

City of Mount Pleasant
Community Center Application and
Special Event/Mass Gathering 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 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
(FOR OFFICIAL USE ONLY)**

Contact: _____ **Phone Number:** _____

Event Date: _____ **Event:** _____

Community Center Rental Fees

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

Event Fees

Special Event Permit (2-249)	\$25.00					
Mass Gathering Permit (250+)	\$50.00					
Beer Permit (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 (Determined by # of guests)	\$100.00					
Total Event Fees: _____					612	613

Deposits (Refundable)

Cleaning / Damage Deposit (Determined by type of event)	\$100.00 - \$500.00					
Total Deposits: _____					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 X
Parks & Rec Director
- Fire Department X
- Police Department X
- Kate Collier X
City Manager

Walk-Thru Required

Inspection Needed

TIME: _____

Event Permit Application

This application must be filled out completely and



submitted to be

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considered for possible permit.

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
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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: _____