



# 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** • Mon–Fri 8:00 am – 4:00 pm

**Phone** • 615-862-8446 **Email** • nashvilleparkspeialevents@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? \_\_\_\_\_

Please provide details on the specific location in park that you are requesting:

**Name of the Event:** \_\_\_\_\_

**Date of Event** (s) and Hours of Operation: \_\_\_\_\_

Event Type: ☐ Festival ☐ Concert ☐ Walk/Run ☐ Fundraiser ☐ Wedding/Reception ☐ Rally/Protest

☐ Picnic/Gathering ☐ Other (describe event) \_\_\_\_\_

Event Set Up Date(s) and Times: \_\_\_\_\_

Event Break Down Date and anticipated time of completion: \_\_\_\_\_

Anticipated Maximum Attendance: \_\_\_\_\_ Attendees per Event Day: \_\_\_\_\_

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

*(Please note: Water and electricity are not available at all Metro Parks.)*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Amplified Sound / PA or Audio System | <input type="checkbox"/> Alcohol sales            | <input type="checkbox"/> Alcohol served (not sold) at event |
| <input type="checkbox"/> Fundraising                          | <input type="checkbox"/> Food Sales               | <input type="checkbox"/> Tents Erected                      |
| <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 | <input type="checkbox"/> Providing Food & Drink for free    |
| <input type="checkbox"/> Merchandise Sales                    | <input type="checkbox"/> Electricity requested    | <input type="checkbox"/> Water Access Request               |

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

<p><b>1)</b> The discovery of false or misleading information regarding the applicant or the event activities described 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.</p> <p style="text-align: right;"><b>INITIAL HERE</b>_____</p>
<p><b>2)</b> 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 are accepted.</p> <p style="text-align: right;"><b>INITIAL HERE</b>_____</p>
<p><b>3)</b> 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.</p> <p style="text-align: right;"><b>INITIAL HERE</b>_____</p>
<p><b>4)</b> It is the permit holder's responsibility to immediately contact Park Police once an event date has been approved by Metropolitan Board of Parks &amp; 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 and number of officers required for an event on Parks property.</p> <p><b>Name of security company</b> _____ <b>INITIAL HERE</b>_____</p>
<p><b>5)</b> Events with 1,500 attendees or more may be required to hire a Parks 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.</p> <p style="text-align: right;"><b>INITIAL HERE</b>_____</p>
<p><b>6)</b> All special events held in Parks requesting permission to have amplified sound must be considered by the Board of Parks &amp; 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.</p> <p style="text-align: right;"><b>INITIAL HERE</b>_____</p>
<p><b>7)</b> 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 Metro Beer Board or the Tennessee State Alcoholic Beverage Commission (TABC). 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 &amp; Recreation as additionally insured. Permits will not be issued until policy is received.</p> <p style="text-align: right;"><b>INITIAL HERE</b>_____</p>

**Applicant signature**\_\_\_\_\_

**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**

**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.**

**Fees are refundable if Metro Parks is notified of cancelation 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 by Parks staff.
- 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 Park facility, including streets and sidewalks will also require a Special Event Permit from the Nashville Department of Transportation or the City Special Event office. For more information, email Gordon Richard at [gordon.richard@nashville.gov](mailto: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 with access to events upon request in order to monitor event activities and ensure compliance with ordinances, rules and regulations.
- 8) All damage evident to the premises after the event and not previously and specifically reported to the Parks Special Event staff will be considered to have resulted from the event and must be rectified at the sole expense of the permit holder.
- 9) 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. 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>
- 10) Metro Nashville Parks recognizes the importance and benefits of trees and the tree canopy to our quality of life. Trees shall be a major consideration in the review of permit applications and the removal of or damage to trees in park space for event purposes is prohibited. Damage to public trees due to event activity is the responsibility of the organizer and the organizer will be assessed the cost of replacement or repair. Replacement standards are set by the Metro Tree Review Panel and Mayor's Executive Order entitled "Metropolitan Tree Policy".
- 11) 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. Sanitation penalty fees will be assessed ranging from \$250 - \$5000 depending on size of event. The event permit holder is 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 \$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. In addition, the permit holder agrees to reimburse the Board for cleanup, repair and material costs accrued under this paragraph. Parks Maintenance staff must approve of the company and work plan from whoever is performing post event cleanup/repair prior to the work starting.
- 12) 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.

- 13) 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 48 hours prior to the event.
- 14) 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. may require Park Police presence at the expense of permit holder.
- 15) 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 or walks in Shelby Park must clear the public roads by 9:00 a.m. to allow other users access to the park.
- 16) 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.
- 17) By submitting a Permit Application, the event organizer agrees to the following additional terms:
  - a) the event organizer will defend, 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 conditions prior to the event.
  - d) the individual executing this document on behalf of the event organizer affirms that they are authorized to do so.
  - e) 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