



SPECIAL EVENTS

APPLICATION

Class 1

**Department of Parks, Recreation
and Community Services
440 West Powell Road
Collierville, Tennessee 38017
(901) 457-2777 (901) 457-2771 - fax**

APPLICATION PROCEDURES

Applications for permits for special events (“Special Events”) must be filed with the Town of Collierville (“Town”) at the Collierville Community Center at 440 West Powell Road, not less than sixty (60) days nor more than three hundred sixty-five (365) days prior to the proposed activity dates. Applications from an organization/entity (“Event Sponsor”) seeking a Special Events permit are accepted on a first-come, first-served basis. Dates will not be held without receiving an application. Only one date per application will be considered, unless the Special Event is scheduled to occur on consecutive days.

- As of September 28, 2009, the Board of Mayor & Alderman approved a non-refundable application fee of \$250.00 per application to be submitted with the Special Events Application sixty (60) days prior to the proposed activity dates. If the application is declined prior to the special events committee reviewing the application, then the application fee will be refunded.
- A cleaning deposit may be required.
- The Event Sponsor, at its sole expense, is required to obtain Comprehensive General Liability Insurance, issued by a responsible insurance company and in a form acceptable to the Town, providing coverage for the Event Sponsor on an occurrence basis against claims for bodily injury, death or property damage with combined single limits of not less than _____ Dollars (\$_____) for Bodily Injury and Property Damage. Upon approval of its application, the Event Sponsor shall provide the Town with Certificates of Insurance (“Certificates”) on such policies in forms acceptable to the Town. Said Comprehensive General Liability Insurance policy shall provide that the Town be an additional insured. The Town of Collierville has enrolled in a program which allows you the Event Sponsor, the “user” to secure cost effective liability insurance that provides protection for you as well as The Town of Collierville. Log on to <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx> for a quote or to register for the program. The Town of Collierville entity ID-code is: 0501-639.
- The Special Events Committee (Codes Department, Fire Department, Parks and Recreation Department, Police Department, Finance Department, General Services and Public Services Department) will require the Event Sponsor to compensate the Town for any incidental costs (i.e. coordination, increased police and fire protections, litter pick-up, or other staff costs).

- The Event Sponsor must sign a Waiver, Release and Indemnity Agreement in exactly the same form as is included in this Application packet.
- NO activity will be permitted which is in violation of local ordinances or state or federal laws or regulations. The Event Sponsor must adhere to all Town Police, Fire and County Public Health codes.
- The Event Sponsor must provide a drawing/detailed map to include the area to be used, entry and exists (if closed) and set up structures (i.e. bleachers, fences, vendors, tents, etc.)
- The Town will retain first priority for use of all Town facilities.
- The Town public address sound system is NO longer available for public use. If your Special Event requires a sound system, you must furnish one.
- After receipt of the completed application, the application will be forwarded to the Special Events Committee. The Committee will return it with any additional required fees, conditions or restrictions, and a recommendation for approval or denial. If the application is declined prior to the Special Events committee reviewing the application, then the application fee will be refunded. The review process is usually completed within three (3) weeks.
- All fees adopted by the Board of Mayor & Aldermen (per the current adopted fee schedule) apply to Special Events. These fees cannot be waived.

Once the Chairman of the Special Events Committee has received all of the comments and recommendations from the Special Events Committee, a letter will be sent to the Event Sponsor indicating approval or denial of the event application and, if approved, listing all fees, conditions, deadlines and requirements that must be met by the Sponsor. The Special Events permit is not transferable or assignable without the prior written consent of the Town.

Failure to meet all applicable deadlines and/or to follow and timely satisfy all applicable terms and conditions for the Special Event may result in the Town rescinding its approval of the event and cancellation of the Special Event.

If you have any questions, please call 901-457-2777.

TOWN OF COLLIERVILLE, TENNESSEE
Waiver, Release and Indemnity

COME NOW, _____ (herein the “**Event Sponsor**”), a _____ (state where established) _____ (type of entity) (herein the “**Event Sponsor**”) and makes this Waiver, Release and Indemnity as of the _____ day of _____, 20_____.

WHEREAS, the Event Sponsor desires that the Town of Collierville, Tennessee hereinafter the “**Town**”) allow the Event Sponsor to host that certain Special Event referred to as _____ (hereinafter the “**Special Event**”); and

WHEREAS, the Event Sponsor has filed that certain Application with the Town to request that the Town permit such Special Event to occur.

NOW, THEREFORE, in consideration of the premises, the Event Sponsor hereby RELEASES, DISCHARGES and COVENANTS NOT TO SUE the Town of Collierville, including, but not limited to, its employees, elected officials, agents, representatives, volunteers, and other related persons (hereinafter individually and collectively referred to as the “Released Parties”), and each of them individually and collectively, for any and all liability, claims, or expenses, including attorneys fees, for any loss, injury, death, damage or other loss, of whatever nature and howsoever incurred, that may arise out of or in any way be related to the Special Event, including, without limitation, any liability, claim, or expense for personal injuries and/or property damage, resulting from or arising out of any act or omission (whether arising, without limitation, from allegedly negligent, reckless, or intentional conduct) whatsoever of the Released Parties.

The Event Sponsor further agrees to INDEMNIFY the Released Parties and HOLD the Released Parties HARMLESS from and against any and all liability, claims, demands, causes of action and/or expenses, including attorneys fees, (whether arising, without limitation, from allegedly negligent, reckless, or intentional conduct of the Released Parties or otherwise) asserted by any person or entity in connection with or related to the Special Event or the use of Town’s facilities and/or property in connection therewith.

The Event Sponsor hereby states that it fully understands the risks involved in participation in the Special Event and that it has taken and will take all necessary precautions to protect itself and others. The Event Sponsor hereby agrees to ASSUME any and all risks and dangers related to, arising out of, or otherwise involved with its participation in the Special Event and use of the Town’s facilities and/or property. The Event Sponsor further agrees to conform to and comply with all rules and regulations of the Town in connection with the Special Event.

The Event Sponsor hereby represents and warrants to all parties that it has the lawful right to execute this Waiver, Release and Indemnity.

The Event Sponsor hereby acknowledges that it has had the opportunity to review this Waiver, Release and Indemnity and has had the opportunity, whether exercised or not, to have its respective attorney review this Waiver, Release and Indemnity. The Event Sponsor further agrees that this Waiver, Release and Indemnity are intended to be as broad and inclusive as permitted by Tennessee law and that if any portion thereof be held invalid, the balance shall continue in full legal force and effect.

The undersigned individual acting on behalf of the Event Sponsor by executing this Waiver, Release and Indemnity hereby represents and warrants to all parties that he/she has been duly authorized to execute and deliver this Waiver, Release and Indemnity on behalf of the Event Sponsor.

WITNESS THE DUE EXECUTION HEREOF.

EVENT SPONSOR

(Name of entity – if applicable)

(Signature)

(Printed Name)

(Title of person signing this Application, if on behalf of an entity)

(Date Signed)

TOWN OF COLLIERVILLE ***Special Events Basic Services***

The following services are considered “Basic Services” for special events that use Town of Collierville Facilities. No additional fee is charged by the Town for the provision of Basic Services:

- **Administrative/Advisory Support** – The Town of Collierville will provide support to the Special Event steering committee for the purpose of staff support concerning facility usage.
- **Facility** – Park/Site (ready for use) – The Town of Collierville facility will be ready for use each day according to the Town’s normal maintenance schedule. The Event Sponsor is responsible for picking up the area and placing trash in cans or other containers, **leaving the facility ready for use**. Restrooms will be cleaned each morning prior to event usage.
- **Electrical Service** – Electrical power is provided at no charge on Town-owned property. A Town employee as needed for electrical support is available during normal working hours. The assigned Town employee will be available for corrections to any disruption in electrical service.

The following services are required by the Town but are not included in Basic Services and may involve fees:

- **On-site custodial support** – The Event Sponsor must have an on-site custodian or personnel to maintain facility cleanliness in accordance with Health Code requirements.
- **Garbage removal** (once a day) –The Town will provide garbage pick-up using rollout cans each day prior to the Special Event start time. This does not include trash pick-up, which will be the responsibility of the Event Sponsor. The Event Sponsor will be required to place additional containers (at their expense) at a location determined by the Town Public Services.
- **Traffic Control/ Public Safety Presence** (if/when needed) – Special Events requiring traffic control, street closings, barricades, etc. will be provided as determined by the Collierville Police Department (“CPD”). Town public safety employees will be present on an as needed basis also determined by the CPD, pending approval of the Special Event.

The following are services that are available to the Event Sponsor for a fee:

- **Police Security** – after event hours.
- **On-site Staff** – for electrical or other facility problems after regular working hours.
- **Town Tent** – daily rate.
- **Facility Rental** – Pavilions and Bandstand.

PLEASE NOTE: The Town sound system is **NO** longer available for public use. If your Special Event requires a sound system, you must furnish one.

All fees for additional services will be billed at the employee’s regular hourly rates (according to employment laws). All time worked by Town employees will be paid through the Town of Collierville payroll. Town employees are NOT to be paid directly by the Special Event group.

EVENT VENUE MAP

Event Sponsor must provide a drawing or a detailed map of venue.

We request computer or CAD generated diagram if possible.

Map/drawing to include:

1. Map of entire venue, to include street closures
2. Traffic control plan and diagram
3. All entry and exits, fire lanes, barricade
4. Structures (bleachers, fences, displays, booths, stages, rides, etc.)
5. First-aid station, information, check-in or ticket sales areas



TOWN OF COLLIERVILLE, TENNESSEE
Special Events Application

Type or use black or blue ink only. Incomplete applications will be returned.

Days and Dates of Event: _____

Name of Event: _____

Location: _____

Set-up: Time: _____	Daily Starting Time: _____	Daily Ending Time: _____	Cleanup Time: _____
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Event Sponsor/Organization: _____

Street Address, City, Zip:

Phone: (____) _____ Fax: (____) _____ Email: _____

Applicant's Name: _____ Day Phone: () _____ Night: () _____

Person in charge on day(s) of event (onsite): _____ Mobile Phone () _____

Public Information Phone Number: () _____

Estimated Attendance: _____ Estimated Participants: _____

Admission Charge? Yes ___ No ___ Charge \$ _____

Participant Charge? Yes ___ No ___ Charge \$ _____

Provide a detailed Description of the Event:

How will this Event benefit the Town:

Applicant, on behalf of himself/herself and the above organization and members thereof, agree to abide by the policies and procedures set forth in this application packet and represents that he/she is submitting this Application on the basis of his/her good faith belief in the truthfulness of all assertions contained herein. If he/she is signing this Application on behalf of an entity (for example, a corporation, partnership, or LLC), he/she hereby represents that he/she is duly authorized to make this Application on behalf of the entity named herein.

EVENT SPONSOR

(Name of entity – if applicable)

(Signature)

(Printed Name)

(Title of person signing this Application,
if on behalf of an entity)

(Date Signed)

SPECIAL EVENTS CHECKLIST – PLEASE INCLUDE DETAILS			
WILL YOU BE HAVING:	YES	NO	DETAILS/LOCATION (brief description required)
Alcohol			
Bicycle Race			
Car Show			
Carnival Games (specify type/placement)			
Carnival Rides (specify type/placement)			
Communications Radios and Contact List			
Concert (specify music type & # of bands)			
Cooking			
Dancing			
Fencing (indicate on venue diagram)			
Fire Extinguishers			
First Aid Area (indicate on venue diagram)			
Food Vendors (specify type and number)			
Foot Race			
Inflatable (indicate on venue diagram)			
Live Animals			
Live Performers			
Movie			
Parade			
Prize/Raffle			
Tents (indicate on venue map)			
Retail Sale Booths (indicate on venue map)			
Security (must be CPD or licensed security firm)			
Solicitation of Funds			
Signage			
Television or Radio Coverage (please name stations)			
Trade Show (indicate type & # of vendors)			

SPECIAL EVENTS CHECKLIST – PLEASE INCLUDE DETAILS

WILL YOU NEED:	YES	NO	DETAILS/LOCATION (brief description required)
Water Hook-up			
Electricity			
Garbage Removal			
On-Site Custodial Support (additional fee required)			
Street Barricades (specify)			
Street Closure (specify)			
Traffic Control			
Security (specify dates & times) (additional fee required)			
On-Site Staff (additional fee required)			
Other Special Needs (specify)			
On-Site Electrician (specify)			
Facility Rental – Pavilions or Bandstand			

Additional Requests/Comments:

Standard Event Sponsor Fees

Service	Description	Hours	Fee	Amount
Application Fee	Special Event Non-Refundable Application Fee		\$250.00	
On-Site Electrical		2 hr. min.	\$25/hr.	
Public Services container services		2 hr. min.	\$65/hr.	
On-Site Custodial/logistics		2 hr. Min.	\$25/hr.	
Police Expense: Commissioned officer Lieutenant		2 hr. min.	\$40/hr. \$50/hr.	
Codes Inspector		2 hr. min.	\$50/hr.	
H. W. Cox Pavilion	1 – 100 ppl - \$75.00R \$150.00 NR 101 – 250 ppl - \$150.00R 300.00 NR 251 – 400 ppl - \$300.00R 500.00 NR 401 – up ppl – \$500.00R 900.00NR	Day rate	Size of Group	
Suggs/W. C. Johnson Park Pavilion		Day rate	\$50/R \$150/NR	
Town Square Gazebo/ Bandstand		2 hr. min.	\$75/hr./R \$150/hr./NR	
TOTAL:				

****These fees are estimates only – additional charges may apply****

Post Event Report – For Inter Office use only

Department

Event Overview

Recommendations

FOR OFFICE USE ONLY

Fee: \$ _____ Amount Paid: \$ _____ Date: ____/____/____ Time: _____ am/pm

Receipt #: _____ Staff Member: _____