



Special Event Permit Application



Metropolitan Board of Parks and Recreation for Nashville Tennessee and Davidson County

Mailing Address • P.O. Box 196340 Nashville, TN 37219-6340 **Office Hours** • M – F 7:30 am – 4:00 pm
Phone • 615-862-8446 **Email** • lisa.king@nashville.gov
<http://www.nashville.gov/Parks-and-Recreation/Permits-Rentals-and-Reservations/Special-Events.aspx>

Applicant / Event Representative Name: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone Numbers: Home:() _____ Cell:() _____ Work:() _____

Email: _____ Event Website: _____

Event On-Site Coordinator Name: _____ Cell:() _____

Event Information

Which Metro Park are you requesting? _____

Is there a specific area or venue within this park where you want to host your event? Please provide details:

Name of the Event: _____

Event Type: Festival Concert Walk/Run Fundraiser Wedding/Reception Rally/Protest
 Picnic/Gathering Other (provide a description) _____

Event Date(s) and Hours of Operation: _____

If your event is open to the public, please provide a phone number or email contact: _____

Event Set Up Date(s) and Times: _____

Event Break Down Date and anticipated time of completion: _____

Anticipated Maximum Attendance: _____ Persons per Event Day: _____

Event Components Please check all items that apply and include any additional details in the space provided.

- | | | |
|---|--|--|
| <input type="checkbox"/> Amplified Sound / PA or Audio System | <input type="checkbox"/> Alcohol sales | <input type="checkbox"/> Alcohol served at event |
| <input type="checkbox"/> Electricity Request | <input type="checkbox"/> Fundraising Event | <input type="checkbox"/> Tents Erected How Many _____ |
| <input type="checkbox"/> Inflatable or Bounce Attraction | <input type="checkbox"/> Stage Erected size _____ | <input type="checkbox"/> Park Road Closure Request |
| <input type="checkbox"/> Admission Fee to enter event | <input type="checkbox"/> Entry Fee to participate in event | <input type="checkbox"/> Providing Food & Drink for free |
| <input type="checkbox"/> Merchandise Sales #of vendors _____ | <input type="checkbox"/> Food Sales #of vendors _____ | <input type="checkbox"/> Water Access Request |

Signing This Application verifies that you have read and understand all terms and conditions on this application.

1) The discovery of false or misleading information regarding the applicant or the described event activities or attendance on this application will result in the rejection of approval of use on the park property and denial of future request to access park property.

INITIAL HERE _____

2) Permits will not be granted to any event 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.

INITIAL HERE _____

3) Event organizer is responsible for trash disposal on all permitted days including setup and tear down. Organizer must submit a plan for event clean up with name of vendor if one is used. No permit will be issued until this plan is approved. If event space is not clean after the event, the permit holder will be billed \$250.00.

INITIAL HERE _____

4) It is the permit holder's responsibility to immediately contact Park Police once an event date has been approved by Metropolitan Board of Parks & Recreation. The contact information will be provided by Parks. Parks may determine that permit holders must hire Park Police officers or hire an approved security company to provide an action plan for the event no later 14 days before event. Event action plan must be preapproved by the Park Police or their designee. (b.) Park Police have the right to determine the suitability of any firm providing protection for an event on Parks property.

Name of security company for your event _____ INITIAL HERE _____

5) Events with 1,500 attendees or more may be required to hire a Maintenance staff person to monitor event activities and serve as the Parks staff representative. Events requiring Parks staff on overtime must be paid within two weeks of invoicing.

INITIAL HERE _____

6) All special events held in Parks requesting permission to have amplified music must be considered by the Board of Parks & Recreation at the monthly meeting the first Tuesday of the month. Requests for amplification must be received no later than two weeks prior to meeting.

INITIAL HERE _____

7) Unless permitted by the Board of Parks and Recreation, alcoholic beverages are not allowed in Park Facilities. Metro Park Board approval is required prior to receiving a permit from the Beer Board or the State Alcoholic Beverage Commission. 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. All sales and service of alcohol must cease 30 minutes prior to the event ending. Event fencing is required for events involving alcohol. Fencing type and placement must be approved by Park Police prior to the event. Event applicants must also submit \$1 million of general liability insurance with additional liquor liability coverage naming Metro Parks & Recreation as additionally insured. Permits will not be issued until policy is received. The permit holder will be responsible for monitoring the behavior of individuals attending the event.

INITIAL HERE _____

8) Please note that there is a no-staking policy enforced within all Metro Parks. The only tents permitted in Parks venues are tents that are secured with water ballast or tents that do not require staking.

INITIAL HERE _____

9) Keys may be required for your event. We require a deposit of \$50 to ensure the return of all keys. The deposit drop off and key pick up must be made the day prior to the event and keys must be returned the day following the event. If keys are not returned after two business days, deposits will only be available through the Metro Refund process.

INITIAL HERE _____

X _____

Date _____

Section 2 – Special Event Application Instructions, terms, and conditions for Parks Facilities Usage

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

All fees are due upon receipt of invoice. Event is subject to cancellation if the invoiced amount is not paid 7 days prior to the event date. Maintenance fees must be paid within 14 days of invoicing. All fees are fully refundable if you notify Metro Parks that the event is canceled 30 days prior to event date.

- 1) The Board of Parks and Recreation has 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.
- 2) Permits for fundraising events may only be requested by persons & organizations that hold a permit from the State Division of Charitable Solicitations and Gaming, Educational institutions, religious organizations who have a 501(c) 3 status with the IRS and/or announced political candidates for public office.
- 3) If the event will include elements added to Park Facilities, such as stages, tents, portable restrooms, tables, chairs, and inflatables, etc., a certificate of insurance must be submitted with this 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 \$1 million (\$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.
- 4) The Board of Parks and Recreation prohibits the reservation of park facilities by applicants that discriminate based on age, color, disability, national origin, race, religion, sex, in the admission to, access to, or operation of their programs, services, or activities.
- 5) Any changes to the event application must be submitted in writing to the Special Event Coordinator. Any aspect of the event not fully described in the Permit Application or an addendum submitted in accordance with this paragraph will not be covered by the permit or allowed in Park facilities.
- 6) Any event that has an impact outside of the permitted Facility including streets and sidewalks will also require a Special Event Permit from Public Works. For more information, email Gordon Richard at gordon.richard@nashville.gov
- 7) All events held on Metro Parks property must fit within the following guidelines:
 - A) The proposed activity or use of the Park must not unreasonably interfere with or detract from the general public's enjoyment of the Park or from the promotion of public health, welfare, safety and recreation.
 - B) The proposed activity or use will not include violence, crime, disorderly conduct, or obscene language.
 - C) 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.
- 8) All events are required to recycle paper and plastic trash generated by the event. 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 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>
- 9) 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 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 \$50 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. Parks Maintenance staff must also approve of the company performing post event cleanup/repair prior to the work starting.
- 10) 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 applicable City, State, and Federal permits before a permit for Park use will be issued. Parks Special Event Coordinator will make every effort to inform Event Organizer of all related Metro Permits based on information in this application.
- 11) Routes for all run or walk events in Metro Parks must be reviewed and approved by Parks staff before a special events permit is issued. Course markings on park roads or greenways are strictly prohibited. Use of spray paint or spray chalk is also prohibited. Runs must begin no later than 8:00 a.m. in all Metro Parks.
- 12) All event signage, advertising, exhibits and or displays to be used must have the prior approval of Parks staff. Requested signage location must also be approved by staff and cannot be placed until 24 hours prior to the event. No banners or flags of any kind are to be flown from Parks Facilities flagpoles.
- 13) All Events must end not later than 11:00 p.m. unless approved by the Metropolitan Board of Parks & Recreation. Events approved beyond 11:00 p.m. require Park Police presence at the expense of permit holder.
- 14) The Board of Parks and Recreation has the authority to revoke a permit upon finding a violation of any rules or ordinances upon good cause. 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.

- 15) By submitting a 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 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) a financial statement of the Event proceeds must be mailed within 30 days of Event to the Special Events Coordinator
 - e) the individual executing this document on behalf of the event organizer affirms that he is authorized to do so;
 - f) 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.



For ADA Accommodations, please contact 862-8400