

## Special Event 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. Contact the MPD Special Events Office at 901-636-4640 to determine whether additional police effort will be necessary for traffic control. When possible, without disruption of ordinary police services or compromise of public safety, regularly scheduled on-duty personnel will be available to provide traffic control. If necessary, Police overtime personnel may be used for purposes of traffic control, therefore, you must pay the cost of this overtime. If you determine that you or the organization are unable to pay such costs, consider an alternative public forum/venue to conduct the parade, public assembly, or street closure, where there will be no additional cost or less cost to you or your organization. The criteria utilized by the Director of Police Services to determine the police resources required, (if necessary) for traffic control will be provided to you at your request.
4. Pay a non-refundable fee of **\$25.00** for special events to cover administrative cost of processing. The fee shall be paid to the City of Memphis when the application is filed if the parade or public assembly will not require the closing of public streets or diversion of the normal flow of pedestrian or vehicular traffic with barricades.

Street Closures and Block Parties, which require the closing of public streets and diversion of the normal flow of pedestrian or vehicular traffic with barricades, are available for a non-refundable fee of **\$50.00**.

5. Insurance requirement for the 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!

6. Submit a completed application and fees at least fourteen (14) business days prior to the date of the event. The Director of Police may waive the minimum (14) business days filing period. If the Director and his designee determines that the waiver will not present a hazard despite failure of the public to adhere to the fourteen (14) business days filing requirement, and, if after investigation and consideration of these factors, it is found that the health and safety of the public

is not compromised and the convenience of the public in the use of the streets and/or sidewalks would not be unduly disturbed, then the application can be processed. If the event requires temporary structures in the street, the approved permit must be forwarded to city council lead administrator.

7. Submit a hand drawn or pre-printed map to the route of the parade or street closure along with the application.
8. Submit in writing, the Covid-19 safety plans and the Shelby County Health Department's approval along with the application.
9. Execute the Indemnity and Hold Harmless Agreement.
10. Comply with any special directions and conditions deemed necessary by the Permit 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.
- Please contact MPD Special Events - Traffic about the event at (901) 636-4640.
- Please contact the Shelby County Health Department for approval of your Covid-19 safety plans at (901) 222-9078 or email to [bruce.randolph@shelbycountyttn.gov](mailto:bruce.randolph@shelbycountyttn.gov).
- If the event is in one of the downtown parks, please contact Riverfront Development Corporation 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) 529-0999.
- 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.
- Return Application with the necessary documents to:

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