

# SPECIAL EVENT PERMIT APPLICATION



**\*\*PLEASE READ CAREFULLY BEFORE COMPLETING APPLICATION\*\***  
**SPECIAL PROVISIONS CONCERNING PARADES WITHIN THE TOWN OF SMYRNA**

1. Any person wishing to parade upon the public streets, sidewalks or allies of the Town of Smyrna shall make application to the Chief of Police, or his designee, no less than seven (7) days prior to the date of such parade. The application shall be distributed by the Town Clerk and, once completed, the town clerk will forward the application to the Chief of Police for consideration.
2. The Chief of Police shall issue a permit, except where the permit would conflict as to time or place with a permit previously issued or the parade does not conform with the following conditions:
  - a. The time, route and size of the parade shall not substantially disrupt the safe use and orderly movement of other traffic contiguous to its route;
  - b. The conduct of the parade shall not require the diversion of so great a number of police officers to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection of the Town;
  - c. When held for a recreational purpose, the parade shall be supervised by security personnel, the employment of which shall be at the sole expense of the applicant. The Chief of Police, or his designee, shall reasonably determine the number of security personnel needed for the safe conduct of the parade, and shall inform the applicant at least four (4) days before the event so the applicant can provide appropriate evidence that proper security personnel have been retained prior to the issuance of the permit;
  - d. The applicant has provided for the services of the number of parade monitors as determined by the Chief of Police, to insure that the parade will be conducted in conformity with the parade permit;
  - e. The parade shall not interrupt normal ambulance service to portions of the Town other than that to be occupied by the proposed line of march and areas contiguous thereto;
  - f. The concentration of persons, animals and vehicles at assembly points of the parade shall not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
  - g. The conduct of such parade will not interfere with the movement of firefighting equipment en route to a fire;
  - h. The parade is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit; however, nothing contained herein will prohibit the advertising of any product, goods or event identifying organizations or sponsors furnishing or sponsoring floats or transportation for the parade;
  - i. The applicant has satisfied all of the financial requirements of part C.
3. The applicants for a parade permit for a recreational purpose, and any other persons, organizations, firms or corporations on whose behalf the application is made, by filing the application, do represent, stipulate, contract and agree that they will jointly and severally indemnify and hold The Town harmless against liability for any and all claims for damage to property, injury to or the death of persons arising out of or resulting from the issuance of the permit, or the conduct of the parade or its participants.
4. The Chief of Police shall have the authority to reasonably modify the route, time and place of any parade permit to facilitate crowd control, to relieve traffic congestion, or to ensure public safety.
5. The Chief of Police is empowered to revoke any parade permit issued pursuant to this Section and order the parade cease if it is determined a significant number of the participants therein are engaged in any of the following behavior and the arrest or removal of individual participants engaging in such conduct will not restore order to the parade:
  - a. Intentionally obstructing pedestrian or vehicle ingress and egress to and/or from any road, street, alley or sidewalk not previously closed by the Town in anticipation of the parade;
  - b. Failing to remain within the designated parade route;
  - c. Engaging in violent, harassing, intimidating or threatening behavior toward any individual;
  - d. Destroying, vandalizing, or otherwise damaging public or private property;
  - e. Any other criminal, unlawful or inherently dangerous conduct;
  - f. The lighting, handling, or display of any open flame or explosive device.
6. The Chief of Police is authorized and empowered to ban the possession, use, and display of any weapon or other implement which may be deemed by law enforcement to pose a threat to public safety within the area or vicinity of any public gathering or parade. The Chief of Police may also direct the implementation of any security procedures deemed necessary to ensure the safety of gathering or parade participants, observers, and the general public.

**\*\*PLEASE READ CAREFULLY BEFORE COMPLETING APPLICATION\*\***

## SPECIAL PROVISIONS CONCERNING PUBLIC GATHERINGS ON TOWN PROPERTY

1. All properly permitted public gatherings shall take place on the grounds, parking lots, or other outdoor spaces or facilities owned by the Town of Smyrna and no public gathering shall occur within the lobbies, meeting rooms, or other non-public areas of such facilities.

Exception: Public gatherings are permitted inside Town facilities if the area in which the gathering occurs is specifically designated as a public meeting space and is regularly rented or lent to the general public for that purpose. Any person wishing to gather in such a location shall pay any applicable rental fees in addition to any permit application fees associated with the issuance of a public gathering permit.
2. Any person wishing to hold a public gathering in a park or upon the grounds of any facility owned or operated by the Town of Smyrna shall make application to the Chief of Police at least three (3) business days prior to such public gathering. The application shall be obtained from the office of the Town Clerk and, upon completion, forwarded by the Town Clerk to the Chief of Police for consideration.
3. Upon Application, a public gathering permit shall be issued unless it does not meet the following conditions:
  - a. The use for which the permit is sought is of private or commercial nature;
  - b. The location selected is not suitable because the area is specially landscaped and planted with botanical, flower, shrub, or tree exhibits;
  - c. The date and time requested has previously been allocated by permit;
  - d. The location requested is not a location typically open for public use or gathering;
  - e. The location requested is not large enough to safely accommodate the number of participants and observers likely to be present at the gathering;
  - f. During the requested date or time the park or facility is closed to the general public.
4. The Chief of Police is empowered to revoke any public gathering permit issued pursuant to this section and order the gathering cease if it is determined any of the participants therein are engaged in any of the following behavior and the arrest or removal of individual participants engaged in such conduct will not restore order to the gathering:
  - a. Intentionally obstructing pedestrian or vehicle ingress and egress to and/or from the park, facility, or facility grounds;
  - b. Failing to remain within the area designated for the gathering, if applicable, after being directed to do so on more than one (1) occasion;
  - c. Engaging in violent, harassing, intimidating or threatening behavior toward any individual;
  - d. Destroying, vandalizing or otherwise damaging public or private property;
  - e. Any other criminal, unlawful or inherently dangerous conduct.
5. The Chief of Police is authorized and empowered to ban the possession, use, and display of any weapon or other implement which may be deemed by law enforcement to pose a threat to public safety within the area or vicinity of any public gathering or parade. The Chief of Police may also direct the implementation of any security procedures deemed necessary to ensure the safety of gathering or parade participants, observers and the general public.

### **TOWN OF SMYRNA APPLICATION FOR SPECIAL EVENT PERMIT**

## I. Event Information

Event Name & Description: \_\_\_\_\_

Event Website: \_\_\_\_\_ Estimated Number of Participants: \_\_\_\_\_

Event Date: \_\_\_\_\_ if multiple days, Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### 1. What type of event are you planning (check all that apply)?

<input type="checkbox"/> Parade (Pedestrians)	<input type="checkbox"/> Protest/Rally	<input type="checkbox"/> Block Party	<input type="checkbox"/> Athletic Event/Race
<input type="checkbox"/> Parade (Vehicles)	<input type="checkbox"/> Fair	<input type="checkbox"/> Carnival	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Parade (Animals)	<input type="checkbox"/> Festival	<input type="checkbox"/> Concert	_____

### 2. Will your event require the closure of any Town streets? Yes No

*If yes, please complete the following:*

Which streets will require closure? \_\_\_\_\_

How will you notify the public of the street closure? \_\_\_\_\_

Estimated numbers of homes affected by closure? \_\_\_\_\_

### 3. Will your event require the use of any Town park or recreation space? Yes No

*If yes, please complete the following:*

Which Town of Smyrna park or recreation facility will you be using? \_\_\_\_\_

### 4. Will your event require the use of a Town facility (Town Hall, etc.)? Yes No

*If yes, please complete the following:*

Which Town facility will you be using? \_\_\_\_\_

Do you anticipate your event disrupting regular use of the facility by the public?  Yes  No

*To minimize interference with the general public's use of Town facilities, a special area of the facility may be designated for your event. If this is the case, you will not be permitted to use the facility beyond that designated area. EVENTS ARE NOT PERMITTED INSIDE TOWN FACILITIES UNLESS THAT INDOOR AREA IS SPECIFICALLY DESIGNATED FOR RENTAL.*

### 5. Will any tents or temporary structures be used? Yes No

*If yes, please complete the following:*

How many structures? \_\_\_\_\_ Where will they be constructed? \_\_\_\_\_

*No temporary structures may be constructed without prior approval. Please contact the Building & Inspections Department at (302) 653-3486.*

**6. Will sanitary facilities & solid waste receptacles be available to participants?**  Yes  No

*If yes, please complete the following:*

Describe sanitary and solid waste facilities that will be provided including locations and number of units: \_\_\_\_\_

**7. Will “no parking” signs need to be posted?**  Yes  No

**8. Will alcoholic beverages be sold and/or served?**  Yes  No

If yes, you are responsible for obtaining all required licenses/permits and insurance.

**9. Will food be prepared and/or served?**  Yes  No

If yes, you are responsible for obtaining all required license/permits.

**10. Will there be merchandise vendor booths?**  Yes  No

If yes, you are responsible for obtaining all required licenses/permits.

**11. Will there be a band or amplified music?**  Yes  No

If yes, you are required to abide by all Town noise ordinances.

**12. Do you have the correct level of insurance for the special event?**  Yes  No

You are required to familiarize yourself with all insurance requirements of the Town. Please refer to the “Special Provisions” section of this packet for those requirements. Once proper evidence of insurance is obtained, please include with this application.

**Event Detailed Description (Use additional sheets if necessary)**

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*ENCLOSE A DETAILED MAP of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used.*

**II. Sponsor/Applicant Information**

Name of Organization: \_\_\_\_\_

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

Website: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Organization:  Nonprofit  Government  For-Profit  Other \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Person in Charge During Event: \_\_\_\_\_

Phone Before Event: \_\_\_\_\_ Phone Day of Event: \_\_\_\_\_

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

Is this an annual event?  Yes  No

If annual, has the event/route changed from the previous year?  Yes  No

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 Town's ordinances, traffic rules, park rules, state health laws, and fire codes governing this 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 public gathering 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.

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Signature of Applicant	Name (Printed)	Title	Date
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### **III. Indemnification Agreement**

In consideration of the Town of Smyrna allowing the event referenced herein to occur on its public streets or property, I/we hereby agree to indemnify and hold harmless the Town of Smyrna, its agents, and employees from any lawsuit or claim, whether based on negligence or otherwise, arising out of the conduct of this event and will pay any and all judgements or assessments levied against the Town of Smyrna which may result from holding this event and further agree to pay any attorney's fees, court costs, and other fees incurred by the Town while asserting its rights under this agreement.

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Signature of Applicant	Name (Printed)	Title	Date
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**PERMIT WILL NOT BE ISSUED UNTIL THE APPLICATION IS REVIEWED AND APPROVED BY BOTH THE CHIEF OF POLICE AND TOWN MANAGER!**

I, the undersigned Town Manager, do hereby certify I have received and reviewed this application on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Signature of Town Manager**

**DETERMINATION BY CHIEF OF POLICE**

This application is **APPROVED**

This application is **APPROVED** subject to the following restrictions or modifications:

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

Number of Security Personnel Required: \_\_\_\_\_

This application is **DENIED** for the following reason(s): \_\_\_\_\_

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

\_\_\_\_\_  
**Signature of Chief of Police**

\_\_\_\_\_  
**Date**