City of Mount Pleasant
Community Center Application and
Special Event/Mass Gathering Permit Packet

☐ 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

<table>
<thead>
<tr>
<th>West Hall</th>
<th>M – TH</th>
<th>FRI / SUN</th>
<th>SAT</th>
<th>COMBO DEALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social / Non-Profit</td>
<td>$250</td>
<td>$300</td>
<td>$425</td>
<td>$700</td>
</tr>
<tr>
<td>For Profit</td>
<td>$450</td>
<td>$500</td>
<td>$600</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>East Hall</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Social / Non-Profit</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>4 Hour Rental</td>
<td>$75</td>
<td>$75</td>
<td>$75</td>
<td></td>
</tr>
</tbody>
</table>

Foyer Rental
$100 $100 $100
Extra Set Up Day (after 5pm) $125.00

Total Rental Fees: ___________________________ 602 614

Event Fees

<table>
<thead>
<tr>
<th>Special Event Permit (2-249)</th>
<th>$25.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass Gathering Permit (250+)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Beer Permit</td>
<td>$150.00</td>
</tr>
<tr>
<td>(If selling beer or tickets to event)</td>
<td></td>
</tr>
<tr>
<td>Temporary Structure Use Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Background Check</td>
<td>$29.00</td>
</tr>
<tr>
<td>Fire Inspection Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Alcohol</td>
<td>$100.00</td>
</tr>
<tr>
<td>(Determined by # of guests)</td>
<td></td>
</tr>
</tbody>
</table>

Total Event Fees: ___________________________ 612 613

Deposits (Refundable)

| Cleaning / Damage Deposit | $100.00 - $500.00 |
| (Determined by type of event) |

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 ☐ Walk-Thru Required
   Parks & Rec Director

☐ Fire Department  X ☐ Inspection Needed

☐ Police Department  X

☐ Kate Collier  X
   City Manager

TIME: ___________
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 Permit Application

This application must be filled out completely and submitted to be 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)

☐ Festival ☐ Concert ☐ Parade ☐ Walk/Run ☐ Trade Show
☐ March ☐ Fair ☐ Carnival ☐ Block Party ☐ Demonstration
☐ Protest ☐ Rally ☐ Exhibit ☐ 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
  __________________
<table>
<thead>
<tr>
<th>Drawing / Raffle?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion Picture / Video Shoot?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Describe Type of Video Shoot:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fireworks / Fire Performance / Open Flame?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Open to Public?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Private Party / Group?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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.
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: ___________________________