Codes Department.

C. Health Department Permit

Contact: Heath and Codes Department
City of Manchester
200 W. Fort St.
Manchester, TN 37355
Phone: 931-723-1464, Fax 931-728-8296

If food will be served, the event organizer must call the Health Department to discuss rules and regulations. Health Department official(s) will do an onsite inspection of all food vendors. The Health and Codes Department has the right to close any vendor not abiding by health codes.

D. Fire Marshal Regulations and Inspection

Contact: Manchester Fire & Rescue Department
1509 Hillsboro Blvd.
Manchester, TN 37355
Phone: 931-728-2999, Fax: 931-723-0370

The Fire Marshal's Office 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.). The site diagram should be returned with the completed Event Application and will be forwarded to the Fire Marshal's Office for approval. Any changes to the site diagram after initial approval must be re- submitted for review. **Organizers of large events MUST meet with the Fire Marshal's office 5 days prior to event.** If the Fire Marshal on-site inspector determines that all rules have not been

adhered to, or that unapproved changes have been made to the site layout, he/she can delay or stop the event until the site layout is revised and approved.

E. *Alcoholic Beverages*

1. Beer Board Permit

Contact: Beer Board
Manchester City Hall
200 W. Fort St.
Manchester, TN 37355
Ph: (931) 728-4652
Fax: (931) 728-8273

Events where beer is available will be required to apply for a beer permit. If there is any question as to whether a permit is needed, the event organizer should contact the City of Manchester at the above number and discuss the event in detail. A temporary Special Event Beer Permit authorizing the sale of beer on public owned property might be issued. The beer permit application must be in the name of the owner and signed by the owner, officer, chairman, or director of the organization. Due to the time involved in obtaining a Beer Permit, it is suggested that the event organizer start this process at least thirty (30) days prior to the event.

- Complete Application for Beer Permit can be obtained at the City Hall, where the Manchester Police Department handles the administrative process.
- The Beer Board, which is the Board of Mayor and Aldermen, meets on the first and third Tuesday of each month. The permit must appear before the Beer Board for consideration.
- Fill out application completely and return it with appropriate fee. The application fee is non-refundable. The application must be filed fifteen (15) days prior to the next Beer Board meeting.

2. Tennessee Alcoholic Beverage Commission

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.

F. *Emergency Medical Services*

Contact: Coffee County Emergency Medical Service
Phone:931-723-5136

The Coffee County Emergency Medical Services should be alerted of any possible street closures in case of emergency. Please contact them for more details.

G. *Event Signage*

Contact: Health and Codes Department
City of Manchester
200 W. Fort St.
Manchester, TN 37355
Phone: 931-723-1464, Fax 931-728-8296

Health and Codes Department restricts certain types of signage and sign placement. Please contact them for specific details.

H. *Litter-free event*

The City of Manchester encourages all events held in the City to be Litter-free. Event Coordinator should contact Keep **Coffee County Beautiful at** 931-728-6729 or http://www.keeptnbeaut iful.org/affiliates/coffee/ for more information.

I. *Street and Sanitation Services*

City of Manchester Street and Sanitation Department
1210 Oakdale St.
Manchester, TN 37355
Phone: 931-728-6903

If the applicant fails to restore the property to its prior condition, then the applicant shall be responsible to the City of Manchester for any costs incurred in resto ring the property after the event.

*__NOTE:__ Fats, oils and grease are a leading cause of sewer backups, septic system failures and environmental disasters. All cooking grease MUST be removed from the site immediately after the event. *Illegal dumping of cooking grease will be prosecuted.* Sponsors needing assistance securing a grease waste hauler should contact the City's Solid Waste Department.

J. *Good Neighbor letter*

The event organizer may be required to deliver written notice to all businesses and residents on or near the event site following approval of Special Event Permit. 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 City Mayor's office.
- Name, address, and phone number for the City Police Department

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 City Administrator's office with a copy of the letter and a mailing list of whom received the letter.

Special Event Application

When printing application,
please do not print on both sides of the page.

Include:

Photo ID

Email address

A copy of your Good Neighbor Letter

PLEASE READ ATTACHMENTS BEFORE SIGNING THE APPLICATION

Submit the Application to: City of Manchester, 200 West Fort Street, Manchester, TN 37355

Phone Number 931-728-4652

Name/Purpose of event:_____

1. I/We agree to abide by all ordinances and regulations of the City of Manchester and all conditions placed upon the event by The City of Board of Mayor and Aldermen.
2. I/We do swear or affirm that all the information given in this application is true and complete.
3. I/We do hereby agree to assume the defense of and indemnify and save harmless the City, it's Aldermen, Boards, Commission, Officers, Employees and Agents from all suits, actions damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event in an amount acceptable to the Finance Director.
4. I/We agree to provide a copy of this signed Special Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
5. I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
6. I/We understand that the granting of a Special Event Permit does not imply granting of other permits that are separately required.
7. The application for an event permit shall be filed not less than 10 days nor more than 364 days prior to the scheduled date of such event. Suggested filing is at least 90 days prior to scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the City of Manchester. Failure to file in a timely manner may result in denial of the permit.
8. The City reserves the right to require one or more City of Manchester Police Officers or other Emergency Personnel be present at any and all events that occur within the City limits. Please budget for this request at a rate of $30 per hour and a minimum of two (2) hours.

_____	_____	_____
Signature- must be officer of organization	**Print Name and Title**	**Date**

Please provide a photo ID**

Office Use Only

Copy of Photo ID provided: _____
Special Event Fee $25 ____ Paid ____ Exempt
Credit/Debit Card. : _____
Cash: _____ Check# : _____
Receipt Number : _____Date Paid : _____

Permit Number : _____
Permit Date : _____
Permit Time : _____

Approved by: _____City of Manchester Mayor

_____City of Manchester Police Department

_____City of Manchester Finance Director

_____City of Manchester Fire Department

_____City of Manchester Public Works

_____City of Manchester Codes Department

_____City of Manchester Parks and Recreation Department

_____City of Manchester Tourism

CITY OF MANCHESTER EVENT
SPECIAL EVENT PERMIT

Application is Due 10 Days Prior to Special Scheduled Event.
Please read application carefully and fully complete each section.
($25 non-refundable application fee)

NOTE: COMPLETING THIS APPLICATION DOES NOT GUARANTEE THAT YOUR REQUEST WILL BE GRANTED. INSURANCE OF LIABILITY REQUIRED

Please check All that apply
( ) street closure
( ) other special event
( ) parade (Attach Certificate of Liability)
( ) beer served (separate permit required)
A non-refundable application fee of $75 is due at the time of filing

Please supply the following information. For additional space use a separate sheet(s) of paper and attach to the application.

1. Location requested: _____

2. Name/Purpose of event: _____

3. Date or dates of event: _____

4. Time of event: _____

5. Time of street closure (if applicable): _____

   Set-up Date & Time:_____ Tear down Date & Time: _____

6. Name of Applicant or Organization: _____

   A. Address: _____

   B. Phone #: _____ Cell: _____ Fax:_____

   C. Email:_____

7. Name of Person in charge during the event: : _____

Cell Phone#: _____ Email address: _____

**Please provide copy of Photo ID with application.

8. Name and cell phone number of at least two other contacts available during the event:

Name: _____ Cell #: _____

Name: _____ Cell# : _____

9. DETAILED DESCRIPTION OF EVENT: (USE ADDITIONAL PAPER IF NECESSARY):

10. ENCLOSE A MAP of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. For large-scale events, map should be obtained from the City's GIS division.
11. An estimated number of participants and an estimated number of attendees expected to attend during the course of event:
12. Is your organization authorized to do business in Tennessee _____
    If no, go to the Finance Office in the City of Manchester to determine If you need a permit.

13. Will you charge an admission/participation fee (including vendors)? _____
    How much per person?:_____ per vendor?:_____

14. Will any charity, gratuity, or offers be solicited or accepted during the event? _____

15. Will parking in the area of the event be restricted or prohibited? _____

16. For what purpose will sound amplification be used? (Music Band, announcements, entertainers, etc.)

17. What time period will the amplification be used: _____

18. If a musical band will be use, please give details including entertainers,

19. Number of musicians, bands, amp wattage, etc.

20. Will any stages, amusement attractions, or amusement rides, including inflatable, be erected for the event? _____ If yes, applicant must give specific details and location of where games, activities, inflatables, horseshoes, relay races, etc. along with the name of the company providing the stages and or activities. Applicant must also include a copy of that company's insurance certificate coverage and listing the City of Manchester as additional insured. For Stages, inflatables, etc. constructed on site prior to the event, that date must be included on the Certification of Insurance provided to the City of Manchester. Stages must be removed from the site at the event end. Rented inflatables/interactives that are set-up and manned by applicant must be included specifically on the applicant's Certificate of Insurance.

21. Will food, beverages, or merchandise be sold or given away? _____ If yes, clean-up is required. Please provide the name of persons or company who will be in charge of the clean-up including their name and phone number.

22. Will you require a temporary water tap? _____If yes, please write the exact location(s).

23. **Attach Good Neighbor Letter and Mailing List used. Please read the Additional Requirements section "J" of this application for more information.

A copy of the Good Neighbor Letter is required with each Special Event Application.