



CITY OF KNOXVILLE

B I L L H A S L A M , M A Y O R

Office of Special Events Event Guide

City of Knoxville
Office of Special Events
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OVERVIEW

The Office of Special Events is responsible for coordinating city-sponsored events such as Christmas in the City, Festival on the Fourth and employee appreciation programs and activities. This office also works with community organizations to coordinate the city's participation in or involvement with celebrations such as Rossini Italian Street Fair, Dogwood Arts Festival, Sundown in the City, Honda Hoot, Hola Hispanic Heritage Festival, Kuumba Festival, Boom's Day, Veteran's Day Parade and many more.

The Office of Special Events promotes Knoxville's events and activities regionally, statewide, nationally and internationally, working with all media. They also plan and coordinate special events on behalf of the Mayor of Knoxville. This office is responsible for scheduling activities on Market Square, Krutch Park and public properties throughout the city. The office is responsible for maintaining a calendar listing of various events in Knoxville, available on the city's website: www.cityofknoxville.org

Special Events Community Meetings are held the fourth Thursday of each month, excluding November and December, at 9:00 a.m. in the Knoxville Civic Coliseum Ballroom. Representatives from various city departments will be in attendance to help facilitate your event.

Contact the Office of Special Events for additional information: (865) 215-4248. Please note that all information is subject to change.

TABLE OF CONTENTS

Overview	Page 2
General Information	Page 3
Accessibility to Special Events	Page 4
Beer Permits	Page 4
Knoxville Police Department	Page 5
Knoxville Fire Department	Page 5
Insurance Requirements	Page 6
Policies and Procedures	Pages 6 - 8
Reservation Policies	Page 6
Events on Market Square	Page 7
Vendor Policies	Page 8
Parade Rules and Regulations	Page 8

GENERAL INFORMATION

1. **Special Events Community Meetings** – All your questions about events can be answered at the monthly Special Events Community Meeting. This meeting takes place on the fourth Thursday of every month, excluding November and December, at 9:00 a.m. We meet at the Knoxville Civic Coliseum, 2nd floor Ballroom, located at 500 Howard Baker, Jr. Ave. in downtown Knoxville; unless otherwise noted. Free parking is available at the Knoxville Civic Coliseum parking garage. Representatives from various city departments will be in attendance to help facilitate your event.
2. **Special Events Form** – A Special Events Form is required to ensure all your needs are met in regards to city services, therefore the completed form is requested two months prior to the event date. The Special Events Form is required to place your event on the Special Events calendar, viewed on the web sites of the City of Knoxville, www.cityofknoxville.org and Knoxville Tourism and Sports Corporation, www.knoxville.org **Insurance is required** for any event on City of Knoxville property.
3. **Alcohol Sales** – Events that serve or sell alcohol and are held on city property, require permits, insurance and Knoxville Police Officers, paid by the organizing event sponsor. The permitting process takes approximately 2 months to complete. There are potentially two permits required, a beer permit and permit for wine and liquor. You must have a Knoxville Beer Permit before applying for the alcohol permit. The Office of Special Events will provide a letter stating you have the beer permit and the City of Knoxville has given you permission to serve or sell alcohol. The beer permit contact is the City of Knoxville Tax Office at (865) 215-2083. The contact for the wine and liquor permit is the Tennessee Alcoholic Beverage Commission at (865) 594-6342.
4. **Parade Request Form** – This form is required for all parades, demonstrations, walks and runs. A written detailed route of the parade, demonstration, run or walk event must be included with your form. The Knoxville Police Department must approve your parade route, coordinated with the Office of Special Events. **Insurance is required** for any event on City of Knoxville property.
5. **Temporary Traffic Control Permit** – Street closure requests must be approved through the City of Knoxville Operations & Engineering Department and applied for with the Office of Special Events.
6. **Street Vendor Permit** – Street Vendors are approved / rejected by the Office of Special Events on an event-by-event basis. Vendors must have a valid Business License from the State of Tennessee. If the vendor does not have a Tennessee Business License, a Transient Vendors License must be purchased from the City of Knoxville Tax Office, (865) 215-2083.

7. **Banner Request Form** – There are only two types of banners: pole or stage banner. Refer to Banner Request Form for specific locations. A banner cannot hang over a city street, with the exception of Central Avenue in the Old City and Fountain City Park, where special supports have been installed. Banner space must be reserved and approved by the Office of Special Events. All final banner designs must be approved by the Office of Special Events.

ACCESSIBILITY TO SPECIAL EVENTS

Questions to ask to verify that your event is accessible to **People with Disabilities**:

- Is accessible parking available?
- Is van-accessible parking available?
- Is there a relief (grassy) area for service animals?
- Are there physical obstacles that would hinder a person with a disability's mobility? (i.e. stairs, low-hanging/protruding items, escalators, etc.)
- Is there a clear path of travel throughout the event space?
- Have arrangements been made to have requested interpreters for the deaf.
- Are written materials available in braille and large printing?
- Who is the contact person for accommodations?
- Are restrooms accessible?
- Where is the Information/Security station located?

BEER PERMITS

Beer permit applications are available from the Business Tax Section of the city's Revenue Office, or online at the city's website, www.cityofknoxville.org under the Department of Finance and Accountability. The beer permit applicant must appear before the Beer Board for consideration of their request for a beer permit. Members of the City Council sit as the Beer Board, which meets before the second City Council meeting of each month.

The application process can be lengthy. *For special events that are usually time-limited, and may be held in a single day, it is very important to apply as early as possible. An applicant that files too late to be placed on an agenda prior to their event, risks not being able to get the requested beer permit. **NO ONE** can purchase, store or offer for sale beer **without** a valid permit approved by the Beer Board.* Applications for single, one-day events require a \$50.00 application fee.

Organizations that hold more than one event during the year may wish to apply for an annual permit. The basic application fee will be \$250.00, but could be less expensive than a \$50.00 fee for each single event. All application fees are non-refundable.

Applications for a specific beer board meeting must be received by the city's Finance Department by the first of that month due to the many requirements that must be carried out before the application is considered complete and ready for the Beer Board's consideration.

Contact the city's Business Tax Section at (865) 215-2179 for information and assistance with the application process.

KNOXVILLE POLICE DEPARTMENT

The Central Business Improvement District (CIBD) is a special district in the core of downtown Knoxville including the Old City, Volunteer Landing, World's Fair Park and Market Square. Lieutenant Robert Hubbs supervises the city police services in this area. KPD offers planning advice on traffic, parking and safety. Please coordinate any special events with the Knoxville Police Department at the monthly Special Events Community Meetings.

Off duty officers may be required to assist with your event. The off duty pay rate for a police officer is \$25.00 per hour with a 4 hour minimum. Alcohol sales require an officer at each point where alcohol is being served. A police supervisor will need to be present at the rate of \$30.00 per hour on events requiring four or more officers, multiple alcohol service points, street closures and re-routing of traffic over several blocks, or an event expecting a large attendance.

Lieutenant Robert Hubbs
Office: 865-215-7524
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rhubbs@cityofknoxville.org

KNOXVILLE FIRE DEPARTMENT

The Knoxville Fire Department offers EMS (Emergency Medical Services), at all events at your request. This is accomplished in one of two ways.

1. Standby Service which provides a "team" of one Paramedic and one EMT with radio communications and Advance Life Saving Equipment at the station closest to the event.
2. On site EMS service at a cost of \$25.00 per person per hour with a minimum of 4 hours. This service is required if there will be alcohol served. EMS service is not otherwise required but, it is advised that you check with your insurance company to see if they will honor your policy if you do not have this service.

Captain Jamie Faucon
Office: 865-595-0102
Cell: 865-740-4497
jfaucon@cityofknoxville.org

INSURANCE REQUIREMENTS

The organization using City of Knoxville property shall maintain insurance with companies acceptable to the City of Knoxville of the types and in the amount described below for injuries to persons or damages to property which may arise from or in connection with the event: Occurrence version of Commercial General Liability Insurance with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury, and property damage. This insurance shall contain or be endorsed to contain a provision that includes the City, its officials, officers, and employees as insured with respect to the event. The coverage shall contain no special limitations on the scope of its protection afforded to the above listed insured. For any claims related to this event, the organization's insurance coverage shall be primary insurance as respects the City, its officers, officials, and employees. Any insurance or self-insurance programs covering the City, its officials, officers, and employees shall be in excess of the organization's insurance and shall not contribute with it. Prior to the event evidence of the above insurance shall be provided to the City on a standard ACORD form 25-S, providing not less than 30 days' notice of cancellation or material alteration.

Insurance is required for any event on City of Knoxville property. Please list the **name, date, and location of your event on the certificate of insurance**; also list the City of Knoxville as additional insured.

Contact the City of Knoxville Risk Management at (865) 215-2111, for additional information.

POLICIES AND PROCEDURES

RESERVATION POLICIES

The Office of Special Events accepts reservations for Krutch Park and Market Square. To reserve either of these locations for your event, complete a Special Event Form and send it to the Office of Special Events two months prior to the proposed event. Additional forms required inclusive all aspects of your event are listed on pages 3 and page 4. All forms are available at Office of Special Events or our web site: www.cityofknoxville.org

It is the event producer's responsibility to make sure all aspects of the event are monitored, from publicity and port-a-lets to permits covering alcohol, parades, tents, street closures and all security needs. **Insurance is required** for all events held on the City of Knoxville property. Remember, turning forms in early secures a smooth event.

EVENTS ON MARKET SQUARE

1. Parking is permitted in the Market Square Garage at \$1.00 per hour, FREE parking after 6:00 p.m. on weekdays and FREE on weekends. The exception to free parking includes University of Tennessee home football game days.
2. Vehicles are NOT allowed on Market Square without a permit. Permits will be issued by the Office of Special Events or CBID (Central Business Improvement District).
3. Tents on Market Square cannot be staked or placed on the grassy square. All tents must be freestanding and anchored with weighted supports.
4. Sunday events on Market Square can begin after 1:00 p.m. and must end by 8:00 p.m.
5. There will be a one hour break after four hours of amplified sound. There will be a thirty minute break between acts.
6. Banners can be hung from the front of the stage or pole banners, which can be arranged through the Office of Special Events, for a fee. Banner space must be reserved and approved by the Office of Special Events. All final banner designs must be approved by the Office of Special Events. See Banner Request Form.
7. Events attended by over 100 people, the provision of port-o-lets (temporary toilets) are recommended. The number of port-a-lets required should be in proportion to the number of projected attendees. When providing port-a-lets, you are required to provide ADA accessible port-a-lets.
8. A Special Events Form is requested by the Office of Special Events two months prior to the event.
9. If cooking on Market Square, you must provide a working fire extinguisher and have absorbent matting (pig matting) underneath the cooker (Office of Special Events will provide pig matting at \$3.00 per linear foot, upon request).
10. **It is against City ordinance to put anything down the storm drains other than storm water.** Do not pour hot liquids, ice or grease on the lawns. Please dispose of grease, chlorinated water and other types of liquids properly. They must be removed from the site.

VENDOR POLICIES

1. Food vendors are required to place fire retardant tarps/covers on the sidewalk/lawn under cooking equipment to protect the surface below (vendors will be held responsible for any damage).
2. Attachments to trees or landscaping are prohibited.
3. Vehicles will not be allowed on the lawns/sidewalks without proper permitting from either the Office of Special Events or CBID (Central Business Improvement District).
4. Vendors should come prepared with equipment (dollies, etc.) to assist with unloading and loading of equipment.
5. Tents, inflatable games, etc. must be freestanding and anchored with weighted supports.
6. Vendors who are cooking on site must provide a working fire extinguisher.
7. No open flame devices are permitted underneath any tent or canopy.
8. Secure all L-P/CO2 tanks.
9. **It is against City ordinance to put anything down the storm drains other than storm water.** Do not pour hot liquids, ice or grease on the lawns. Please dispose of grease, chlorinated water and other types of liquids properly. They must be removed from the site.
10. Tents or equipment may not impede or obstruct the established fire lane.

PARADE RULES AND REGULATIONS

- **Time:** Units are not allowed to stop more than 30 seconds along the parade route to perform.
- **Horses:** Must be diapered or must be accompanied by a pooper-scooper/manure attendant at all times. There are absolutely no exceptions. Proof of negative Coggins Test must be provided.
- **Dogs:** Must be effectively restrained by chain or leash not exceeding eight (8) feet in length. Person having custody of any dog shall have the responsibility for cleaning any feces of the animal and disposing of such feces in a sanitary manner. Proof of rabies vaccination must be provided upon request.
- **Throwing Objects:** Due to the safety of people watching the parade from the city streets, the City of Knoxville highly discourages throwing objects from the parade line.