



City of Mt. Juliet

Event Permit Application

- 1 What type of event is this?
 5K/Walk ½ Marathon Full Marathon Block Party Parade Other:

- 2 Location requested (if Temporary Street Closure only, list major roads to be closed):
 Charlie Daniels Park Mundy Sportsplex

 Street Closure:

- 3 If any, what type of roadway will the event take place on? City State/US Highway
If State/US Highway is selected, then the applicant must gain written approval from TN Dept of Transportation – Region 3. The TDOT approval documentation must be included with this application. TDOT 3: (615) 350-4300

- 4 Name of Event:

- 5 Date or Dates of Event:

- 6 Time of Event: _____ 7 Time of Street Closure: _____
- 8 Set-Up Date/Time: _____ 9 Tear-down Date/Time: _____
- 10 Name of Applicant or Organization Requesting Permit:

- a Address:

- b Phone: _____ c Cell: _____ d Fax: _____
- e E-mail address:

- 11 Person in charge on day of event:

- a Cell: _____ b E-mail address: _____
- 12 Additional Contact Name: _____ Cell: _____
- 13 Detailed description of event (Include all activities that will be taking place):

- 14 An estimated number of participants / attendees:

- 15 Enclose a detailed map of event site/run route, detailing any temporary or permanent structures, street closures, parking, etc.... If applicable, list the location, blocks, streets, and/or intersections in which such event will occur.

- 16 Enclose a detailed plan to clean up at the conclusion of your event.
Clean up will be required. Failure to do so may result in full loss of your deposit fee.

- 17 Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501 (c) (3) or a not-for-profit organization? No Yes
If yes, please attach copy of IRS tax exemption letter.

18 Will you charge an admission/participation fee? No Yes If yes, how much?

19 Is this event a fundraiser? No Yes

If yes, what organization will be benefactor of event?

20 Will parking in the area of event need to be restricted or prohibited? No Yes

21 Will your event require overflow parking? No Yes If yes, how many vehicles do you anticipate?
Event organizers are responsible for parking attendants.

22 Rented inflatable's that are setup and manned by applicant must be included specifically in applicant's certificate of insurance.

23 Will you be providing mobile toilets for your event? No Yes If yes, how many?
If no, you may be required to provide mobile toilets. The Parks Director will make this decision.

PLEASE READ BEFORE SIGNING APPLICATION

- I/We agree to abide by all ordinances and regulations of the City of Mt. Juliet and all conditions placed upon the event by the City Administration.
- I/We do swear or affirm that all of the information given in the application is true and complete.
- I/We do hereby agree to assume the defense of and indemnify, save harmless the City, its commissioners, officers, employees and agents, from all suits, actions, damages or claims, including death, to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, of such event and the activities permitted in connection therewith, and to submit a certificate of insurance prior to the event in an amount acceptable to the City administration.
- The application for a 5k Run/Walk permit shall be filed not less than 30 days or no more than 364 days prior to the scheduled date of such event. Failure to file in a timely manner may result in denial of a permit.
- The City reserves the right to require one or more City of Mt. Juliet police officers or other emergency personnel be present inside city limits.
- All applications will be reviewed on a case-by-case basis. Some activities may require additional risk management steps to minimize any foreseeable exposures to losses. As such, the city reserves the right to require additional steps to minimize any foreseeable exposures.

BY: _____
(Signature of applicant)

Date: _____

(Jay Cameli, Parks & Recreation Director, City of Mt. Juliet)

Date: _____

(Tyler Chandler, Mt. Juliet Police Department)

Date: _____

Return Application to: City of Mt. Juliet Parks Department, PO Box 256, Mt. Juliet, TN 37121
Office: (615) 758-6522 Fax: (615) 773-8399

Fees and Dues Associated with Permit Application

- **Applicant will be required to rent at least 1 pavilion and the amphitheatre.**
(Parks Director may require more usage fees depending on event and expected participants / attendees.)
- **Rental hours will be from 6am – 12pm on day of event.**
(Applicant may rent for extended time if necessary.)

\$75.00 Non Profit Amphitheatre Fee

\$100.00 Individual / Profit Amphitheatre Fee

\$300 Damage Deposit (Refundable)

\$ 40.00 Pavilion Rental Fee

\$ 50.00 Deposit (Refundable)