



# Special Event Permit Application



Metropolitan Board of Parks and Recreation for Nashville Tennessee and Davidson County

**Mailing Address** • P.O. Box 196340 Nashville, TN 37219-6340 **Office Hours** • M – F 7:30 am – 4:00 pm  
**Phone** • 615-862-8446 **Email** • [lisa.king@nashville.gov](mailto:lisa.king@nashville.gov)  
<http://www.nashville.gov/Parks-and-Recreation/Permits-Rentals-and-Reservations/Special-Events.aspx>

Applicant / Event Representative Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Numbers: Home:( ) \_\_\_\_\_ Cell:( ) \_\_\_\_\_ Work:( ) \_\_\_\_\_

Email: \_\_\_\_\_ Event Website: \_\_\_\_\_

Event On-Site Coordinator Name: \_\_\_\_\_ Cell:( ) \_\_\_\_\_

## Event Information

Which Metro Park are you requesting? \_\_\_\_\_

Is there a specific area or venue within this park where you want to host your event? Please provide details:

\_\_\_\_\_

Name of the Event: \_\_\_\_\_

Event Type:  Festival  Concert  Walk/Run  Fundraiser  Wedding/Reception  Rally/Protest

Picnic/Gathering  Other (provide a description) \_\_\_\_\_

Event Date(s) and Hours of Operation: \_\_\_\_\_

Event Set Up Date(s) and Times:

Event Breakdown Date(s)

Anticipated Maximum Attendance: \_\_\_\_\_ Persons per Event Day: \_\_\_\_\_

**Event Components** Please check all items that apply and include any additional details in the space provided.

*(Please note: Water and electricity are not available at all Metro Parks.)*

Amplified Sound / PA or Audio System

Alcohol sales

Alcohol served at event

Electricity Request

Fundraising Event

Tents Erected How Many \_\_\_\_\_

Inflatable or Bounce Attraction

Stage Erected size \_\_\_\_\_

Park Road Closure Request

Admission Fee to enter event

Entry Fee to participate in event

Providing Food & Drink for free

Merchandise Sales #of vendors \_\_\_\_\_

Food Sales #of vendors \_\_\_\_\_

Water Access Request

**Signing This Application verifies that you have read and understand all terms and conditions on this application.**

1) The discovery of false or misleading information regarding the applicant or the described event activities or attendance on this application will result in the rejection of approval of use on the park property and denial of future request to access park property.

INITIAL HERE \_\_\_\_\_

2) Permits will not be granted to any event with a past due balance to Metro Parks or Metro Park Police. Past due balances must be paid in full, without exception, before new applications will be accepted.

INITIAL HERE \_\_\_\_\_

3) Event organizer is responsible for trash disposal on all permitted days including setup and tear down. Organizer must submit a plan for event clean up with name of vendor if one is used. No permit will be issued until this plan is approved. If event space is not clean after the event, the permit holder will be billed \$250.00.

INITIAL HERE \_\_\_\_\_

4) It is the permit holder's responsibility to immediately contact Park Police once an event date has been approved by Metropolitan Board of Parks & Recreation. The contact information will be provided by Parks. Parks may determine that permit holders must hire Park Police officers or hire an approved security company to provide an action plan for the event no later 14 days before event. Event action plan must be preapproved by the Park Police or their designee. (b.) Park Police have the right to determine the suitability of any firm providing protection for an event on Parks property.

Name of security company for your event \_\_\_\_\_ INITIAL HERE \_\_\_\_\_

5) Events with 1,500 attendees or more may be required to hire a Maintenance staff person to monitor event activities and serve as the Parks staff representative. Events requiring Parks staff on overtime must be paid within two weeks of invoicing.

INITIAL HERE \_\_\_\_\_

6) All special events held in Parks requesting permission to have amplified music must be considered by the Board of Parks & Recreation at the monthly meeting the first Tuesday of the month. Requests for amplification must be received no later than two weeks prior to meeting.

INITIAL HERE \_\_\_\_\_

7) Unless permitted by the Board of Parks and Recreation, alcoholic beverages are not allowed in Park Facilities. Metro Park Board approval is required prior to receiving a permit from the Beer Board or the State Alcoholic Beverage Commission. To comply with the Tennessee Alcohol and Beverage Commission guidelines, a 501c3 charitable or non-profit entity is required. This is a necessary part for Parks Department applications to be considered for approval of the Park Board. The Metropolitan Government shall assume no liability for the actions of individuals as a result of issuance of a permit to consume alcoholic beverages on Park property. All sales and service of alcohol must cease 30 minutes prior to the event ending. Event fencing is required for events involving alcohol. Fencing type and placement must be approved by Park Police prior to the event. Event applicants must also submit \$1 million of general liability insurance with additional liquor liability coverage naming Metro Parks & Recreation as additionally insured. Permits will not be issued until policy is received. The permit holder will be responsible for monitoring the behavior of individuals attending the event.

INITIAL HERE \_\_\_\_\_

8) Please note that there is a no-staking policy enforced within all Metro Parks. The only tents permitted in Parks venues are tents that are secured with water ballast or tents that do not require staking.

INITIAL HERE \_\_\_\_\_

9) Keys may be required for your event. We require a deposit of \$50 to ensure the return of all keys. The deposit drop off and key pick up must be made the day prior to the event and keys must be returned the day following the event. If keys are not returned after two business days, deposits will only be available through the Metro Refund process.

INITIAL HERE \_\_\_\_\_

X \_\_\_\_\_

Date \_\_\_\_\_

## Section 2 – Special Event Application Instructions, terms, and conditions for Parks Facilities Usage

**Please keep pages 3 – 4 for your records they do not need to be returned with the event application**

**All fees are due upon receipt of invoice. Event is subject to cancellation if the invoiced amount is not paid 7 days prior to the event date. Maintenance fees must be paid within 14 days of invoicing.**

**All fees are fully refundable if you notify Metro Parks that the event is canceled 30 days prior to event date.**

- 1) The Board of Parks and Recreation has priority in scheduling events in all parks and/or facilities. All dates are reserved on a first come, first served basis. Event dates are not confirmed until an event application has been received and approved.
- 2) Permits for fundraising events may only be requested by persons & organizations that hold a permit from the State Division of Charitable Solicitations and Gaming, Educational institutions, religious organizations who have a 501(c) 3 status with the IRS and/or announced political candidates for public office.
- 3) If the event will include elements added to Park Facilities, such as stages, tents, portable restrooms, tables, chairs, and inflatables, etc., a certificate of insurance must be submitted with this Permit Application. The policy must be in force for the duration of the Event and be issued by an insurance company licensed to do business in Tennessee, specifying public liability and property damage insurance with a single limit of not less than \$1 million (\$1,000,000), naming the Metropolitan Board of Parks & Recreation 2565 Park Plaza, Nashville, TN 37203, as additionally insured. No permit will be issued unless this certificate has been received. The Metro Department of Insurance may require additional coverage based on the scope of the event.
- 4) The Board of Parks and Recreation prohibits the reservation of park facilities by applicants that discriminate based on age, color, disability, national origin, race, religion, sex, in the admission to, access to, or operation of their programs, services, or activities.
- 5) Any changes to the event application must be submitted in writing to the Special Event Coordinator. Any aspect of the event not fully described in the Permit Application or an addendum submitted in accordance with this paragraph will not be covered by the permit or allowed in Park facilities.
- 6) Any event that has an impact outside of the permitted Facility including streets and sidewalks will also require a Special Event Permit from Public Works. For more information, email Gordon Richard at [gordon.richard@nashville.gov](mailto:gordon.richard@nashville.gov)
- 7) All events held on Metro Parks property must fit within the following guidelines:
  - A) The proposed activity or use of the Park must not unreasonably interfere with or detract from the general public's enjoyment of the Park or from the promotion of public health, welfare, safety and recreation.
  - B) The proposed activity or use will not include violence, crime, disorderly conduct, or obscene language.
  - C) Appropriate park personnel and members of the Board of Parks and Recreation must be provided access to Events upon request in order to monitor Event activities and ensure compliance with ordinances, rules and regulations.
- 8) All damage evident or trash remaining on the premises after the Event and not previously and specifically reported to the Parks Special Event staff as required in the preceding sentence will be considered to have resulted from the Event and must be rectified at the sole expense of the permit holder.
- 9) All events are required to recycle paper and plastic trash generated by the event. Event organizer must submit a plan on how recycling will be handled that includes the number of recycling containers and how the material to be recycled will be disposed. This should include the name of the company if a private waste hauler is used. Information on public event recycling containers provided by Metro Public Works can be obtained at this website: <http://www.nashville.gov/Public-Works/Neighborhood-Services/Recycling/Event-Recycling.aspx>
- 10) Metro Nashville Parks recognizes the importance and benefits of trees and the tree canopy to our quality of life. Trees shall be a major consideration in the review of permit applications and the removal of or damage to trees in park space for event purposes is prohibited. Damage to public trees due to event activity is the responsibility of the organizer and the organizer will be assessed the cost of replacement or repair. Replacement standards are set by the Metro Tree Review Panel and Mayor's Executive Order entitled "Metropolitan Tree Policy".
- 11) It is the permit holder's responsibility to return the park to the condition it was in prior to the permitted event or pay fees related to returning property to condition prior to event. Permit holders are responsible for ALL clean up after each event. Sanitation deposits are required ranging from \$250 - \$5000 depending on size of event. Providing a sanitation deposit does not relieve the Event permit holder from the responsibility for performing all clean up and correcting all damage relating to any Event. The permit holder agrees to reimburse the Board for all costs incurred in performing cleanup and repairs which, in the judgment of the Board, the permit holder has failed to perform. Cleanup and repair costs shall accrue at the rate of \$50 per man-hour. If cleanup or repair takes place on a holiday the cost shall accrue at the rate of \$100 per man-hour. These rates do not include any additional cost of cleaning supplies, basic landscaping materials and the like. The permit holder's deposit will be applied to cleanup and repair costs accruing under this paragraph. In addition, the permit holder agrees to reimburse the Board for cleanup, repair and material costs accruing under this paragraph. Parks Maintenance staff must also approve of the company performing post event cleanup/repair prior to the work starting.
- 12) Permit holders must adhere to all ordinances, rules and regulations of the Board of Parks and Recreation and the Metropolitan Government of Nashville and Davidson County. Applicants must obtain all applicable City, State, and Federal permits before a permit for Park use will be issued. Parks Special Event Coordinator will make every effort to inform Event Organizer of all related Metro Permits based on information in this application.
- 13) All event signage, advertising, exhibits and or displays to be used must have the prior approval of Parks staff. Requested signage location must also be approved by staff and cannot be placed until 24 hours prior to the event. No banners or flags of any kind are to be flown from Parks Facilities flagpoles.

- 14) All Events must end not later than 11:00 p.m. unless approved by the Metropolitan Board of Parks & Recreation. Events approved beyond 11:00 p.m. require Park Police presence at the expense of permit holder.
- 15) Routes for all run or walk events in Metro Parks must be reviewed and approved by Parks staff before a special events permit is issued. Course markings on park roads or greenways are strictly prohibited. Use of spray paint or spray chalk is also prohibited. Runs must begin no later than 8:00 a.m. in all Metro Parks.
- 16) The Board of Parks and Recreation has the authority to revoke a permit upon finding a violation of any rules or ordinances upon good cause. In the event of noncompliance with any provision of these terms and conditions, the Board of Parks and Recreation may, in its sole discretion, ban any event sponsor or professional event organizer, promoter or the like from further sponsorship or promotion of any Event in Parks Facilities for a period of two years.
- 17) By submitting a Permit Application, the event organizer agrees to the following additional terms:
  - a) the event organizer will indemnify and hold harmless the Metropolitan Government of Nashville and Davidson County from any and all claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the organization's use of Parks Facilities and areas described in this Permit Application and any claims, damages, costs and attorney fees arising from any failure of the organization, its officers, employees and agents to observe applicable laws, ordinances, rules and regulations;
  - b) the event organizer assumes all risk and responsibility for any dangerous or defective conditions on the grounds of Parks Facilities, whether known or unknown;
  - c) the event organizer agrees to restore Parks Facilities to the condition prior to the Event;
  - d) a financial statement of the Event proceeds must be mailed within 30 days of Event to the Special Events Coordinator
  - e) the individual executing this document on behalf of the event organizer affirms that he is authorized to do so;
  - f) no modification of this document shall be valid unless in writing and signed by the Board of Parks and Recreation; and Tennessee law shall govern any dispute arising from this document, and any suit relating in any way to this document shall be brought in a court of competent jurisdiction in Davidson County, Tennessee.



For ADA Accommodations, please contact 862-8400