

Date Received: _____

Date Paid: _____

**EVENT PERMIT FEE SCHEDULE
MOUNT PLEASANT
(FOR OFFICIAL USE ONLY)**

Contact: _____

Phone Number: _____

Event Date: _____

Event: _____

Any person or organization desiring to conduct a special event or mass gathering (parade, fair, foot race, bicycle race, or other activity) affecting the ordinary use of the City streets, right-of-ways, sidewalks or other infrastructure must apply for a permit authorizing the activity. **The application must be received at City Hall at least thirty (30) days before the scheduled special event and must be approved by the City Manager.** *Please refer to City Ordinance 2017-1014.*

Event Fees

Special Event Permit (2-249)	\$25.00
Mass Gathering Permit (250+)	\$50.00
Beer Permit (If selling <u>beer</u> or tickets to event)	\$250.00
Temporary Structure Use Permit	\$25.00
Background Check	\$29.00

<u>Payment Codes</u>
612

Total Event Fees: _____

TOTAL PAYMENT DUE: _____

Notes:

APPROVED

- Parks Department X _____
- Fire Department X _____
- Police Department X _____
- City Manager X _____

City of Mount Pleasant

Special Event / Mass Gathering Application

This application must be filled out completely and submitted to be considered for possible permit.



Any person or organization desiring to conduct a mass gathering of 250 or more people shall submit a Comprehensive General Liability Insurance Policy, or its equivalent, written on an occurrence basis (or yearly basis), with a minimum of one million dollars (\$1,000,000) combined single limit of liability per occurrence for bodily injury, personal injury, and property damage is required. Insurance coverage must include all areas used by the event including any/all assembly areas, routes, disbanding areas and event location(s).

Event Title: _____

Event Location: _____

Event Date: _____ **Start Time:** _____ **End Time:** _____

Set Up Date: _____ **Set Up Time:** _____ **End Time:** _____

Tear Down Date: _____ **Start Time:** _____ **End Time:** _____

of Participants Expected: _____ **# of Volunteers/Event Staff:** _____

Type of Activity (Please Select One)

- | | | | | |
|-----------------------------------|----------------------------------|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Concert | <input type="checkbox"/> Parade | <input type="checkbox"/> Walk/Run | <input type="checkbox"/> Trade Show |
| <input type="checkbox"/> March | <input type="checkbox"/> Fair | <input type="checkbox"/> Carnival | <input type="checkbox"/> Block Party | <input type="checkbox"/> Demonstration |
| <input type="checkbox"/> Protest | <input type="checkbox"/> Rally | <input type="checkbox"/> Exhibit | <input type="checkbox"/> Other _____ | |

Applicant Name: _____

Day Phone: _____

Organization: _____

Cell Phone: _____

Email: _____

Fax: _____

Mailing Address: _____

Alternate Contact: _____ **Alternate Contact Number:** _____

Please describe your event in detail and be sure to include every, and all elements of your event that will help ensure its safety for all.

Food:

Will food be served or sold? Yes No
Catered by Restaurant? Yes No
Food Trucks? Yes No
Prepared on Site? Yes No

What Kind? _____
Who? _____
Who? _____

Vendors / Merchants:

Vendors / Merchants? Yes No
Number of vendors/merchants selling products/foods/services? _____

Entertainment:

Live Music on Site? Yes No
Type of Audio System: _____
Fencing or Scaffolding Used? Yes No
Temporary Stage? Yes No
Dimensions of Stage: _____

Utilities:

Electricity needed? Yes No
Origination of Power Source: _____
Portable Toilets? Yes No
Garbage Cans / Collection? Yes No
Admission Charged? Yes No
Propane/Gas/Liquid Use or Storage? Yes No

Miscellaneous:

Tents / Pop-Up Canopies? Yes No How Many? _____
Temporary Structures? Yes No How Many? _____
Parade Included? Yes No # Of Floats? _____
Animals Present? Yes No
Approximately how many & what type of animals? _____

Alcoholic Beverages Available? Yes No
Drawing / Raffle? Yes No
Motion Picture / Video Shoot? Yes No

Describe Type of Video Shoot: _____

Fireworks / Fire Performance / Open Flame? Yes No

Open to Public? Yes No

Private Party / Group? Yes No

Please detail block numbers of exact streets / roads being used and/or blocked (if any):

I, the undersigned, certify that the information contained in this application is correct to the best of my knowledge and belief. I have read, understand, and agree to abide by the City's ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations governing this proposed Special Event. I also agree to comply with all other local, state, and/or federal laws that are applicable to this Event. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read, and understand the special event ordinance and agree to be bound by all requirements as stated in the ordinance and incorporated by reference into the signed agreement. If the event plans change, I will submit a revised application or additional information accordingly.

Print Applicant Name: _____

Date: _____

Applicant Signature: _____

Submission of this form does not guarantee permit will be issued. Permit applications cannot be processed until the permit fee is paid by the applicant, either in person or mailed.

Please make all checks out to: City of Mount Pleasant – Recorder's Office

If form is being mailed, please address it to:

City of Mount Pleasant
Attn: Records Office
P.O. Box 426
Mount Pleasant, TN 38474

If form is being hand delivered to City Hall:

City of Mount Pleasant
Attn: Records Office
100 Public Square
Mount Pleasant, TN 38474

Please print completed form and bring with you if permit is paid for in person.