



EVENT PERMIT APPLICATION - TOWN OF KINGSTON SPRINGS

Information on what's needed to obtain an Event Permit

This outline is intended as a guide and may not be inclusive of all Town, State, and Federal requirements. No person, firm, corporation, or organization shall participate in, advertise for or in any way promote, organize, control, manage, solicit, or induce participation in an event on public property or a temporary street closure unless a permit has first been obtained from the Kingston Springs City Recorder or City Manager's office.

- Obtain an Event Permit Application form from the Town of Kingston Springs
- Return completed application along with a non-refundable processing fee of \$50.00 to the Kingston Springs Recorder's Office a minimum of thirty (30) days prior to event.
- The Event Permit will be reviewed by staff for comments and presented to the Kingston Springs Board of Commissioners at their next scheduled business meeting to determine approval, denial, or approval with changes.
- If alcohol, beer, and/or wine is sold or given away at the event additional permitting will be required. Please contact Kingston Springs City Hall for specifics.
- If food will be served at the event the organizer must contact the Cheatham County Health Department at 615-792-4318 to discuss pertinent rules and regulations.
- Any event signage both prior to and during the event will fall under the Kingston Springs Sign Ordinance and additional permits may be required. Please contact Kingston Springs City Hall for more details.
- If the event is approved by the Kingston Springs Board of Commissioners the applicant will be alerted. Any changes requested by the Board will be documented and presented to the applicant.
- If the event is approved a Certificate of Insurance must be provided naming the Town of Kingston Springs as additional insured, with same/equal limit \$1,000,000.00 General Liability and \$1,000,000.00 per occurrence.



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Per Kingston Springs Municipal Code 16-110: It shall be unlawful for any person, club, organization, or other group to hold any meeting, parade, demonstration, or exhibition on the public streets without some responsible representative first securing a permit from the recorder. No permit shall be issued by the recorder unless such activity will not unreasonably interfere with traffic and unless such representative shall agree to see to the immediate cleaning up of all litter which shall be left on the streets as a result of the activity. Furthermore, it shall be unlawful for any person obtaining such a permit to fail to carry out this agreement to immediately clean up the resulting litter.

Application is Due 30 Days Prior to Requested Event

NOTE: FILLING OUT THIS APPLICATION DOES NOT GUARANTEE THAT YOUR REQUEST WILL BE GRANTED

- All logistics of your event will need to be predetermined and clearly stated before submitting this application.
- No structures, temporary or permanent, will be allowed to be erected for any event without prior Town approval. This includes stages, amusement rides, inflatables, etc.
- Solicitation for acceptance of any charity, gratuity, or other offers is not permitted without prior Town approval.
- It is not allowable for Food, Beverages, or Merchandise to be sold for any event without prior Town approval.
- Alcohol is not permitted.
- Any Private Security hired for an event must coordinate with the Police Department of the Town of Kingston Springs.

General Information

Proposed Event Date(s): _____ Start Time: _____ End Time: _____

Permit Requested By: _____ Date Requested: _____

Event Name: _____

Sponsoring Organization(s): _____

Person In charge on Day of Event: _____

Cell Contact No. of Person in Charge for Day of Event: _____

Primary Event Contact: _____ Email: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Relationship to the Organization(s): _____

Secondary Event Contact: _____ Email: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Relationship to the Organization(s): _____

Person In charge on Day of Event: _____

Event Description

Parade: _____ Race: _____ Concert: _____ March: _____ Demonstration: _____ Other: _____

Description: _____

Does your organization have insurance for this event? Yes No

Can the insurance be endorsed to add the Town of Kingston Springs as an insured for this event? _____

List all Town Service being requested for Event:

Location and Details of Event

Location Requested for Event. Clearly state a Specific Location and/or Start and End Points of Requested Event.

Time of Assembly Prior to Event Start (registration of Participants, Parade Units, Etc.)

Event Route if Applicable (please also include Map of Route indicating any stopping points as well as proposed parking areas for event attendees on a Separate Sheet):

Have you prepared a traffic control plan for the above – described route? Yes No

If yes, attach a copy to this request. Include location of assembly area and proposed interval between parade units. If your event includes vehicles or animals, describe the minimum and maximum speeds and the minimum and maximum intervals of space to be maintained between units.

If the event is to occur at night, on an attached sheet describe how you are going to light the event area (s) in order to increase safety of participants and spectators coming to and leaving the event.

Describe how you intend to mitigate the impact of this event on a business, church, neighbors, motorists, and others. (Attach additional sheet if necessary).

Expected number of Participants: _____

Motorized Units: _____

Bands: _____

Pedestrian Units: _____

Floats: _____

Animals*: _____

Others _____

*Animals are not allowed unless already approved by the Town of Kingston Springs

Please attach a copy of the entry form/ release for participants.

Will any Sound Amplification Equipment be used for this Event? Yes No

If Yes, Describe Equipment to be used:

Is your organization renting or requesting permission to use any Town Property other than public spaces (e.g. Pavilions, Activity Center, Etc.)? If renting a separate agreement is required.

Yes No

Description of Request:

My signature below indicates my understanding that as the applicant I am responsible for the conduct of the event participants and for compliance with all applicable laws and ordinances of the Town of Kingston Springs and statutes of the State of Tennessee. I further understand that failure to comply with the applicable laws and ordinances or deviation from approved plans constitutes grounds for cancellation of the event. Furthermore, the undersigned agrees that they will assume liability for all risks of injury, harm, damages, and death to themselves, their agents, employees, volunteers, officers, invitees, and third parties and the property thereof that arises from the said event(s); the undersigned will bring no such claims for liability against the Town of Kingston Springs; and the undersigned does hereby agree to indemnify and hold harmless the Town of Kingston Springs, its employees, staff, elected officials, agents, and volunteers from any such claims, such indemnification to also include, but not be limited to, attorneys fees and defense costs incurred by the Town of Kingston Springs in any such matter.

Applicant's Signature _____ Date: _____

OFFICE USE (CODE TO 00000):

Application Fee Amount Received: \$ _____ Received By: _____ Date: _____