



City of Townsend
SPECIAL EVENT APPLICATION

For Office Use Only
Application No. _____

Please complete this application and return all pages and attachments to City Hall by fax to
(865)448-9286 or by email to cityoftownsend@gmail.com

Host Individual/Organization: _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Email Address: _____ **Fax:** _____
501 (c) 3 No.(non-profit): _____ **State Tax ID#:** _____

Event Name: _____

Event Coordinator: _____ **Day Phone:** _____

Email: _____ **Evening Phone:** _____

On-Site Contacts (if different from Event Coordinator): _____

Day Phone: _____ **Evening Phone:** _____

Event Dates: _____ **Event Hours:** _____

Will the event require security, traffic control, or other emergency services? Yes No

****The TPD and TVFD will determine the required level of these services based on review of the application.**

If applicant intends to provide any of these services, please indicate below:

Event Location: **Public Property**

____ City Hall (Auditorium)

____ City Park

Private/Business Property- please provide details below

***Host/individual is property owner?**

Property Address: _____

Property Owner: _____

***Hosting an event on private property, which is not that of the host individual or business,
requires written approval from property owner***

Property Contact: _____ **Phone:** _____

**For questions regarding this application process please call City Hall at (865) 448-6886 or
email cityoftownsend@gmail.com**



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Event Summary: Briefly describe your event and its purpose

Event Components- please check all that apply

Entertainment: Live Music DJ Performers Amplified Sound* Stage Video

Other: _____

*Note: All amplified sound requires a *Special Noise Permit*, which should be submitted with this application.

Vending: Food Beverages Other Goods: _____

Total # of Vendors: _____ (Note: All food vendors must have a permit with the City of Townsend)

*Note: If an event will have beer sales, a separate *Beer Permit Application* must be submitted no later than 90 days prior to the event.

****Note: Event Organizer is responsible for reporting event/vendor revenues to the State of Tennessee, as required by the TN Department of Revenue****

Sports Competition or Race: Race: Timed Non-Timed Walk Bicycling Other

Competition: Type of Sport: _____

Traffic Control Assisted needed: _____ YES _____ NO

*Note: If you are hosting a race, run, walk, or bicycling event, please complete a *Temporary Traffic Control Application* with this application.



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Event Setup:

Portolets on Site: #_____ Regular #_____ Handicap Accessible

Trash Cans on Site: # _____ provided by host individual/organization

Will there be tents: _____ YES _____ NO Type: Vendor Seating Beer Tent

If YES, what size and how many? _____

Will you be implementing parking restrictions? _____ YES _____ NO

If YES, please note on your included site map

Please provide other specifics not covered in this section :

Is this event open to the public? YES NO

Anticipated Attendance: _____

Is there an admission charge? YES NO

If yes, how much? _____

Are there any fundraisers planned in association with this event? YES NO

If yes, who would benefit from the fundraiser? _____

Will there be a raffle: Yes No

Approved by the State of TN (Non-profit Gaming Law)? Yes (provide letter from State) No

Is this event being advertised? YES NO If yes, where? _____

Banners: Event banners or special signage may not exceed 32 sq. ft. (total or each)

Total # of banners to be displayed: _____

Please provide the size (s) of the banners:



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Attachments: please include these with your application, if applicable

Site Plan: YES NO

Copy of Liability Insurance listing City of Townsend as other insured? : YES NO (amount?)

Beer Permit Application: YES NO

FEES & DEADLINES:

The **Special Event Application** and fee (\$100.00) must be submitted to the City Hall at least 90 days prior to the event.

The **Beer Permit Application** and fee (\$300.00) must be submitted to the City Recorder's Office at least 90 days prior to the event.

The **Temporary Traffic Control Application** must be submitted at least 30 days prior to the event.

Special Event Approval By:

Mayor

Date

City Manager

Date

Chief of Police

Date

Fire Chief

Date