



City of Sevierville
Special Events Application

Host Individual/Organization:		Phone:
_____		_____
Address:	City:	State:
_____	_____	_____
Email Address:	Zip:	
_____	_____	

Event Name: _____
Event Coordinator: _____
Daytime Phone: _____
Evening Phone: _____
Email: _____
On-site Contact:
(if different from
Coordinator) _____

Event Dates

Set-up Dates: _____
Set-up Hours: _____
Event Start Date: _____
Event End Date: _____
Event Operating Hours: _____
Load Out Dates: _____
Load Out Hours: _____

Event Summary

Event Location

Public Property Street Private Property

If Public Property:

- City Park
- JB Waters Park
- Northview Park
- McMahan Addition Park
- Cemetery Park
- Greenways
- Municipal Complex
- Gazebo

Please describe below:

Will you have inflatables?

Yes No

If yes, which company will be providing them: _____

Yes No

Will you need any type of electricity?

Yes No

If yes, describe: _____

If Private Property:

Property Address: _____

Property Owner: _____

Property Contact: _____

Daytime Phone: _____

If Street:

Road Closure Street: _____

Road Closure Times: _____

Between what two
street locations: _____

Other Information: _____

Purpose: _____

Will you need any type of electricity?

Yes No

If yes, describe: _____

Will this event feature entertainment?

- Live Music
- DJ
- Radio/CD
- Performers
- Dancing
- Amplified Sound
- Stage

Will you serve alcohol at this event?

Yes No

- Beer
- Wine
- Moonshine
- Liquor

Will you serve food or beverages at this event?

Yes No

- Food
- Beverages
- On-site cooking
- Other goods (describe below):

Is this event a sports competition or race?

Yes No

- Baseball/Softball
- Tennis
- Basketball
- Volleyball
- Race (Timed Event)
- Run (Non-timed Event)
- Walk
- Bicycling

Other Event Components

- Parade Ride
- Inflatables/Bouncers
- Fireworks
- Bonfire

- Drones (Requires FAA certifications)
- Special Display/Exhibit (describe):

Event Set-up

Banners

Event banners or special signage may not exceed 32 square feet for each vendor.

_____ # of banners Please provide the size(s) of the banner(s):

Portalets on-site

Yes No

_____ # of regular _____ # of handicap accessible

One (1) portalets for every 250 people and 20% of portalets should be handicap accessible.

Litter & Solid Waste

How will solid waste be collected?

How will litter be removed?

Will you be contacting Keep Sevier Beautiful for a recycling trailer?

Yes No

Will you be setting up any tents?

Yes No

If yes, what size and how many? _____

Over 400 square feet, and/or sale and/or cooking require separate zoning permit.

Will you be implementing any parking restrictions?

Yes No

If yes, describe: _____

City Services

Yes No

- Fire Prevention Bureau (Fireworks, tent inspections)
- Traffic Control Assistance (Parades, races, detoured roads)
- EMTs
- Police Services
- Trashcans or rolling dumpsters
- Public Parking
- Other (Specify):
-

Is this event Co-Sponsored by the City? Yes No

City Contact: _____

Is this event being advertised? Yes No

If the event is Co-Sponsored by the City, the City Marketing Coordinator must approve all advertisement.

Additional Information

Please list any special requests below:

Please list any additional comments below:

Please attach the following:

(Sample Plan Provided)

- Site plan – including location, trash receptacles, accessibility, and portalets, as well as trash servicing process.
- Traffic control plan
- Directional sign plan – if needed, identifying location and sizes of signage that is off-premise but directing patrons to the event location.

Insurance Information – REQUIRED:

Prior to the issuance of a Special Events Permit, proof of insurance will be required.

You must provide an ORIGINAL CERTIFICATE OF INSURANCE showing you have purchased commercial general liability insurance that names “the City of Sevierville, its officers, employees and agents” as an additional insured. Insurance coverage must be maintained for the duration of the event. The amount of insurance coverage required will depend on the risk level of the event and will be determined by the City’s Risk Management Office. Depending on the nature of the event, additional coverage may be required.

AFFIDAVIT

Advanced cancellation notice required: If this event is cancelled, please call (865) 453-XXXX with this information. Otherwise, City personnel and equipment may be needlessly dispatched and approvals of your future applications may be jeopardized.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. That I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event established by the City Council and/or the City Manager or the City Manager’s designee. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be insured by or on behalf of the Event by the City of Sevierville.

Name of Applicant (print): _____

Signature: _____

Title: _____

Date: _____