



PAUL A. YOUNG  
MAYOR

CITY ATTORNEY

PERMITS & LICENSES

**SPECIAL EVENT APPLICATION**

(Pursuant to City of Memphis Ordinances 5675)

(The List of Required Information is Attached)

(Please print or type)

**APPLICATION FEES**

- > APPLICATION FEES ARE NON-REFUNDABLE
- > SPECIAL EVENT APPLICATION FEE = \$50.00
- > EVENTS WITH A PARTIAL/FULL STREET CLOSURE OF ANY PUBLIC STREET, SIDEWALK, RIGHT-OF-WAY OR DIVERSION OF THE NORMAL FLOW OF VEHICULAR AND/OR PEDESTRIAN TRAFFIC - AN ADDITIONAL FEE OF \$100.00 IS REQUIRED

**SPECIAL EVENT APPLICATIONS SHALL BE FILED WITH THE PERMITS OFFICE AT LEAST 90 CALENDAR DAYS AND NOT MORE THAN 180 DAYS BEFORE THE PARADE OR RACE IS PROPOSED TO COMMENCE. (AT LEAST 30 CALENDAR DAYS AFTER FILING THE APPLICATION, THE APPLICANT MUST PROVIDE THE PERMITS OFFICE A LIST AND PROOF THAT ALL DIRECTLY AFFECTED RESIDENTS AND/OR BUSINESSES WERE PROVIDED NOTICE OF THE EVENT. (Ord. 5675 (d) (3) (s))**

\*The Permits Office, in consultation with the director of police, may waive the minimum filing period and accept an application filed within a shorter period if, after due consideration of the date, time, place and nature of the event the anticipated number of participants, and the city services in connection with the event, he or she determines that the waiver will not present a hazard to public safety, health, and/or welfare.\*

1. Filing Date: \_\_\_\_\_
2. Name of the Event: \_\_\_\_\_  
Purpose of the Event: \_\_\_\_\_
3. To be completed by the Person seeking to conduct this event:  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Tele#: \_\_\_\_\_ Email Address: \_\_\_\_\_
4. Is the Person seeking to conduct this event a resident of Shelby County? \_\_\_\_ Yes \_\_\_\_ No  
If no, the Person conducting the event shall place a surety bond and deposit equal to 50% of the total cost as deemed applicable by the Director of Police once the cost is determined prior to a permit being issued.
5. If an organization is sponsoring the event provide:  
Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tele#: \_\_\_\_\_ Email Address: \_\_\_\_\_  
List authorized/responsible heads of the organization: \_\_\_\_\_
6. Describe route with beginning and ending points (use separate sheet if necessary and/or provide attachment): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a Pre-approved Route, a description of the route is required. Is the description attached? \_\_\_\_ Yes \_\_\_\_ No

7. Please provide:
- a. Date of Event: \_\_\_\_\_ Rain Date: \_\_\_\_\_  
 Assembly Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_
- b. Interval of space between units: \_\_\_\_\_
8. Is a statement as to whether the event will occupy all or only a portion of the width of the streets proposed to be traversed attached? \_\_\_\_ Yes \_\_\_\_ No
9. What is the street address/assembly areas for this event? \_\_\_\_\_
10. The approximate number of participants (spectators are by definition not participants):  
 (a) Persons \_\_\_\_\_ (b) Animals \_\_\_\_\_ (c) Vehicles \_\_\_\_\_  
 (d) If vehicles, please describe the type \_\_\_\_\_
11. Please provide the approximate number of spectators: \_\_\_\_\_
12. What is the type of this event and describe planned activities? \_\_\_\_\_  
 \_\_\_\_\_
13. Please provide a description of any recording equipment, sound amplification equipment, banners, signs or other attention-getting devices to be used in connection with the event: \_\_\_\_\_  
 \_\_\_\_\_
14. Designate any public facilities or equipment to be utilized: \_\_\_\_\_
15. Please attach a plan and method of notification to any neighboring residential and commercial parties affected by a race or parade for approval by the Permits Office. Is plan attached? \_\_\_\_ Yes \_\_\_\_ No
16. When the use of drones, in association with the event is used by the applicant, the applicant must provide Drone Liability Coverage at the time of filing the application which lists the City of Memphis as an additional insured. The minimum liability coverage is \$1,000,000 for personally used drones and \$3,000,000 for commercially used drones. Further, Civil/Non-Government Entities, and entrepreneurs flying for business pursuit will need to possess a current FAA Part 107 license. Non-commercial pilots must have completed FAA TRUST training per FAA regulations. A copy of the Part 107 license and/or TRUST certificate must be attached to the permit application. In addition to the Part 107 and TRUST requirements, all flights in controlled airspace must be authorized by LAANC and the authorization number must be included with the permit application. All drones used must be registered with the FAA and a copy of the registration attached to the permit application. Use of UA or drone flights must be compliant with all federal, state, and local laws and ordinances.
17. Please select the type of Drone usage associated with this application, if any, by checking the appropriate box:  
 \_\_\_\_ Personal \_\_\_\_ Commercial
18. LAANC authorization number (if required): \_\_\_\_\_
19. Will a street closure or lane closure be required for this event? \_\_\_\_ Yes \_\_\_\_ No
- a. Please specify the location of the proposed closure: \_\_\_\_\_  
 \_\_\_\_\_
20. Please specify how traffic control for the street/lane closure will be managed:
- a. MPD Officers will be present to address street/lane closures. \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A  
 OR
- b. Applicant will provide required traffic control. \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

Applicant is required to coordinate with Traffic Engineering on a suitable traffic control plan for this event, which includes providing the proper signage and traffic control devices for closing roadway or any lanes.

\*Please contact Traffic Engineering at 901-636-6710\*.

21. For applicants requesting street closures and/or barricades, explain why they are needed: \_\_\_\_\_

a. If barricades are to be used, describe the type: \_\_\_\_\_

b. Provide placement time(s): \_\_\_\_\_ Removal time(s): \_\_\_\_\_

c. Identify the individual responsible for placement and removal of any barricades.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Telephone #)

22. Will alcoholic beverages be served at the event either gratis or for sale? \_\_\_\_ Yes \_\_\_\_ No

(If alcoholic beverages are to be sold, attach a copy of a permit and/or license for the sale of alcoholic beverages and/or a copy of any application filed and/or to be filed.)

23. Submit a copy of any other required approvals, i.e., Park Commission, Riverfront Development Corporation, etc.

**APPEAL PROCEDURE:**

a. Any applicant shall have the right to appeal the Permit Office's denial of an event permit to the City Council. The denied applicant shall make the appeal by filing a written notice with the Permits Office and submitting a copy of the notice with the city comptroller.

b. In the event that the City Council rejects an applicant's appeal, or in the rare event that an eligible City Council meeting does not fall within the time between the denial and the proposed event, the applicant may file an immediate request for review with a court of competent jurisdiction.

**+REPRESENTATIONS/ACKNOWLEDGMENTS**

The Applicant, represented by (sponsoring organization, if any) \_\_\_\_\_, agrees to comply with all of the requirements of the Permits Office of the City of Memphis (City) and conditions as set forth above in connection with the event, \_\_\_\_\_, scheduled for \_\_\_\_\_. The Applicant understands that the Memphis Police Department (MPD) may, in its discretion electronically monitor the event for the purpose of protecting life and property, providing security and control of event activities, and preserving the peace of the City through its law enforcement responsibilities. Any activity of the Applicant arising out of the event resulting in injury, damage or loss to the City is the responsibility of the Applicant. Any overtime costs incurred by the MPD in the exercise of its duties and responsibilities relating to the event are the responsibilities of the Applicant. City of Memphis ordinances require the Director of Police to ensure public safety and to inform an applicant of any estimated additional costs of providing such services for the event to the applicant in advance of the event. However, the additional charges, by mutual agreement of the applicant and the City, may be adjusted based on the comparative economic, cultural, social and regional impact of the event on the community-at-large but in no event payment by the Applicant shall exceed twenty-five percent of the estimated additional costs when the impact is substantiated; and if applicant is not a resident of Shelby County, the applicant shall place a surety bond and deposit equal to 50 percent of the total cost as deemed applicable by the Director of Police. All supportive information must be presented to the City at least sixty days after the event. Where an Applicant has multiple events during a calendar year, the statement shall be valid for twelve months from the initial adjustment approval and apply to all said events of the Applicant. Further, as allowed by applicable law, the Applicant hereby indemnifies and hold harmless the City of Memphis from any claim, demand, action, suit of any type whatsoever, directly or indirectly,

resulting or alleged to have resulted from the event for which this permit is granted and I, \_\_\_\_\_  
\_\_\_\_\_, the Applicant, makes oath that the information contained herein is true and accurate, to  
the best of my knowledge, and acknowledge that I have read and also agree to all terms and conditions herein set  
forth.

By: \_\_\_\_\_  
(Signature Applicant/Representative) (Date)

**NOTARY**

COUNTY OF \_\_\_\_\_

STATE OF \_\_\_\_\_

Before me appeared, after having provided proof of identification who affixed their signature to the  
above statement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(My Commission Expires)

## **SPECIAL EVENT APPLICATION REQUIREMENTS**

1. Obtain one (1) application for each type of event.
2. State issued ID is required for applicants applying for any Special Event permit.
3. If the event is designed to be held by or on the behalf of any persons other than the applicant, the applicant for such permit shall file an oath from that person with the Permits Office authorizing the applicant to apply for a permit on his or her behalf.

### **4. Current insurance requirement for street closures:**

General Aggregate	\$1,000,000.00
Personal Injury	1,000,000.00
Each Occurrence	1,000,000.00
Medical Expense	5,000.00

The City of Memphis, its officials, and employees shall be included as an additional insured on the automobile liability and commercial general liability policies as required by written contract. This must be stated on the policy.

5. Execute the Indemnity and Hold Harmless Agreement
6. Comply with any special directs and conditions deemed necessary by MPD and/or the Permits Office for the issuance of a permit.

## **PLEASE BE AWARE OF THE FOLLOWING**

- No permit will be issued if the sole purpose of the event is for advertising.
- If the event is in one of the downtown parks, please contact Memphis River Parks Partnership for a Park Usage Permit at 901-312-9190.
- If the event is in the other city parks, please contact the Park Commission for a Park Lease Agreement at 901-636-4251.
- If the event is on the Mid-America Mall, please contact Downtown Memphis Commission at 901-575-0540.
- If your event includes outdoor retail sales, please contact Memphis Shelby County Code Enforcement at 901-222-8300.
- If your event is involving Beale Street, please contact Beale Street Merchants Association at 901-526-0117.
- Emergency contact on day of event: Lt. Taylor 901-636-4640.

- All permits and agreements need to be with you at all times. Failure to produce the documents when asked may end in the termination of your event.
- Applications may be submitted in person and/or by mail to:

City of Memphis Permits Office  
2714 Union Extended, Suite 100  
Memphis, TN 38112  
Phone (901) 636-6711  
Fax (901) 323-9913

## **SPECIAL EVENT/PUBLIC ASSEMBLY OVERTIME COST ADJUSTMENT PROGRAM ELEMENTS**

The City of Memphis recognizes the importance of providing monetary and other City support for community festivals, parades and celebrations that are held for the general economic benefit of the City's business community, cultural enrichment and/or promotion of the City of Memphis. In consideration of the beneficial impact of certain events, the City of Memphis provides Special Event Cost Adjustments to eligible local nonprofit organizations.

### **PURPOSE**

The City of Memphis recognizes the importance of local civic events that serve to enrich the lives of local residents and non-resident participants. The City will adjust certain Special Event fees provided organizations continue to satisfy cost adjustment provisions. All expenditures in excess of the cost adjustment shall be borne by the sponsoring organization.

### **PROCESS**

The cost adjustment will be based upon the economic impact as established by the offset between the revenue generated by the event and the cost to the City for providing needed services.

A letter requesting a cost adjustment must be submitted by all organizations desiring an Annual Special Event Cost Adjustment to the City of Memphis Permits Office no later than thirty (30) days post the first event of the year sponsored by the organization requesting the cost adjustment and submitted annually. The letter must indicate the following:

1. The contact and their contact information for the sponsoring organization.
2. The address of the sponsoring organization's local office/headquarters.
3. The event's mission and/or stated purpose.
4. How the event benefits the community of Memphis, TN.
5. Any organization not submitting a letter of cost adjustment request by the filing deadline will be ineligible for a cost adjustment in the upcoming calendar year.