

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