



Fort Negley

Special Event Permit Application

Please complete this form and return it to:
Fort Negley Visitors Center
1100 Fort Negley Blvd, Nashville, TN 37203
(615) 862-8470 - fortnegley@nashville.gov

Date Application Submitted:
 _____/_____/_____

Organization Name: _____
 Organization Address: _____
 City/State/Zip: _____
 Contact Name: _____ Title: _____
 Contact Phone: _____ Contact Email: _____
 Event On-site Coordinator Name: _____ Cell: _____

Event Operations

Use of Park Use of the Visitors Center

Wedding / Reception Festival

Picnic / Gathering Walk / Race

Concert / Live Music Charity Benefit

Rally / Protest Other _____

Dates and Hours of Operation _____/_____/_____ Open: _____ AM / PM Close: _____ AM / PM

Dates and Hours w/ Set-up & Clean up _____/_____/_____ Arrive: _____ AM / PM Depart: _____ AM / PM

Name of Event: _____

Any publicity must be approved prior to publishing. Are you using any marketing? No Yes (Attach any print media)

Event Website: _____

*Please note the Park must remain accessible to the public during daylight hours.
 The Visitors Center must remain accessible to the public during the following hours:
September - May
 Tuesday - Friday: Noon to 4:00 pm, Saturday: 9:00am to 4:00pm
June - August
 Tuesday - Thursday: Noon to 4:00 pm, Friday & Saturday: 9:00 am - 4:00 pm

Resources available for use inside the Visitors Center

Chairs (60 available) Tables (9 rect. & 1 round available) Podium Projector Laptop DVD Player

Event Components

Please check all items below that apply to your event and include any additional details in the space provided.

Admission Fee Registration / Participation Fee Fundraising*

Providing Food & Drink for Free Food Sales (# of vendors _____) Water Access Request

Amplification* (PA or Audio System) Displays / Exhibits (QTY _____) Electricity Request

Tents Erected (QTY _____) Stage Erected (size _____) Merch. Sales (# of vendors _____)

Vehicle Use Road Closure Request Alcohol Served* (no sales allowed)

Cooking w/ Charcoal, Propane, etc. Inflatable or Bounce Attraction ** requires Metro Parks Board approval*

Signing this Special Event Permit Application verifies that you have read and understand all terms and conditions in this application. Please initial items 1 – 5, sign and date the application where indicated below.

INITIAL HERE	1) The discovery of false or misleading information regarding the applicant or the described event activities on this application will result in the rejection of the application, revocation of approval of use of the park property and / or denial of future request to access park property.
INITIAL HERE	2) There is no staking policy enforced within portions of Fort Negley Park—most critically within the fort walls. The only tents permitted in protected areas will be frame tents that are secured with surface ballast or tents that do not require staking. Violation of this policy will result in civil action to recoup any damages to the grounds, fiber optic and / or irrigation system.
INITIAL HERE	3) Permits will not be granted to any vendor with a past due balance to Metro Parks or Metro Park Police. Past due balances must be paid in full, without exception, before new applications will be accepted. A deposit may be required on fees associated with new events.
INITIAL HERE	4) It is the permit holder's responsibility to immediately contact Park Police once an event date has been approved by Metro Parks staff for events with attendance of 100+. (a.) Permit holders must hire Park Police officers or hire an approved security company to provide an action plan for the event that is preapproved by Park Police or their designee. (b.) Park Police must determine the suitability of any firm providing protection for an event. (c.) Park Police will be given the first right of refusal for any event held on park property. Name and number of company handling security for your event: _____
INITIAL HERE	5) Routes for all run or walk events in Metro Parks must be reviewed and approved by Parks staff before a final special events permit is issued.

Visitors Center Rental	Davidson Co. Resident Rate	Non-Resident Rate
Non-holiday, 2 hour minimum	\$100 per hour	\$125 per hour
Holiday, 2 hour minimum	\$125 per hour	\$150 per hour

Park Rental	Davidson Co. Resident Rate	Non-Resident Rate
2 hour minimum	\$120 per hour	\$180 per hour

Admission Fee / Ticket Sales	\$300	\$400
Participation / Registration Fee	\$100	\$150
Sales of Food, Beverage or Merchandise	\$150	\$200
Sanitation Deposit	Visitors Center: \$250, Park: \$250, Park and Visitors Center OR events with 500+ attendance : \$500	

All applications for the use of Fort Negley Visitors Center and Park are subject to approval by the Museum Coordinator and/or the Assistant Director of Natural Resources & Cultural Arts, based on compliance with Park Policies and the availability of facilities and staff. Some activities may require additional staff or security, and additional fees may apply. Certain activities may also require Parks Board approval. By signing below, the applicant agrees to adhere to all Park Board policies, facility rules and established fees.

Applicant Signature: _____ Date _____/_____/_____

Received by: _____ Date _____/_____/_____

Approved by: _____ Date _____/_____/_____

Special Event Application Instructions, Terms, and Conditions for Fort Negley Facility Usage

Please keep pages 3 & 4 for your records. They do not need to be returned with the event application.

- 1) Half the Rental Fee is due in advance to secure the requested date. All fees due must be paid within two weeks after invoicing but not less than 30 days prior to the event. All fees are fully refundable if you notify Metro Parks that the event is canceled 60 days prior to proposed event date. No permit will be issued until all necessary paperwork has been completed and all fees paid. Please submit payments in the form of three checks. (1st) Half the Rental Fee to secure the date. (2nd) The remaining half of the Rental Fee and (3rd) the Sanitation Deposit due after invoicing.
- 2) The Board of Parks and Recreation has first priority in scheduling events in all parks and / or facilities. All dates are reserved on a first come, first served basis. Event dates are not confirmed until an event application has been received and approved. An event permit will not be issued until all related fees have been paid.
- 3) Permits for fundraising events may only be requested by persons or organizations that hold a permit from the Tennessee Charitable Solicitations Board, bona fide educational institutions, religious organizations who have a 501(c) 3 status with the IRS and / or announced political candidates for public office.
- 4) A certificate of insurance must be submitted with this Special Event Permit Application. The policy must be in force for the duration of the Event and be issued by an insurance company licensed to do business in Tennessee, specifying public liability and property damage insurance with a single limit of not less than one million dollars (\$1,000,000), naming the Metropolitan Board of Parks & Recreation 2565 Park Plaza, Nashville, TN 37203, as additionally insured. No permit will be issued unless this certificate has been received. The Metro Department of Insurance may require additional coverage based on the scope of the event.
- 5) The Board of Parks and Recreation prohibits the reservation of park facilities by applicants that discriminate on the basis of age, color, disability, national origin, race, religion, sex, in the admission to, access to or operation of their programs, services, or activities.
- 6) Any changes to the event description submitted with this Special Event Permit Application must be submitted in writing to the Museum Coordinator. Any aspect of the event not fully described in the Special Event Permit Application or an addendum submitted in accordance with this paragraph will not be covered by the permit or allowed in Park facilities.
- 7) Any event that has an impact outside of the rented Park Facility including streets and sidewalks will also require a Special Event Permit from Public Works. For more information, contact Gordon Richard at 615-862-8597 or by email at gordon.richard@nashville.gov.
- 8) All events held on Metro Parks property must fit within the following guidelines:
 - a) The proposed use of the Park must not unreasonably interfere with or detract from the general public's enjoyment of the Park.
 - b) The proposed use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
 - c) The proposed use will not include violence, crime, disorderly conduct, or obscene language.
- 9) Any permit holder utilizing the services of a professional event organizer, promoter or the like must identify that person or organization in writing.
- 10) All special events to be held in parks requesting permission to have amplified music will be considered by the Board of Parks on a case by case basis. Each will be monitored by a Park staff member to assure proper sound levels. The staff member shall have the right to request a lowering of sound levels or to stop the performance if deemed absolutely necessary and in the best interest of the Parks Department and the immediate neighborhood.
- 11) Prior to but not earlier than six hours before each event, the permit holder must perform an inspection of all Parks Facilities to be used and must report in writing to the Board of Parks and Recreation the presence of any damage or trash on the premises. All damage evident or trash remaining on the premises after the event and not previously and specifically reported to the Board of Parks and Recreation as required in the preceding sentence will be considered to have resulted from the event and must be rectified at the sole expense of the permit holder. Larger events may require that a representative of Metro Parks inspect the Park facilities with the event organizer. This will be determined by the Museum Coordinator.
- 12) All events are required to recycle paper and plastic trash generated by the event. The event organizer must submit a plan on how recycling will be handled that includes the number of recycling containers and how the material to be recycled will be disposed. This should include the name of the company if a private waste hauler is to be used. Information on public event recycling containers provided by Metro Public Works can be obtained at this website: <http://www.nashville.gov/Public-Works/Neighborhood-Services/Recycling/Event-Recycling.aspx>

- 13) It is the permit holder's responsibility to return the park to the condition it was in prior to the permitted event or pay fees related to returning property to condition prior to event. Permit holders are responsible for ALL clean up after each event. The Board of Parks and Recreation reserves the right to require any permit holder of events where we determine an anticipated attendance of 1,000 or more, to post a \$500 - \$5000 deposit depending on size of event. The posting of a deposit does not relieve the event permit holder from the responsibility for performing all clean up and correcting all damage relating to any event. The permit holder agrees to reimburse the Board for all costs incurred in performing cleanup and repairs which, in the judgment of the Board, the permit holder has failed to perform. Cleanup and repair costs shall accrue at the rate of \$75 per man-hour. If cleanup or repair takes place on a holiday the cost shall accrue at the rate of \$100 per man-hour. These rates do not include any additional cost of cleaning supplies, basic landscaping materials and the like. The permit holder's deposit will be applied to cleanup and repair costs accruing under this paragraph. In addition, the permit holder agrees to reimburse the Board for cleanup, repair and material costs accruing under this paragraph that exceed \$500. Unused portion of a deposit, if any, will be refunded to permit holder.
- 14) The Board of Parks and Recreation reserves the right to require permit holders to provide, at their expense, as many off-duty Park Police as the Board deems necessary to assure the safety of the public and Park Facilities. Police Officers may be hired if a sufficient number of Park Police are not available. Arrangements for Park Police can be made by calling 615-880-3429.
- 15) Permit holders must adhere to all ordinances, rules and regulations of the Board of Parks and Recreation and the Metropolitan Government of Nashville and Davidson County. Applicants must obtain all necessary Metro Permits before a permit for park use will be issued. Museum Coordinator will make every effort to inform the Event Organizer of all related Metro Permits based on information in this application. Examples of other necessary permits include: Use and Occupancy Permit, Tent Permit, Health Department Permits, food, beverage and vending licenses.
- 16) Unless permitted by the Board of Parks and Recreation, alcoholic beverages are not allowed in Park Facilities. The Metro Park Board meets the first Tuesday in every month. The Metropolitan Government shall assume no liability for the actions of individuals as a result of issuance of a permit to consume alcoholic beverages on Park property. The permit holder will be responsible for monitoring the behavior of individuals attending the event. The permit holder will be responsible for hiring adequate security to maintain public safety and adhere to all rules and regulations of the Metro Beer Board.
- 17) All signage, advertising, publicity, exhibits or displays to be used must have the prior approval of the Board of Parks and Recreation.
- 18) Absolutely no banners or flags of any kind are to be flown from Parks Facilities flagpoles.
- 19) All events must end not later than 11:00 p.m. unless approved by the Metropolitan Board of Parks & Recreation.
- 20) Appropriate park personnel and members of the Board of Parks and Recreation must be provided access to events upon request in order to monitor event activities and ensure compliance with ordinances, rules and regulations.
- 21) The Board of Parks and Recreation, finding a violation of any rule or ordinance upon good cause, has the authority to revoke a permit.
- 22) In the event of noncompliance with any provision of these terms and conditions, the Board of Parks and Recreation may, in its sole discretion, ban any event sponsor or professional event organizer, promoter or the like from further sponsorship or promotion of any event in Parks Facilities for a period of two years.
- 23) By submitting a Special Event Permit Application, the event organizer agrees to the following additional terms:
 - a) the event organizer will indemnify and hold harmless the Metropolitan Government of Nashville and Davidson County from any and all claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the organization's use of Parks Facilities and areas described in this Special Event Permit Application and any claims, damages, costs and attorney fees arising from any failure of the organization, its officers, employees and agents to observe applicable laws, ordinances, rules and regulations;
 - b) the event organizer assumes all risk and responsibility for any dangerous or defective conditions on the grounds of Parks Facilities, whether known or unknown;
 - c) the event organizer agrees to restore Parks Facilities to the condition prior to the event;
 - d) this document sets forth the entire agreement of the parties;
 - e) a financial statement of the event proceeds must be mailed within 30 days of event to the Museum Coordinator;
 - f) the individual executing this document on behalf of the event organizer affirms that he is authorized to do so;
 - g) no modification of this document shall be valid unless in writing and signed by the Board of Parks and Recreation; and Tennessee law shall govern any dispute arising from this document, and any suit relating in any way to this document shall be brought in a court of competent jurisdiction in Davidson County, Tennessee.

