

# CITY OF MANCHESTER EVENT SPECIAL EVENT PERMIT



*Application is Due **30 Days Prior** to Special Scheduled Event.  
Please read application carefully and fully complete each section.  
**(\$25 non-refundable application fee)***

**NOTE: COMPLETING THIS APPLICATION DOES NO QUARANTEE THAT YOUR REQUEST WILL BE GRANTED.**

Please check ( ) street closure ( ) parade (Attach Certificate of Liability)  
All that apply ( ) other special event ( ) beer served (separate permit required)  
A non-refundable application fee of \$75 is due at the time of filing

Please supply the following information. For additional space use a separate sheet(s) of paper and attach to the application.

1. Location requested: \_\_\_\_\_

2. Name/Purpose of event: \_\_\_\_\_

3. Date or dates of event: \_\_\_\_\_

4. Time of event: \_\_\_\_\_

5. Time of street closure (if applicable): \_\_\_\_\_

Set-up Date & Time \_\_\_\_\_ Tear down Date & Time \_\_\_\_\_

6. Name of Applicant or Organization: \_\_\_\_\_

A. Address: \_\_\_\_\_

B. Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_ Fax #: \_\_\_\_\_

C. Email address: \_\_\_\_\_

7. Name of Person in charge during the event: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

8. Name and cell phone number of at least two other contacts available during the event:

Name: \_\_\_\_\_ Cell # \_\_\_\_\_

Name: \_\_\_\_\_ Cell # \_\_\_\_\_

9. DETAILED DESCRIPTION OF EVENT: (USE ADDITIONAL PAPER IF NECESSARY):



- 10. ENCLOSE A MAP of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. For large-scale events, map should be obtained from the City's GIS division.
  
- 11. An estimated number of participants and an estimated number of attendees expected to attend during the course of event:
  
- 12. Is your organization authorized to do business in Tennessee \_\_\_\_\_  
If no, go to the Finance Office in the City of Manchester to determine if you need a permit
  
- 13. Will you charge an admission/participation fee (including vendors)? \_\_\_\_\_  
How much per person?: \_\_\_\_\_ per vendor?: \_\_\_\_\_
  
- 14. Will any charity, gratuity, or offers be solicited or accepted during the event? \_\_\_\_\_
  
- 15. Will parking in the area of the event be restricted or prohibited? \_\_\_\_\_
  
- 16. For what purpose will sound amplification be used? (Music Band, announcements, entertainers, etc.)
  
- 17. What time period will the amplification be used: \_\_\_\_\_
  
- 18. If a musical band will be use, please give details including entertainers,
  
- 19. number of musicians, bands, amp wattage, etc.



20. Will any stages, amusement attractions, or amusement rides, including inflatable, be erected for the event? \_\_\_\_\_ If yes, applicant must give specific details and location of where games, activities, inflatables, horseshoes, relay races, etc. along with the name of the company providing the stages and or activities. Applicant must also include a copy of that company's insurance certificate coverage and listing the City of Manchester as additional insured. For Stages, inflatables, etc. constructed on site prior to the event, that date must be included on the Certification of Insurance provided to the City of Manchester. Stages must be removed from the site at the event end. Rented inflatables/interactives that are set-up and manned by applicant must be included specifically on the applicant's Certificate of Insurance.
21. Will food, beverages, or merchandise be sold or given away? \_\_\_\_\_ If yes, clean-up is required. Please provide the name of persons or company who will be in charge of the clean-up including their name and phone number. See Question #28.
22. Will you require a temporary water tap? \_\_\_\_\_ If yes, please write the exact location(s).
23. Attach Good Neighbor Letter and Mailing List used. Please read the Additional Requirements section of this application for more information.

**PLEASE READ ATTACHMENTS BEFORE SIGNING THE APPLICATION**

**Submit the Application to: City of Manchester, 200 West Fort Street,  
Manchester, TN 37355 Phone Number 931-728-4652**



1. I/We agree to abide by all ordinances and regulations of the City of Manchester and all conditions placed upon the event by The City of Board of Mayor and Aldermen.
2. I/W do swear or affirm that all the information given in this application is true and complete.
3. I/We do hereby agree to assume the defense of and indemnify and safe harmless the City, it aldermen, boards, commission, officers, employees and agents from all suits, actions damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event in an amount acceptable to the Finance Director.
4. I/We agree to provide a copy of this signed Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
5. I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
6. I/We understand that granting of Special Event Permit does not imply granting of other permits that is separately required.
7. The application for an event permit shall be filed not less than 30 days nor more than 364 days prior to the scheduled date of such event. Suggested filing is at least 90 days prior to scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of the permit.
8. The City reserves the right to require one or more City of Manchester police officers or other emergency personnel be presented at any and all events that occur within the City limits. Please budget for this request at a rate of \$30 per hour at a minimum of two (2) hours.

BY: \_\_\_\_\_ Date: \_\_\_\_\_

Signature- must be officer of organization

\_\_\_\_\_  
Print Name and Title

Approved by: \_\_\_\_\_ City of Manchester Mayor  
 \_\_\_\_\_ City of Manchester Police Department  
 \_\_\_\_\_ City of Manchester Finance Director