



Event Permit Application

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

Event Title: _____

Event Location / Address: _____

Event Dates

Event Start Time

Event End Time

Alternate Event Dates

Alternate Event Start Time

Alternate Event End Time

Set Up Date(s)

Set Up Start Time

Set Up End Time

Tear Down Date(s)

Tear Down Start Time

Tear Down 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: _____

Organization: _____

Mailing Address: _____

Day Phone: _____

Cell / Other: _____

Fax: _____

Email: _____

Alternate Contact: _____

Alternate Contact Number: _____

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? Amplified Acoustic None

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 NoDrawing / Raffle? Yes NoMotion Picture / Video Shoot? Yes No

Describe Type of Video Shoot:

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Fireworks / Fire Performance / Open Flame? Yes NoOpen to Public? Yes NoPrivate Party / Group? Yes No

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.

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Please detail block numbers of exact streets / roads being used and/or blocked:

Print Applicant Name: _____ Date: _____

Submission of this form does not guarantee permit will be issued. Permit applications cannot be processed until the \$25 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: If form is being hand delivered to city hall:

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

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

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

Agreement for Facility Use

The City of Mount Pleasant agrees to allow _____ to use this City owned facility for personal use on the date _____ for the time period _____. Throughout this agreement, the names above will be referred to as the Lessee. The city will charge _____ usage fee or there is no charge for the use of this facility. The Lessee agrees to honor and enforce these facility rules:

1. The Lessee will not allow excessive horseplay or inappropriate use of the equipment, facility or structure.
2. The Lessee 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.

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 Lessee's activities.

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

- 1.
- 2.

The Lessee 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 Lessee will provide a report that lists the name, address, and phone number and details on the extent of injuries and how they occurred.

Signed:

X _____

For the City of Mount Pleasant: _____

Print Lessee name, address, and phone number above

Please email Event Form in to THOMAS KENNEY tkenney@mountpleasanttn.org

Mount Pleasant Community Center Clean Up Checklist

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 cleaning closet in the lobby. The cleaning closet is located in the rear of the lobby next to the rear glass doors in 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 walls of the two large meeting rooms. They generally are kept in the large room with the kitchen but you can check out the other large room for some as well. Additional chairs are available. They are located in the large meeting room's (w/o the kitchen) storage area. The storage room is located on the left side of the entry door from the lobby. There are two sets of double doors leading into that room. **Make sure** if you should get some of those chairs; please put them back where you found them when you are done.

You will need to provide your own trash bags. The garbage cans require 33-39 gallon trash bags. The garbage dumpster is at the side of the building, next to the large meeting room with the kitchen. If you should use the other large meeting room, then unfortunately you must walk around or you can drive it around as you leave.

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:

1. Check both bathrooms to make sure toilets are flushed and all paper is picked up from the floor.
2. When you are finished, fold all tables/chairs and stack against the wall – **neatly**.
Make sure you clean the tables and wipe the chairs first.
3. Empty all trash cans and place bagged garbage in outside dumpster.
4. Use large dust mop to go over the floors. Do not forget to check lobby, especially if you use any part of it for your gathering.
5. **If you use the large meeting room with the kitchen**, sweep and mop the kitchen floor. Also wipe off countertop. Make sure sink is clean and clear of anything.
6. Please spot mop any spills, marks, or muddy footprints from the area you used. Again, please do not forget the lobby.
7. If you use one of the small meeting rooms, then 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. **(ADDRESS: 501 GRAY LANE, MOUNT PLEASANT, TN 38474)**

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

COMMUNITY CENTER RENTAL FEES SCHEDULE

MOUNT PLEASANT

Date _____ Contact Person _____

Organization _____ Phone Number _____

Event _____ Event Date _____

Rental Fees	FEE:
West Hall/East Hall (Social Gathering)	\$250.00
For Profit Gatherings	\$550.00
West Hall/ East Hall (Non-profit, Charitable Business,Business)	\$175.00
Foyer Area Rental	\$100.00
Staff needed for set-up	\$ 75.00
Extra day for decorating after 4pm	\$125.00

Total Rental Fee _____

Cleaning, Damage, Auxiliary Deposits

Key Deposit	\$500.00
Alcohol Deposit	\$100.00
Permit Fees:	\$ 25.00
Background Check Fee	\$ 29.00
Cleaning Deposit will range from \$200.00-\$500.00	\$200.00

Depending on the event scheduled. **Total Deposits:** _____

Grand Total Due: _____

Any gathering consisting of 100 Individuals and higher, as well as any cooking being done on premises will be required to fill out a Special Events Form for approval through the Fire inspector and chief of Police with a \$25.00 permit Fee issued.

If you have any questions please email Thomas Kenney at tkenney@mountpleasantttn.org or call him at (931) 698-5158.