

From: [David Metzger](#)
To: [MTAS Library Student](#)
Subject: Data on special events for City of Bristol, Tenn
Date: Friday, July 12, 2013 8:09:11 AM
Attachments: [Assumption of Risk and Release Form 2011.pdf](#)
[Special Event Application 2011.pdf](#)
[Special Event Insurance Certificate Example.pdf](#)

Dear Jesse Dietrich:

In response to your inquiry concerning special events in Bristol, Tennessee, the following information is offered:

1. At this time, the City of Bristol, Tenn does not charge a fee for special events.
2. In many cases, given Bristol's location on the state line, special events are coordinated and operated jointly with the City of Bristol, Virginia, and occasionally with Sullivan County, Tenn. Such tracking and coordination ensures that events in one state do not interfere with events in the other state.
3. Applicants are required to make their initial contact with the City at least 90 days in advance. For annual, large-scale events, first contact is often made prior to this or is initiated by the City (i.e., for NASCAR races at Bristol Motor Speedway). The traffic engineer is the point of contact and develops the special event traffic plans.
4. Applicants are required to submit an application form and an Assumption of Risk and Release form, as well as provide a Certificate of Insurance to the City of Bristol with certain coverage limits. The City of Bristol must be listed as both a Certificate Holder and as an Additionally Insured Party.
5. The Chief of Police approves requests for special events, both those types with street closures (i.e., parades) as well as others that do not require street closures (i.e., in-street charitable fund collection) following a recommendation by the traffic engineer once the appropriate documents are accounted for and a conceptual action plan developed. He does so as a representative of the City Manager, who in turn advises City Council of major street closures and special events as necessary.
6. The traffic plan for the special event, developed by the traffic engineer, serves as the permit. For special events that operate in both Bristol, Tenn and Bristol, Va, this is not issued until the event has been officially approved in both Bristols (in Bristol, Virginia, this requires action by the City Council and similar documentation).
7. For certain annual large-scale events, a post-event review is conducted to determine what problems arose or what modifications should be considered for the next event.
8. For charitable in-street fund collections, in addition to the above, the applicant must show their exemption status by the IRS; wear appropriate safety garments; not impede the flow of traffic or place signs in the roadway; and only operate at locations approved ahead of time by the City of Bristol away from state highways and only on roadways with speed limits under 30 mph. Minors are not allowed to participate in in-street charitable fund collections. There are instances where the privilege to collect in-street charitable funds have been revoked by the City for violation of these standards.
9. A list of street closures associated with special events are posted on the City's website and updated every week.

10. Pedestrian events on sidewalks only that do not require any traffic control devices or police assistance (i.e., fundraising walk-a-thons) are not required to receive official approval or post a Certificate of Insurance, but are required to advise the City as to their schedule and route so as to ensure that they do not interfere with, or are interfered by, other special events, work zones, etc.
11. In a typical year, there are between 50 and 75 special events in both Bristols. The largest ones are typically:
 - a. The two race weekends at Bristol Motor Speedway (total of six races per year and also encompasses multiple events)
 - b. Annual Rhythm and Roots Reunion festival every September (3 days in both Bristols downtown)
 - c. Family Race Night and annual AACA antique auto show (one-day closures taking in the entire State St area downtown in both Bristols every August)
 - d. Four 5K runs per year (some one-state, some two-state)
 - e. NASCAR Transporter Motorcade (10 miles at August Race Weekend)
 - f. Three parades per year (Independence Day, Veteran's Day, Christmas)
 - g. Speedway in Lights display show at Bristol Motor Speedway for seven weeks at Christmastime
 - h. Bicycle races (usually two or three per year)
 - i. Many one-block closures downtown for concerts
 - j. Other, smaller events

If you have any questions, please call me at (423) 989-5522 or e-mail me back at dmetzger@bristoltn.org.

Thank you.

David N. Metzger
Traffic Engineer
City of Bristol, Tenn