

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 used, 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.

