City Of Chattanooga
Special Event Permit Application

Permit Number	_____
Approved	_____

Please fill out and return completed forms to the Chattanooga Department of Transportation. For guidance on what kind of permits your event requires, please reference "How to Permit and Event in Chattanooga" at http://www.chattanooga.gov/transportation/traffic-engineering-a-operations/special-events-a-street-closures

Name of Event: _____

Sponsoring Organization: _____

Date(s) of event: _____

Contact Person: _____ **Phone number:** _____

Email Address: _____

Mailing Address: _____

City, State, Zip: _____

On-site contact person & phone number (if different than above): _____

Type of Event: (ex: run, walk, parade, street festival, timed race, etc.): _____

Date & time for setup (when will the street(s) need to be closed?): _____

Date & time for take down (when will the street(s) be reopened?): _____

Individual responsible for the event's Traffic Control Plan: _____ **Phone:** _____

Has this event been held before?: ☐ YES or ☐ NO **Date:** _____ **Location:** _____

Expected # of Participants: _____ **Start and end time of event:** _____

Provide a detailed description of your requested street closure. Include a map and diagram of the event layout:

_____

_____

_____

Provide a detailed description of your event and attach supporting documents including websites, social media, etc.:

_____

_____

_____

Return to: Chattanooga Department of Transportation, 1250 Market Street, Ste. 3030, Chattanooga, TN 37402

Please contact CDOT's Public Space Coordinator with questions: Phone: 423-643-6156

Events may require additional permits & fees based on location and activities. Please answer the following and see www.chattanooga.gov/transportation/traffic-engineering-a-operations/special-events-a-street-closures.

Will any part of your event take place in a public park? ☐ YES or ☐ NO **Park:** _____

Will beer be served? ☐ YES or ☐ NO **Will wine or liquor be served?** ☐ YES or ☐ NO

Will electrical power be used? ☐ YES or ☐ NO – For street side receptacle use please contact: Wendell Boring –423.648.3254

This application shall:

(1) Be accompanied by a map showing the street(s) or portions of streets to be closed as well as a complete event diagram showing any tents, tables, or other items that will be placed in the public right-of-way.

(2) Be submitted a maximum of 365 days before and a minimum of 60 days prior to the event. Applications for block parties outside the central business district may be submitted 30 days prior to event.

(3) Application fee is to be paid before permit is issued. The application fee is $100 except for block parties outside the central business district with less than 50 participants for which the fee is $25. Fee is non-refundable if event is cancelled.

Printing of brochures, publishing routes, or committing to a specific date should not be done until after the permit has been approved. We will work to accommodate requested event dates and routes, but may be limited by the other activities or the availability of support personnel. Events are permitted on a first come first serve basis.

**** PROPER NOTIFICATION TO ALL RESIDENTS AND BUSINESSES IN THE REQUESTED CLOSURE MUST BE MADE NO LATER THAN 30 DAYS BEFORE YOUR EVENT. NOTIFICATIONS SHALL BE DONE BY FLYER OR PETITION. THE PETITION AND A SAMPLE FLYER CAN BE FOUND ON THE TRANSPORATION DEPARTMENT WEBSITE. ****

Once an event is approved the applicant will be sent a signed permit and a Traffic Control Plan (TPC). The contact person shall confer with the Special Events Coordinator of the Chattanooga Police Department, Sgt. Austin Garrett, at (423) 643-5446 regarding traffic control for the event, as soon as possible after receiving of the permit. The TCP will detail the traffic signs, barricades, and Chattanooga Police Officers required for the closure. The event organizer is responsible for all costs related to obtaining the traffic control devices and Chattanooga Police Officers required by the TCP. The event organizer is responsible for insuring that the street(s) are closed per the TCP with devices and methods which conform to the standards as specified in the current edition of The Manual of Uniform Traffic Control Devices. A list of local sign and barricade companies will be provided with your permit.

The sponsor shall be responsible for reimbursing the City of Chattanooga for any lost, damaged, or stolen traffic cones which have been provided by the city. All city streets/property shall be returned in the condition found including removal of all trash and all event materials.

THE APPLICANT HEREBY SHALL ASSUME ALL RISKS INCIDENT TO OR IN CONNECTION WITH THE SPECIAL EVENT PERMIT AND SHALL BE SOLELY RESPONSIBLE FOR DAMAGE OR INJURY, OF WHATEVER KIND OR NATURE, TO PERSON OR PROPERTY, DIRECTLY OR INDIRECTLY ARISING OUT OF OR IN CONNECTION WITH THE SPECIAL EVENT PERMIT. APPLICANT HEREBY EXPRESSLY AGREES TO DEFEND, SAVE AND HOLD HARMLESS THE CITY OF CHATTANOOGA FROM ANY PENALTIES FOR VIOLATION OF LAW, ORDINANCE, OR REGULATION AFFECTING ITS ACTIVITY AND FROM ANY AND ALL CLAIMS, SUITS, LOSSES, DAMAGES, JUDGMENTS, OR INJURIES DIRECTLY OR INDIRECTLY ARISING OUT OF OR IN CONNECTION WITH THE SPECIAL EVENT PERMIT OR RESULTING FROM THE NEGLIGENCE OR INTENTIONAL ACT OR OMISSION OF APPLICANT AND/OR ITS OFFICERS, AGENTS, EMPLOYEES AND EVENT PARTICIPANTS.

APPLICANT SIGNATURE _____ DATE _____

_____ APPROVED

_____ DISAPPROVED; REASON _____

SIGNED _____ DATE _____