

# Guide to Metro Permitting Process

## Special Events

If your special event will utilize the **John Seigenthaler Pedestrian Bridge** you will be required to submit a separate Usage Agreement (see page 2).

**SPECIAL EVENTS** are any events that require street or sidewalk closures, use of the John Seigenthaler Pedestrian Bridge, and/or placement of semi-permanent objects set up in a public rightaway (i.e. **food trucks, staging, bleachers**, etc.). If this describes your event, consider the following requirements:

- \$30 permit fee
- Submit permit application 45 days in advance of event. (\$50 late fee if inside of 45 days).
- Meetings with relevant Metro Departments
- Site layout
- Proof of General Liability insurance
- ADA (American Disabilities Act) Application
- A clean-up & recycling Plan
- Emergency Action Plan (incl. Severe Weather Situation statement)
- Emergency Medical Services Plan
- Security Action Plan

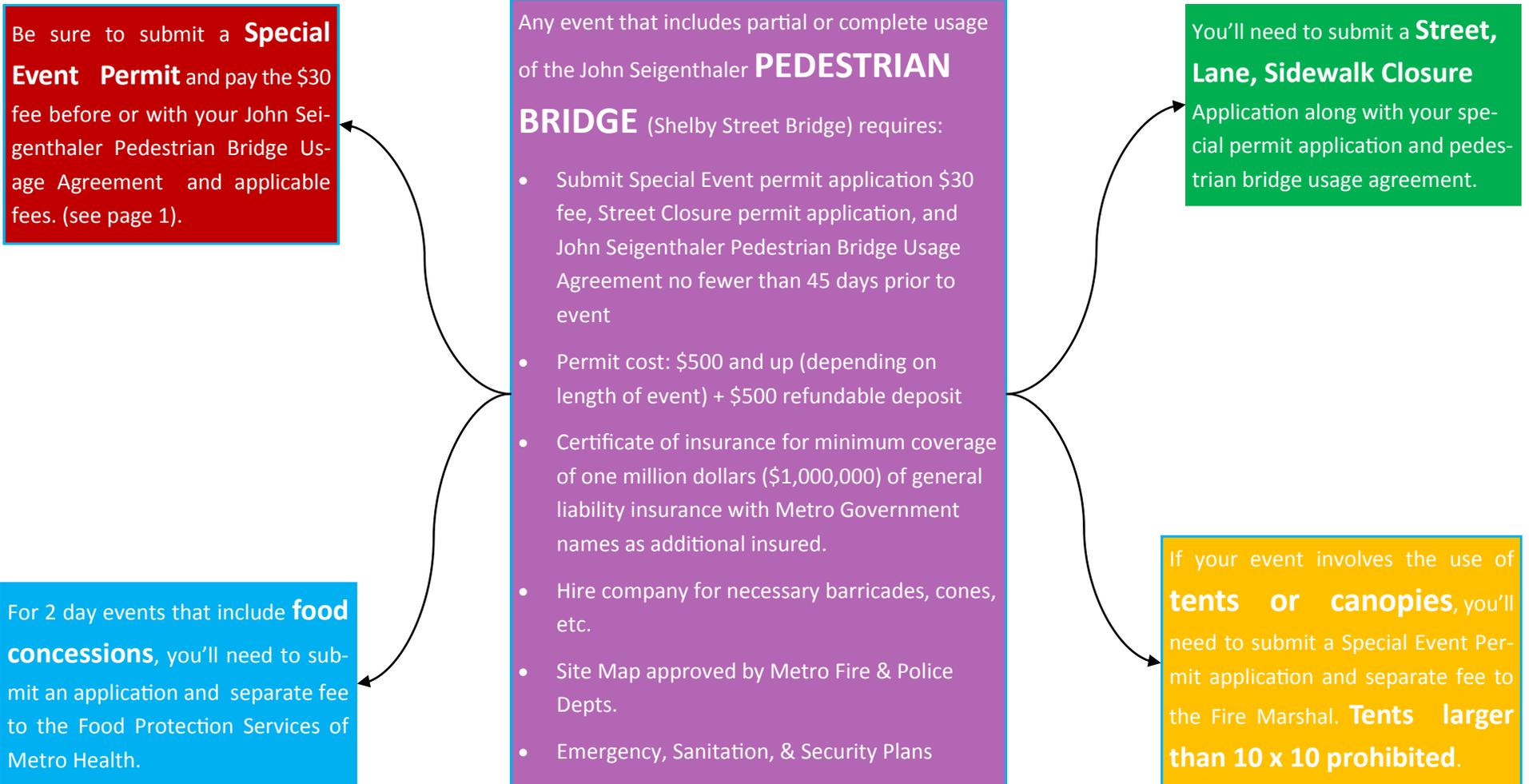
All Special Events must submit a **Street, Lane, Sidewalk Closure** Application (\$55 fee waived). If your event requires blocking off a street or sidewalk and is not a Special Event, you must submit application & \$55 fee.

For 2 day events that include **food concessions**, you'll need to submit an application and separate fee to the Food Protection Services of Metro Health.

If your event involves the use of **tents or canopies larger than 10 x 10**, you'll need to submit a Special Event Permit application and separate fee to the Fire Marshal.

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## John Siegenthaler Pedestrian Bridge



This document is meant to serve as a guide to the permit process. It is not a comprehensive document. For more detailed information regarding permits, visit <http://www.nashville.gov/Public-Works/Permits/Film-Special-Events-Permits.aspx>; email [Gordon.Richard@nashville.gov](mailto:Gordon.Richard@nashville.gov) or call 615.862.8597.

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## Events in Metro Parks

In addition to the Metro Parks permit you will need to apply for a **Special Event Permit** if your event will involve blocking off a street or sidewalk (see below), food concessions or tents or canopies. (see page 1).

You'll need to submit a Street, Lane, Sidewalk Closure Application if your special event requires **blocking off a street or sidewalk** that is NOT on Metro Parks property.

If your event will be contained entirely within a Metro Park property (not spilling out onto streets), you may not need a Special Event Permit, but you may be required to obtain a permit from Metro Parks. **Metro Nashville Parks & Recreation** offers a wide variety of activities and facilities for which you will need a permit or reservation. View the [Metro Parks & Recreation Website](#) for links to most of the available permits, rental information, and how to make reservations.

For 2 day events that include **food concessions**, you'll need to submit an application and separate fee to the Food Protection Services of Metro Health.

If your event involves the use of **tents or canopies larger than 10 x 10**, you'll need to submit a Special Event Permit application and separate fee to the Fire Marshal.

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## Parades, Runs or Processions

In addition to the Parade Permit application you will need to apply for a **Special Event Permit** if your event involves semi-permanent structures (i.e. stages, bleachers, etc). (see page 1)

Any procession (runs, protests, **parades**) of more than 75 people along a public right-of-way (street/sidewalk). If this describes your event, consider the following requirements:

- Submit parade permit application 45 days before event
- \$30 permit fee
- Certificate of insurance for minimum coverage of one million dollars (\$1,000,000) of general liability insurance with Metro Government names as additional insured.
- If **floats or other vehicles** are involved, then one million dollars (\$1,000,000) of automobile liability insurance is required
- Street Closure Permit (fee waived)
- Off-duty police personnel may be required (to be determined by Police Dept.)
- Hire company for necessary barricades, cones, etc.
- Turn-by-turn parade route
- Emergency, Sanitation, & Security Plans listed in the Special Events requirements (see page 1)

You'll need to submit a **Street, Lane, Sidewalk Closure Application** (\$55 fee waived).

For 2 day events that include **food concessions**, you'll need to submit an application and separate fee to the Food Protection Services of Metro Health.

If your event involves the use of **tents or canopies larger than 10 x 10**, you'll need to submit a Special Event Permit application and separate fee to the Fire Marshal.