



Goodlettsville Parks & Recreation

Special Event Application Handbook

January 1, 2007

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“Partnership through Sponsorship” SPECIAL EVENTS POLICY ON CITY CHARGES

GOALS

- Identify the City’s costs of conducting or hosting festivals and events.
- Continue to provide City support of festivals and events.
- Ensure the City receives recognition of this support.

RECOMMENDATION

The Goodlettsville Parks & Recreation Department recommends the City of Goodlettsville implement a “Partnership through Sponsorship” Program.

How it Works

- A sponsorship program available to festivals and community events
- Administered by the Goodlettsville Parks & Recreation Department
- Events that meet all program criteria and guidelines are eligible for a waiver up to 75% of city fees.
- The organizer shall pay 25% of the cost of city services within 30 days prior to the date of the event.
- This waiver does not apply to the Security, Emergency Medical, Park Staffing or sanitation requirements. Those agencies and /or departments will determine their costs and send a separate bill for their services.

Guidelines

- The organization applying must be recognized by the Internal Revenue Service as a non-profit organization. The applicant’s Federal ID # and copy of IRS exempt statement must be attached to event application.
- The event shall occur in a park, park facility or public space owned/managed and maintained by the City of Goodlettsville.
- The event complies with policies and procedures set forth by the Goodlettsville Parks & Recreation Department.
- The event is accessible to all Goodlettsville residents and visitors.
- The event’s past history and performance is in good standing.
- The City of Goodlettsville and the Parks & Recreation Department logos must be prominently displayed on all event promotional materials.
- An itemized budget showing all estimated revenues and expenditures shall be submitted with permit application. A final statement of revenues and expenses must be submitted within 30 days following the event.
- Proceeds shall benefit a charitable or community organization recognized by the Goodlettsville Parks & Recreation Department.

APPLICATION PROCESS

Festival/event organizers must complete and submit a Special Event Permit Application to the Goodlettsville Parks and Recreation Department 90 days prior to the scheduled event. A meeting with the event organizers and representatives of the Goodlettsville Parks & Recreation Department will be scheduled in order to review the Special Event Permit Application. Once the review of the application is completed, the Director of Parks & Recreation will determine all additional requirements for the Parks and Recreation Department to issue a Special Event Permit.

For an application and further information, please contact:

Goodlettsville Parks & Recreation
105 South Main Street
Goodlettsville, TN 37072
(615) 851-2241
Fax (615) 851-2254
www.cityofgoodlettsville.org

SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

These instructions are intended to help you complete the Special Event Permit Application and all associated forms. Please take the time to read these instructions prior to completing your application. If you have any questions, please do not hesitate to contact us. All information must be legibly printed in ink. It is very important that our agency and others be able to read the information. Return applications to:

Goodlettsville Parks and Recreation Department
105 South Main Street
Goodlettsville, TN 37072

Please feel free to contact us at any time for additional applications or with questions regarding your application between 8:00 a.m. and 4:30 p.m., Monday through Friday at (615) 851-2241. The department's Fax number is (615) 851-2254.

SPECIAL EVENT PERMIT APPLICATION

All events require the Special Event Permit Application to be completed. You may be required to complete other forms depending on the size and/or features of your event. Below are descriptions of each section on the Special Event Permit Application. Please refer to these descriptions while completing your application. For further information and/or services available from the City, review the section of this handbook that applies to that service or information. If at any

time the application form doesn't provide adequate space, provide the additional information on a separate sheet and write, "see attached" on the application form. When additional sheets are attached, place the event name and event date at the top of each additional sheet. For example:

Mid-Night Basketball April 10, 2007

APPLICANT INFORMATION

Event Name: Enter the name of your event. This name should be the one that you are using to advertise your event.

Event Location: Enter the location of the event.

Event Producer: Enter the name of the organization, corporation, neighborhood group etc. that is producing the event. If the organization, corporation or group contracts with a firm or agency to produce the event, the event producer is the firm/agency contracted. If the event were self-produced then it would be the name of the organization, corporation, neighborhood group etc.

Representing: If the applicant is a contracted firm/agency, enter the name of the organization, corporation, neighborhood group, etc. that contracted you to produce the event.

Primary Contact: Enter the name of the primary person who is to be contacted regarding the application or event. In some cases, you may be requested to provide additional contact names and phone numbers for emergencies that may arise during the event.

Address, City, State, and Zip: Enter the mailing address information of the event producer in these blanks.

Phone (Day, Night, Cell & Fax): Enter the primary contact's telephone numbers. It is important that the city can contact these person (s) at all times during the event.

EVENT INFORMATION

Event Type: Check the box that applies.

Event Duration: (Starting Date, Ending Date): Enter the dates that the event will be open and closed for attendance.

Total Attendance: Enter the total number of attendees you expect for your entire event, beginning to end.

Peak Attendance: Enter the highest number of attendees you expect at any one time during the event.

Hours of Operation: Enter the hours the event site will be open. For example an event may run from Friday to Sunday. The hours of operation may be from 6:00 p.m. to 11:00 p.m. Friday, 10:00 a.m. to 11:00 p.m. on Saturday and 12:00 p.m. to 6:00 p.m. on Sunday.

Site Preparation: Enter the starting date and time that you will start to prepare the event site. If no preparation is necessary, enter the Starting Date and Time of the event.

Dismantling & Cleanup: This is the date and time it will take to dismantle and clean up the event site.

Event Description: Give a brief description of the event. Please describe any unique characteristics of your event.

Event Features: Check all the needs, services or features that will be part of the event.

Will an admission fee be charged? Please indicate if an admission fee will be charged. If yes, indicate the amount of the fee or fee's.

EVENT LOCATION

Please list the location of your event.

SITE MAP REQUIREMENT

Regardless of event location, a site map must be submitted showing the location of the event and the event features. Please review the Site Map Requirements section on the application for all items that are required. Upon request and availability, the Parks and Recreation Department will furnish a map to scale of the event location.

RAIN/CANCELLATION POLICY

Describe your rain or cancellation policy. Also provide alternative dates, times and locations.

SECURITY

It is the responsibility of an event producer to provide adequate security for an event, and to ensure that an adequate number of security personnel are present to manage the expected size of the event's crowd. Security must include proper crowd and traffic control. If security is being provided, complete the Security Section of the Special Event Permit Application. *For more information see the section titled Security in this handbook.*

EMERGENCY MEDICAL ASSISTANCE

Depending on the size and nature of your event, emergency medical services for the event patrons may be required.

VENDORS

List all vendors and the products and/or services that they will be providing at the event.

TENTS/TEMPORARY STRUCTURES

Complete information regarding the use of tents or temporary structures. *For more information see the section titled Tents/Temporary Structures in this handbook.*

ELECTRICAL SERVICE

If electrical service is being provided for booths, cooking equipment, etc. complete the Electrical Service Section of the Special Event Permit Application. *For more information see the section titled Electrical Service in this handbook.*

RESTROOM FACILITIES

If restroom facilities are being provided, complete the Restroom Facilities Section of the Special Event Permit Application. *For more information see the section titled Restroom Facilities in this handbook.*

CLEAN-UP PLANS & PROCEDURES

Any event producer holding an event in a city park and other public property is responsible for clean up and removal of debris from the affected property. If your event will require clean up, complete the Clean-Up Plans & Procedures Section of the Special Event Permit Application. *For more information see the section titled Cleaning Services in this handbook.*

HOLD HARMLESS CLAUSE

Once the application is processed and a determination is made as to its approval, there will be an agreement prepared which will also contain a hold harmless clause that must be signed by the agent duly authorized by the event applicant.

CARNIVAL RIDES / INFLATABLES

Approval for carnival rides and inflatables must be obtained as a separate permit from the Department of Parks & Recreation, within fourteen (14) days of the event. This office will, if requested, provide event sponsors with a list of companies that are insured and licensed to operate carnival rides. Required insurance is the responsibility of the contracted company owning the carnival rides and/or inflatables; however, event producers may wish to carry additional insurance. The carnival ride/inflatable vendor must maintain commercial general liability insurance for the entire event, including setup and dismantling, with minimum coverage of \$1,000,000.00 per occurrence. A certificate of insurance is required with the Special Event Permit Application. The certificate of insurance must list the City of Goodlettsville as Additional Insured. Refer to the Insurance Requirement section of this handbook for additional information.

CLEANING SERVICES

The event producer is responsible for submitting a clean-up plan, which must include the following:

- Drawing/map of the festival area showing the location and type of trash receptacle
- Name(s) of individual(s) and group(s) responsible for cleaning during and after the festival/event
- Location where all wastes, including cooking oils, will be disposed. If the event producer fails to perform adequate clean up or cause damage to City property or facilities, the producer will automatically forfeit their compliance assurance deposit. The festival/event producer is responsible for clean up and removal of debris from all affected areas.

ELECTRICAL SERVICE

Providing for your electrical needs has certain limitations, depending on where the event is held. If the Park property where you are holding your event does not have adequate electrical outlets, the City has various temporary services that can be set out to help with your power needs. Electrical services and connections will not be provided for events that are not open to the general public. City maintenance personnel will not correct or modify vendor equipment. The compatibility of vendor's equipment to operate on City provided GFCI systems is the responsibility of the vendors. No non-City personnel will be allowed to make any connection or modification to City-provided electrical services. City personnel or their designee will make any hard-wired connection to services. Any vendors

requiring connections or disconnects outside City personnel normal working hours may be required to pay a labor charge. Any specialized equipment needed to make connections shall be provided at the vendor's expense.

EMERGENCY MEDICAL ASSISTANCE

Depending on the size and nature of your event, the event producer may be required to provide emergency medical assistance for the event patrons. Parks & Recreation Staff, in consultation with the representatives of the Goodlettsville Fire Department, will determine the level of emergency medical staffing to be required. City of Goodlettsville Firefighter / EMT's should be used in providing the necessary Emergency Medical staffing for such events.

INSURANCE

The applicant/event producer must comply with the following insurance requirements to be considered for a Special Event Permit. The applicant/event producer and the vendors that are contracted by them must purchase and maintain, for the duration of the event including setup and dismantling, the following types of insurance at their own cost and expense:

1.) Comprehensive General Liability Insurance – If the applicant is a business or group, a Commercial Comprehensive General Liability Insurance Policy, or its equivalent, written on an occurrence basis, with a minimum of \$1,000,000 combined single limit of liability per occurrence for bodily injury, personal injury, and property damage is required. If food or beverages are to be served, then product liability coverage must also be included with a minimum of \$1,000,000 per occurrence.

2.) Additional Insurance Requirements – The applicant/event producer and all vendors must list the City of Goodlettsville as Additional Insured for the event on Commercial Comprehensive General Liability Insurance Policies.

The City of Goodlettsville reserves the right to require insurance of applicant/event producers and/or vendors for activities other than those specifically mentioned above, or to increase the minimum acceptable limits of liability with reasonable notice to the applicant/event producer. The Certificate of Insurance must be submitted within 14 days of the event to the Goodlettsville Parks and Recreation Department.

RESTROOM FACILITIES

The applicant/event producer is required to provide one chemical-type toilet for every 350 people expected at an event.

SECURITY

It is the responsibility of the applicant/event producer to provide adequate security for the event. The type and location of the event, availability of sufficient City police personnel, and other factors will determine the amount of security required at any event. The Goodlettsville Police Department staff assigned to a particular event will have the sole discretion in all matters regarding security,

traffic and crowd control at special events in the City of Goodlettsville. Parks & Recreation staff, in consultation with the Goodlettsville Police Department, will establish the required security staffing level in accordance to the submitted Special Event Permit Application. The required security staff's duties will not include any of the following responsibilities:

- Gate security
- Security for VIPs/celebrities
- Security of money handling room(s)
- Stage security
- Overnight security or security outside event hours
- Private parking lot security
- Security for event equipment, trailers, supplies, etc.

The event producer will be responsible for procuring additional security personnel through the City of Goodlettsville Police Department for any of the aforementioned responsibilities if they deem it necessary.

If fees are applicable, the applicant/event producer will be charged for police services at the rate of time and a half.

NOISE VARIANCE

For all events that have live or amplified sound or music, the applicant/event producer must complete the Application for Amplified Sound. The event producer will be responsible for notifying adjacent property owners that amplified sound will be used with said event 15 days prior to the event and a copy of the notification attached to the Application for Amplified Sound.

TENT/TEMPORARY STRUCTURES

Any applicant/event producer wanting to erect a tent or temporary structure as part of their event must complete the Tent/Temporary Structure Application from the Goodlettsville Parks and Recreation Department. The City of Goodlettsville reserves the right to have any and all temporary structures inspected for compliance with life safety codes.

VENDORS

The event producer is required to pay to the City of Goodlettsville a \$20.00 Event Vendor Permit Fee for each vendor being provided by the event producer. This Permit Event Fee is applicable to events lasting 3 days or less. Events lasting more than 3 days will require the procurement of an additional Special Event Vendor Permit.

COMPLIANCE ASSURANCE DEPOSIT

The event producer will be required to post a compliance assurance deposit with the Goodlettsville Parks & Recreation Department. The normal compliance assurance deposit will be \$500.00 per event. However, the Goodlettsville Parks & Recreation Department reserves the right to assess a compliance assurance deposit greater than \$500.00 if it is deemed necessary based on the size, nature

and time duration of the event. The deposit will be returned to the event producer when it is determined that compliance with all terms of the Special Event Permit is met.