

EVENT PERMIT APPLICATION

1. Name, address and telephone number of applicant and sponsoring organization:

2. Name and addresses of the officers and employees of the sponsoring organization:

3. Purpose of the event: _____

4. Expected size of the event: _____

5. Date, time, and duration of the event: _____

6. Event route: _____

If the event requires that city street be closed, please complete the attached Temporary Street Closure Permit Application and submit it to the Public Works Dept. Phone number (423)472-2851.

7. Names, address, and telephone numbers of the persons to be in charge of the event at the site? _____

8. Names, addresses, and telephone numbers of any persons to be featured as entertainers or speakers: _____

9. Motor vehicles to be used: _____

10. Animals to be used: _____

11. Description of sound amplification equipment to be used: _____

12. Do you want to hire a police officer to be posted at the intersections along your event route?

13. *This application shall be accompanied by a liability insurance policy in the amount of \$500,000 purchased by the Applicant for protection of the public and members of the group which policy shall name the city as an additional insured and shall indemnify and save harmless the City of Cleveland, TN. Attached, Yes _____ No _____*

14. *This application shall be accompanied by a \$500 refundable deposit payable to the City of Cleveland to ensure against damages. The deposit will be refunded if the group cleans the event route. If the route is not clean, the city will clean the route and deduct the cost from the deposit.*

Deposit included with this application: Yes _____ No _____

Cleveland City Code Section 16-107: Parade, etc., regulated. It shall be unlawful for any person, club, organization, or other group to hold any meeting, event, demonstration or exhibition on the public streets without some responsible representative first securing a permit from the city clerk. Such group shall also provide a \$500 refundable deposit for failure to clean up litter and trash resulting from the parade (event.) If the group cleans the parade route they shall be refunded their \$500 deposit fee. If the route is not clean, the city will clean the route and deduct the cost from the \$500 deposit.

Such group shall also file a certificate of insurance indicating that it is insured against claims for damages for personal injury as well as against claims for property damage up to \$500,000.

This _____ day of _____, 20_____.

Applicant

I do certify that this organization has completed and remitted all of the paperwork that is required in accordance with the City Code, as it pertains to events and parades.

City Clerk or Designated Representative

Date

I do certify that the event route has been reviewed and all additional provision have been arranged for this event.

Chief of Police

Date

I do certify that the Fire Department is aware of this event and appropriate route changes will be made if an emergency were to ensue at the time of the event.

Fire Chief

Date

I do certify that this Event Application has been approved.

City Manager

Date