

# City of Mount Pleasant

## Permit Packet



Any person or organization desiring to conduct a special event (parade, fair, foot race, bicycle race, or other activity) affecting the ordinary use of the City streets, right-of-ways, sidewalks or other infrastructure must apply for a permit authorizing the activity. **The application must be received at City Hall at least thirty (30) days before the scheduled special event and must be approved by the City Manager.** *Please refer to City Ordinance 2017-1014.*

- If you want to rent the **COMMUNITY CENTER**, fill out the portion labeled **EVENT PERMIT APPLICATION & THE FACILITY AGREEMENT**.
  
- If you are a **VENDOR** and you want to obtain a permit to sell for one (1) day or one (1) year, fill out the portion labeled **PEDDLERS, CANVASSERS AND SOLICITORS**.
  
- If you want to hold a **SPECIAL EVENT** (2-250 people), such as a Festival, Parade, Block Party, etc., fill out the portion labeled **EVENT PERMIT APPLICATION**.

If you are going to serve food, you **MUST** provide:

- A Comprehensive General Liability Insurance Policy or its equivalent written on an occurrence basis (or yearly basis), with a minimum of One Million Dollars (\$1,000,000).  
*–see section 16-502*
  
- If you want to conduct a **MASS GATHERING** (250+ people), such as a Festival, Parade, Block Party, etc., fill out the portion labeled **EVENT PERMIT APPLICATION**.

In this case, you **MUST** provide:

- A Comprehensive General Liability Insurance Policy or its equivalent written on an occurrence basis (or yearly basis), with a minimum of One Million Dollars (\$1,000,000).  
*–see section 16-502*
  
- Special Plan for Event Contingencies (SPEC). *–see section 16-502*

The City of Mount Pleasant **MUST** be listed as additional insured for the event on all insurance policies with regards to the event.

**ALL APPLICATIONS MUST HAVE A COPY OF A VALID DRIVERS LICENSE ATTACHED**

Date Paid: \_\_\_\_\_

**EVENT PERMIT FEE SCHEDULE  
MOUNT PLEASANT**

**Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event:** \_\_\_\_\_

**Community Center Rental Fees**

|                              | <u>M – TH</u> | <u>FRI / SUN</u> | <u>SAT</u> | <u>Combo Deals</u> |             |           |
|------------------------------|---------------|------------------|------------|--------------------|-------------|-----------|
| West Hall                    |               |                  |            |                    |             |           |
| Social / Non-Profit          | \$250         | \$300            | \$425      | \$700              |             |           |
| For Profit                   | \$450         | \$500            | \$600      | \$1,000            |             |           |
| East Hall                    |               |                  |            |                    |             |           |
| Social / Non-Profit          | \$150         | \$150            | \$150      |                    | <u>Cash</u> | <u>CC</u> |
| 4 Hour Rental                | \$75          | \$75             | \$75       |                    |             |           |
| Foyer Rental                 | \$100         | \$100            | \$100      |                    |             |           |
| Extra Set Up Day (after 5pm) |               | \$125.00         |            |                    |             |           |
|                              |               |                  |            |                    | 602         | 614       |
| <b>Total Rental Fees:</b>    | _____         |                  |            |                    |             |           |

**Event Fees**

|   |                                  |  |  |  |     |     |
|---|----------------------------------|--|--|--|-----|-----|
| Special Event Permit (2-249)                                | \$25.00                          |  |  |  |     |     |
| Mass Gathering Permit (250+)                                | \$50.00                          |  |  |  |     |     |
| Peddler Permit  | \$10.00/day <i>or</i> \$100/year |  |  |  |     |     |
| Beer Permit<br>(If selling <u>beer</u> or tickets to event) | \$150.00                         |  |  |  |     |     |
| Temporary Structure Use Permit                              | \$25.00                          |  |  |  |     |     |
| Background Check  | \$29.00                          |  |  |  |     |     |
| Fire Inspection Fee   | \$25.00                          |  |  |  |     |     |
| Alcohol<br>(Determined by # of guests)                      | \$50.00 - \$100.00               |  |  |  |     |     |
|   |                                  |  |  |  | 612 | 613 |
| <b>Total Event Fees:</b>                                    | _____                            |  |  |  |     |     |

**Deposits (Refundable)**

|  |                     |  |  |  |     |     |
|--|---------------------|--|--|--|-----|-----|
| Cleaning / Damage Deposit<br>(Determined by type of event) | \$200.00 - \$500.00 |  |  |  |     |     |
| <b>Total Deposits:</b>                                     | _____               |  |  |  | 607 | 608 |

**TOTAL PAYMENT DUE:** \_\_\_\_\_

Any gathering consisting of 100 individuals and higher, as well as any cooking being done on premises will require approval through the Fire Chief and the Chief of Police, or their designee.

**APPROVED**

- Thomas Kenney  
Parks & Rec Director X\_\_\_\_\_
- Police Department X\_\_\_\_\_
- Fire Department X\_\_\_\_\_
- Kate Collier  
City Manager X\_\_\_\_\_
- Robert Archibald  
Codes Department X\_\_\_\_\_

# Event Permit Application

This application must be filled out completely and submitted to be considered for possible permit.



Any person or organization desiring to conduct a special event (parade, fair, foot race, bicycle race, or other activity) affecting the ordinary use of the City streets, right-of-ways, sidewalks or other infrastructure must apply for a permit authorizing the activity. **The application must be received at City Hall at least thirty (30) days before the scheduled special event and must be approved by the City Manager.** *Please refer to City Ordinance 2017-1014.*

**Event Title:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Alternate Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Set Up Date:** \_\_\_\_\_ **Set Up Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Tear Down Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**# of Participants Expected:** \_\_\_\_\_ **# of Volunteers/Event Staff:** \_\_\_\_\_

## Type of Activity (Please Select One)

- |                                   |                                  |                                   |                                      |  |
|-----------------------------------|----------------------------------|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Concert | <input type="checkbox"/> Parade   | <input type="checkbox"/> Walk/Run    | <input type="checkbox"/> Trade Show    |
| <input type="checkbox"/> March    | <input type="checkbox"/> Fair    | <input type="checkbox"/> Carnival | <input type="checkbox"/> Block Party | <input type="checkbox"/> Demonstration |
| <input type="checkbox"/> Protest  | <input type="checkbox"/> Rally   | <input type="checkbox"/> Exhibit  | <input type="checkbox"/> Other _____ |  |

**Applicant Name:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_

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

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

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

**Alternate Contact:** \_\_\_\_\_ **Alternate Contact Number:** \_\_\_\_\_

Please describe your event in detail and be sure to include every, and all elements of your event that will help ensure its safety for all.

**Food:**

- Will food be served or sold?  Yes  No
- Catered by Restaurant?  Yes  No
- Catered by Vendor?  Yes  No
- Prepared on Site?  Yes  No

**Vendors / Merchants:**

- Vendors / Merchants?  Yes  No
- Number of vendors/merchants selling products/foods/services? \_\_\_\_\_

**Entertainment:**

- Music Provided?  Yes  No
- Audio System Provided?  Yes  No
- Type of Audio System: \_\_\_\_\_
- Fencing or Scaffolding Used?  Yes  No
- Temporary Stage?  Yes  No
- Dimensions of Stage: \_\_\_\_\_

**Utilities:**

- Electricity needed?  Yes  No
- Origination of Power Source: \_\_\_\_\_
- Portable Toilets?  Yes  No
- Recycling Provided?  Yes  No
- Garbage Cans / Collection?  Yes  No
- Admission Charged?  Yes  No
- Propane/Gas/Liquid Use or Storage?  Yes  No

**Miscellaneous:**

- Tents / Pop-Up Canopies?  Yes  No      How Many? \_\_\_\_\_
- Temporary Structures?  Yes  No      How Many? \_\_\_\_\_
- Parade Included?  Yes  No      # Of Floats? \_\_\_\_\_
- Animals Present?  Yes  No
- Approximately how many & what type of animals? \_\_\_\_\_

- 
- Alcoholic Beverages Available?  Yes  No
  - Drawing / Raffle?  Yes  No

Motion Picture / Video Shoot?  Yes  No

Describe Type of Video Shoot: \_\_\_\_\_  
\_\_\_\_\_

Fireworks / Fire Performance / Open Flame?  Yes  No

Open to Public?  Yes  No

Private Party / Group?  Yes  No

Please detail block numbers of exact streets / roads being used and/or blocked (if any):

I, the undersigned, certify that the information contained in this application is correct to the best of my knowledge and belief. I have read, understand, and agree to abide by the City’s ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations governing this proposed Special Event. I also agree to comply with all other local, state, and/or federal laws that are applicable to this Event. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read, and understand the special event ordinance and agree to be bound by all requirements as stated in the ordinance and incorporated by reference into the signed agreement. If the event plans change, I will submit a revised application or additional information accordingly.

Print Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**Submission of this form does not guarantee permit will be issued. Permit applications cannot be processed until the \$25.00 permit fee is paid by the applicant, either in person or mailed.**

Please make all checks out to: City of Mount Pleasant – Recorder’s Office

If form is being mailed, please address it to:

City of Mount Pleasant  
Attn: Recorders Office  
P.O. Box 426  
Mount Pleasant, TN 38474

If form is being hand delivered to City Hall:

City of Mount Pleasant  
Attn: Recorders Office  
100 Public Square  
Mount Pleasant, TN 38474

**Please print completed form and bring with you if permit is paid for in person.**

**CITY OF MOUNT PLEASANT  
APPLICATION FOR PERMIT FOR PEDDLERS  
CANVASSERS AND SOLICITORS**

|                        |
|------------------------|
| Investigation Fee Paid |
| Date _____             |
| Rec # _____            |

Name in Full \_\_\_\_\_  
First Middle Last Date of Birth

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

Drivers License # \_\_\_\_\_ Social Security # \_\_\_\_\_ Home \_\_\_\_\_

Permanent Home Address \_\_\_\_\_  
Street City State/Zip

Address in City of Mount Pleasant \_\_\_\_\_

Kind of goods or business (Description) \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_  
Name Street City State/Zip

**\*Credentials must be furnished from employer establishing the exact relationship.**

How long do you wish to do business? \_\_\_\_\_

Names and address of two reputable local property owners who will certify as to moral reputation and business responsibility (if not available, other evidence as to the moral reputation and business responsibility must be furnished.)

\_\_\_\_\_  
 \_\_\_\_\_

Have you been convicted of any crime or misdemeanor or for violating any municipal ordinance? If Yes, give details as to the nature and penalty or punishment.

\_\_\_\_\_

Name last three cities or towns where you carried on business immediately preceding the date of this application. Furnish address from which business was conducted in these cities or towns.

\_\_\_\_\_  
 \_\_\_\_\_

A recent, clear photograph must be furnished at least two (2) inches square showing head & shoulders.

A fee of \$100.00 per calendar year or \$10.00 per day shall be paid to the City of Mount Pleasant upon the filing of this application. This is to cover the cost of issuing the permit and investigating the facts stated herein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

|  |   |
|--|---|
| APPROVED _____<br><small>Chief of Police</small><br><br>DATE _____ | DISAPPROVED _____<br><small>Chief of Police</small><br><br>DATE _____ |
|--|---|

## Agreement for Facility Use

Mount Pleasant Community Center  
501 Gray Ln. Mount Pleasant, TN 38474

The City of Mount Pleasant agrees to allow \_\_\_\_\_  
to use this City owned facility for personal use on the date of \_\_\_\_\_ for the  
time period \_\_\_\_\_. Throughout this agreement, the names above will  
be referred to as the Leasee. The Leasee agrees to honor and enforce these facility rules:

1. The Leasee will not allow excessive horseplay or inappropriate use of the equipment, facility or structure.
2. The Leasee will ensure the facility is cleaned to the original condition or forfeit their cleaning deposit and ensure the facility is secured following the event.
3. All trash will be placed in the provided container.
4. Any tables and chairs used by the Leasee must be put back in their designated area.

It is recognized that the city is not responsible for the planning, development, or supervision of this event and subsequently, the city shall be held harmless for and from any claims of every nature whatsoever for personal injury or property damage that stems from the Leasee's activities.

It is understood that the city personnel will conduct a site inspection of this facility on the day of the event, prior to the facility usage and all defective conditions will be corrected or properly marked. Those marked conditions are listed below and the Leasee agrees to enforce the proper warnings to the participants of their activity.

1. \_\_\_\_\_
2. \_\_\_\_\_

The Leasee agrees to report any injuries received during the event to **Thomas Kenney** at telephone number **931-698-5158** within **24 hours of the event**. The Leasee will provide a report that lists the name, address, and phone number and details on the extent of the injuries and how they occurred.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Cell: \_\_\_\_\_

Signature: \_\_\_\_\_

## Mount Pleasant Community Center Clean Up Checklist

501 Gray Ln. Mount Pleasant, TN 38474

The following information and checklist is for your benefit. **Please read carefully because this is what we will go by to determine whether or not your cleaning fee is returned.**

All the cleaning supplies are in the janitor's closet in the lobby. The closet is located in the back of the lobby next to the rear glass doors on the RIGHT side. Please return all the cleaning materials and equipment once you are finished using them.

The Community Center does have some tables and chairs. They are kept stacked against the wall in the West Hall. Please return these to the proper place following your event.

You will need to provide your own trash bags. The garbage cans require 33-39 gallon black trash bags. Blue trash bins are provided outside of the West Hall exit for trash at the end of your event. **YOU ARE RESPONSIBLE FOR DISCARDING YOUR TRASH INTO THESE BINS.**

If you use the refrigerator, be sure to take whatever is left over from your function with you when you leave. Do NOT leave any food, drinks, etc. in the refrigerator. You may only use the one refrigerator belonging to the Community Center. The Senior Citizens have their own and it is clearly marked, so please do not disturb.

### Checklist:

- Check both bathrooms to make sure toilets are flushed and all paper is picked up from the floor.
- Wipe down and fold ALL tables/chairs and stack against the wall – **NEATLY**.
- Empty all trash cans and place bagged garbage outside in the Blue Trash Bins.
- Use the large dust mop to go over the floors. Do not forget to check the lobby, especially if you use any part of it for your gathering.
- If you use the large meeting room with the kitchen**, sweep and mop the kitchen floor, wipe off countertops, and make sure the sink is clean and clear of all debris.
- Spot mop any spills, marks, or muddy footprints from the area you used (lobby included).
- If you use one of the small meeting rooms**, you will need to make sure you clean off tables, empty all trash, and pick up any trash off the carpet. We will vacuum later.

We hope you enjoy the building for your gathering. Please help us to take care of it so it can benefit everyone for years to come.

**NOTE: FOR ANY PROBLEMS AFTER 4:00 PM, CALL THE MOUNT PLEASANT POLICE DEPARTMENT AT 931-379-3201. DURING THE DAY CALL THOMAS KENNEY AT 931-698-5158 OR CITY HALL AT 931-379-7717.**