OVERVIEW

The Office of Special Events is responsible for coordinating city-sponsored events such as Christmas in the City, Festival on the Fourth, Concerts on the Square and employee appreciation programs and activities. This office also works with community organizations to coordinate the City's participation in or involvement with celebrations such as Mardi Growl, Rossini Italian Street Fair, Dogwood Arts Festival, Hola Hispanic Heritage Festival, Kuumba Festival, Asian Festival, Veterans Day and many more.

The Office of Special Events works with the Communications Department to promote and garner media coverage for Knoxville's events and activities regionally, statewide, nationally and internationally, working with all media. It also plans and coordinates special events on behalf of the Mayor of Knoxville. This office is responsible for scheduling activities on Market Square, Suttree Landing Festival Lawn and other public properties throughout the City. The office is responsible for maintaining a calendar listing of various events in Knoxville, available on the city’s website: www.knoxbilletn.gov

Special Events Community Meetings are held the fourth Thursday of each month, excluding November and December, at 9:00 a.m. in the Knoxville Civic Coliseum Ballroom. Representatives from various city departments will be in attendance to help facilitate your event.

This guide shall not apply to events sponsored and managed by the City of Knoxville. Please note that all information is subject to change. Contact the Office of Special Events for additional information: (865) 215-4248.

AUTHORITY

This Guide has been prepared under the authority granted to the Office of Special Events, directly and as designee of the Mayor of the City of Knoxville. Authority for administration and rulemaking derives from, among other sources, §§ 301, 303 and 305 of the Charter of the City of Knoxville and §§ 2-3 and 16-318 of the Knoxville City Code.

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GENERAL INFORMATION

The information presented in this section is only a brief summary- please see the more detailed rules later in this Guide for more specific information.

1. **Special Events Community Meetings** – All your questions about events can be answered at the monthly Special Events Community Meeting. This meeting takes place on the fourth Thursday of every month, excluding November and December, at 9:00 a.m. We meet at the Knoxville Civic Coliseum, 2nd floor Ballroom, located at 500 Howard Baker, Jr. Ave. in downtown Knoxville; unless otherwise noted. Free parking is available at the Knoxville Civic Coliseum parking garage. Representatives from various city departments will be in attendance to help facilitate your event.

2. **Special Events Form** – A Special Events Form is required to ensure all your needs are met in regards to city services, therefore the completed form is requested 60 days prior to the event date. The Special Events Form is required to place your event on the Special Events calendar, viewable on the websites of the City of Knoxville, [www.knoxvillete.gov](http://www.knoxvillete.gov) and Visit Knoxville, [www.visitknoxville.com](http://www.visitknoxville.com). Insurance is required for any event on City of Knoxville property.

3. **Alcohol Sales** – Events that serve or sell alcohol and are held on city property require permits, insurance uniformed Knoxville Police officers and EMS coverage, all of which must be paid by the organizing event sponsor. The permitting process takes approximately 70 days to complete. There are potentially two permits required, a beer permit and permit for wine and liquor. You must have a Knoxville Beer Permit before applying for the alcohol permit. The Office of Special Events will provide a letter stating you have the beer permit and the City of Knoxville has given you permission to serve or sell alcohol. The beer permit contact is the City of Knoxville Tax Office at (865) 215-2083. The contact for the wine and liquor permit is the Tennessee Alcoholic Beverage Commission at (865) 594-6342.

4. **Temporary Traffic Control Permit** – Street closure requests must be approved by a Temporary Traffic Control Permit issued by the City of Knoxville Engineering Department (865-215-6109), which may charge an additional fee for preparation of a traffic control plan. The Office of Special Events must be given notice of the application for a Temporary Traffic Control Permit. Every city road closure requires a uniformed Knoxville Police Officer on site. The off-duty rate for a police officer at a road closure is $30.00 per hour ($35.00 per hour for supervisors) with a 4-hour minimum.

5. **Street Vendor Permit** – Vendors operating on public property must be associated with an authorized special event and approved by the event coordinator, except for sidewalk vending associated with University of Tennessee football games. Vendors operating on private property must have permission of the property owner and the property must be zoned to allow such commercial activity. Vendors must have a valid Business License from the State of Tennessee or a Transient Vendors License purchased from the City of Knoxville Tax Office, (865) 215-2083.

6. **Banner Request Form** – There are only two types of banners permitted: pole or stage banner. Refer to Banner Request Form for specific locations. A banner cannot hang over a city street, with the exception of Central Avenue in the Old City and Fountain City Park, where special supports have been installed. Banner space must be reserved and approved by the Office of Special Events. All banners must be to the City departments 2 weeks before installation date. All final banner designs must be approved by the Office of Special Events. All banners must be hung by the City of Knoxville.
7. **Animal Exhibitions** – No person shall show or exhibit any animal in any of the streets of the city or at any location within the limits of the city unless an exhibition permit has been obtained from the Animal Control Board. Any approved show, event or exhibition must have a veterinarian immediately available during performances which are open to the public. The fee for an exhibition permit shall be twenty-five dollars ($25.00). To obtain an Exhibition Permit contact Keith Hogue at (865) 215-8640.

8. **Tents** – Tents and other temporary shelters or structures within the perimeter of an event formally approved by the Office of Special Events must be specifically approved by the Office of Special Events. Depending on size, tents and other portable shelters or structures may require approval by the Knoxville Fire Department. Tents cannot be staked into pavement or sidewalks. All authorized tents must be freestanding and anchored with weighted supports, and may not be attached to any fixtures or structures. Authorized tents must be erected and removed on the day of your event.

**ACCESSIBILITY TO SPECIAL EVENTS**

Questions to ask to verify that your event is accessible to people with disabilities:
- Is accessible parking available?
- Is van-accessible parking available?
- Is there a relief (grassy) area for service animals?
- Are there physical obstacles that would hinder the visibility of a person with a disability? (i.e. stairs, low-hanging/protruding items, escalators, etc.)
- Is there a clear path of travel throughout the event space?
- Have arrangements been made to have requested interpreters for the deaf?
- Are written materials available in braille and large print?
- Who is the contact person for accommodations?
- Are restrooms accessible?
- Where is the Information/Security station located?

See page 13 for additional information.

**BEER PERMITS**

Beer permit applications are available from the Business Tax Section of the city’s Revenue Office, or online at the city’s website, www.knoxvilletn.gov under the Department of Finance and Accountability. The beer permit applicant must appear before the Beer Board for consideration of their request for a beer permit. Members of the City Council sit as the Beer Board, which meets before the second City Council meeting of each month.

The application process can be lengthy. *For special events that are usually time-limited, and may be held in a single day, it is very important to apply as early as possible. An applicant that files too late to be placed on an agenda prior to their event, risks not being able to get the requested beer permit. NO ONE may distribute without charge, purchase, store or offer for sale beer without a valid permit approved by the Beer Board. Applications for single, one-day events require a $50.00 application fee.*

Organizations that hold more than one event during the year may wish to apply for an annual permit. The basic application fee will be $250.00, but could be less expensive than a $50.00 fee for each single event. All application fees are non-refundable.
Applications for a specific beer board meeting must be received by the city’s Finance Department 70 days before your event due to the many requirements that must be met before the application is complete and ready for the Beer Board’s consideration. Contact the city’s Business Tax Section at (865) 215-2179 for information and assistance with the application process.

**KNOXVILLE POLICE DEPARTMENT**

The Central Business Improvement District (CBID) is a special district in the core of downtown Knoxville including the Old City, Volunteer Landing, World's Fair Park, Market Square, Krutch Park and Krutch Park Extension. Lieutenant Jeff Pappas supervises the city police services in this area. KPD offers planning advice on traffic, parking, alcohol sales and security, and may be required to assist with your event. Any event taking place outside of the CBID may also require off-duty KPD officers, and off-duty rates may vary depending on the event. Please coordinate any special events with the Knoxville Police Department at the monthly Special Events Community meetings.

**KNOXVILLE FIRE DEPARTMENT**

The Knoxville Fire Department offers EMS (Emergency Medical Services), at all events at your request. On site EMS service is available at a cost of $30.00 per person per hour with a minimum of 2 EMT/Paramedics onsite and a minimum of 4 hours. This service is required if there will be alcohol served at your event, if you will be having a run or an event expecting large crowds. EMS personnel must be onsite at all times when alcohol is served. EMS service is recommended for all other events, and it is advised that you check with your insurance company to determine whether they will honor your policy if you do not provide EMS service.

If your event is expecting a small crowd, Fire Department stations are located throughout the city and will respond to your location in the event of a life threatening emergency. The closest station could potentially be involved in another emergency, and therefore a responder from a longer distance may be dispatched. Please coordinate any special events with the Knoxville Fire Department and EMS at the monthly Special Events Community meetings.

**GENERAL PLANNING FOR EVENT RECYCLING**

The City of Knoxville encourages event organizers to consider their waste stream when planning events. We promote a three-pronged approach to managing event waste:

1. Minimize the use of single-use, disposable materials.
2. Work with vendors ahead of time to avoid materials that cannot be recycled, such as Styrofoam, straws, and plastic bags.
3. Recycle whenever possible.

Event organizers have three options for disposing their recyclable materials. The recycling trailer with ClearStream bins can accommodate larger events’ recycling, while the ClearStreams alone
are sufficient for medium events. For smaller and private events, the smaller Keep Knoxville Beautiful trailer and/or ClearStreams are available. All options are free.

The Recycling Trailer with ClearStreams

The recycling trailer is 24.5’ x 8.5’ with ten separate, labeled compartments, which makes sorting easy. The trailer is typically stationed in a common area for use by event attendees. To use the recycling trailer with ClearStreams at your event, please:

1. Call Tammi Tarver at 865-215-6712 to schedule delivery of the trailer and ClearStreams. Please call as soon as possible; the trailer is subject to availability. Please call no later than two weeks before your event.
2. The City of Knoxville will drop off the trailer and ClearStreams at the scheduled time.
3. After your event, the City of Knoxville will pick up and recycle your properly separated materials.

ClearStreams

ClearStreams are portable, collapsible metal wire bins with lids labeled for recycling. They hold clear plastic bags, which can be swapped out when full. Each ClearStream will come with 2 plastic bags. All recyclable materials can be placed in the same container and do not require separation. ClearStreams capture the most recyclables when placed beside each trash container throughout the event. To use the ClearStreams, please:

1. Email Robbie Corum at rcorum@knoxvilletn.gov to schedule drop-off and pick-up.
2. Event volunteers will be responsible for swapping any full bags of recycling.
3. After the event, the City of Knoxville will pick up the ClearStreams and recycle the comingled materials.

If the event is a relatively small one and/or a private event, please contact Keep Knoxville Beautiful to discuss their free recycling options. Contact info@keepknoxvillebeautiful.org or 865-521-6957.

The City of Knoxville’s Solid Waste staff is very knowledgeable about waste management and is happy to answer questions about waste-reduction and recycling. Staff can provide ideas and insight, as well as support for hosting low-waste or zero-waste events, which contribute little or nothing to the landfill. Please call or email Makenzie Read at 865-215-2817 or Mread@knoxvilletn.gov for guidance. It is always best to get in touch with Makenzie at the beginning of the planning process so that she may work with you from the start on how to manage waste at your event.

The Solid Waste Office also has a guide for general planning for a zero-waste or low-waste event. Copies can be obtained by emailing Mread@knoxvilletn.gov.

Waste is inevitable at events; let’s talk trash to ensure your event is clean, has a low impact on the environment, and is a good time for all!
**INSURANCE REQUIREMENTS**

**Insurance is required** for any event on City of Knoxville property. Please list the Name, Date, and Location of your event on the **Certificate of Insurance**. List the City of Knoxville as additional insured.

**Event Insurance – Waiver/Modification**
The City’s Risk Manager, at his/her discretion, may authorize a greater amount of coverage or different type of coverage than required by this policy if the special event is of a demonstrated high-risk category, according to recognized insurance and risk management industry standards. Additional coverage may include, without limitation, automobile liability and aircraft liability insurance. High-risk events requiring a greater amount of coverage to be determined by the Risk Manager include, but are not limited to, those with pyrotechnics. Event organizers utilizing inflatable rides must disclose such use to the City’s Risk Manager at least 10 business days prior to the event, and must execute, or, in the case of an event organized by an entity, have executed by an individual with the authority to bind the entity, a disclosure statement and release to be provided by the City’s Risk Manager. This disclosure statement and release must be appropriately executed delivered to the City’s Risk Manager at least one day prior to the event. Failure to comply with the requirements of this paragraph may result in the City’s cancelation of the event.

Subject to the Risk Manager’s determination, as described above, **all events held on City property or in City facilities require general liability or special event liability insurance coverage with a minimum of $1,000,000 per occurrence/$2,000,000 aggregate coverage**, with the following exceptions:

The following events do not require insurance:

- Academic related events (such as spelling/math/science)
- Award celebrations
- Banquets
- Bingo/card/board games (not for fundraising)
- Clubs and organizational meetings
- Celebrations (weddings, anniversaries, birthdays)
- Debuts
- Graduations
- Head of state events
- Lectures and reading events (other than product or service promotions)
- Luncheons
- Meetings of a social, academic, business or philosophical nature (other than fundraising)
- Recitals
- Reunions
- Seminars (other than product or service promotions)
- Social Receptions
- Teleconferences

Prior to commencement of the event, the event organizer must furnish the City with original certificates and amendatory endorsements effecting coverage required by this document. Such
endorsements will include, without limitation, additional insured and waiver of subrogation naming the City of Knoxville, its officials, officers, employees, and volunteers.

More detailed information regarding the City’s relevant insurance requirements is available in the Transfer of Risk Guide for Special Events, which is located at www.knoxvilletn.gov/risk. You may also contact the City’s Risk Management Department at 865-215-3338 for additional information.

POLICIES AND PROCEDURES

RESERVATION POLICIES

The Office of Special Events accepts applications for Market Square and Suttree Landing Park. To reserve these locations for your event, complete a Special Event Form and send it to the Office of Special Events at least 60 days prior to the proposed event. Additional requirements for your event are listed on pages 3 and page 4. All forms are available in the Index; at the Office of Special Events, 400 Main St. Room 578, or on our web site: www.knoxvilletn.gov

It is the event producer’s responsibility to make sure all aspects of the event are monitored, from publicity and port-a-lets to permits covering alcohol, parades, tents, street closures and all security needs. Insurance is required for all events held on the City of Knoxville property (please see Insurance Requirement above). Remember, submitting forms early ensures a better event.

EVENT REGULATIONS AND RULES FOR USE OF MARKET SQUARE AND SUTTREE LANDING FESTIVAL LAWN

1. Parking for downtown events is available in the Market Square Garage, Locust St. Garage, Walnut Street Garage and State Street Garage at $1.00 per hour. Parking is FREE if you enter the garage after 6:00 p.m. on weekdays and FREE on weekends. The exception to free parking includes University of Tennessee home football game days.

2. Except as stated herein, vehicles are NOT allowed on Market Square with the exception of loading and unloading of equipment. NO vehicle is permitted to be parked on Market Square for any other purpose, except that the Office of Special Events, in its discretion, may allow the sale of items directly from trucks on Market Square during the Farmer’s Market. The event coordinator will be responsible for removal of vehicles from Market Square after event has ended. No vehicle is allowed to park on the square or drive on the grassy areas.

3. Due to limited parking at the Suttree Landing Festival Lawn, event organizers are required to provide shuttles to transport guests from the Riverwalk Parking Garage on Blount Avenue. This is a city lot which is free to the public on weekends and from 6 p.m. to 6 a.m. during the week. There are a total of 250 parking spaces for the public in the parking garage on levels 6-8 only, and behind the garage is a surface parking lot with a total of 52 spaces available for the public during those same hours. Shuttles will have specific drop off and pick up locations for events at Suttree Landing. Accessible parking is provided on-site. Parking will be prohibited in the adjoining
neighborhoods for an event being held in Suttree Park Festival Lawn, and signage will be installed prior to an event stating that there is no parking in these locations.

4. Tents and other temporary shelters are not allowed in Krutch Park and Krutch Park Extension, and tents and other temporary shelters or structures, including but not limited to tables and free-standing umbrellas, are allowed on Market Square, and Suttree Landing Festival Lawn only in conjunction with events formally approved by the Office of Special Events, and each tent or other temporary shelter or structure must be specifically approved by the Office of Special Events. Depending on size, tents and other portable shelters or structures may require approval by the Knoxville Fire Department. Tents on Market Square cannot be staked or placed on the grassy square. All authorized tents in Market Square, and Suttree Landing Festival Lawn must be freestanding and anchored with weighted supports, and may not be attached to any fixtures or structures. Authorized tents must be erected and removed on the day of your event. All tents must be properly weighted with 40 pounds on each tent post.

5. Attachments to trees or landscaping are prohibited.

6. Beer and alcoholic beverages are permitted on the Suttree Landing Festival Lawn only in accordance with City Code section 4-76(h).

7. Sunday events on Market Square can begin after 11:00 a.m. and must end by 6:00 p.m., with amplified sound only by express permission of the Office of Special Events. **No more than four non-City organized or sponsored Sunday events will be held on any portion of Market Square in a calendar year. There are no Sunday Events allowed in Suttree Landing Festival Lawn.**

8. Given the historic use of Market Square as a farmers market, no individual or organization other than the City-contract farmers market may reserve and close off the entirety of Market Square for more than four events in a calendar year.

9. No individual or organization may close a road for an event for more than four events in a calendar year.

10. There shall be no amplified sound allowed on Market Square or Suttree Landing Festival Lawn except for events formally approved by the Office of Special Events. There shall be no amplified sound allowed within the perimeter of any event formally approved by the Office of Special Events, at any location, unless it is specifically authorized by the event sponsor. No sound equipment other than the City of Knoxville’s sound system may be used on Market Square, and the City’s sound system may only be operated by a sound engineer provided by the City. Events requiring amplified sound on Market Square are subject to a fee of $500 per day, to be paid in advance. An event or band requiring more sound equipment than the sound system provided by the City shall be directed to a more suitable location in the City (i.e Mary Costa Plaza, Chilhowee Park or World’s Fair Park). Amplified sound must be cut off by 10:00 p.m.

11. Depending on the volume of sound emanating from events, special noise permits may be required, which permits are only valid on Friday, Saturday or nationally recognized holidays, and shall be effective only between the hours of 7:00 a.m. and 10:00 p.m. Special noise permits shall be limited to a single day, and no more than
two permits shall be issued to any premises in any twelve-month period. It is recommended that you notify businesses and residents in the requested permit area. Any event that requires amplified sound at Suttree Landing Festival Lawn is limited to a Friday or Saturday only and cannot begin before noon and must end at 9:00 p.m.

12. As a general rule, equipment should not be placed on a city sidewalk, but if it is absolutely necessary to do so, the equipment shall not impede the pedestrian right-of-way.

13. Boating or swimming is not allowed at Suttree Landing Park.

14. Banners can be hung from the front of the Market Square pavilion stage or on designated street lights, which may be arranged through the Office of Special Events, for a fee. Banner space and all final banner designs must be approved by the Office of Special Events. Banners must be hung by the City of Knoxville. Please refer to the Banner Request Form for more information.

15. For events attended by over 100 people, the provision of port-o-lets (temporary toilets) is required. The number of port-a-lets required should be in proportion to the number of projected attendees. Provided port-a-lets must include an adequate number of ADA-accessible port-a-lets. The location of Port-a-lets at an event within the CBID must be approved by the Office of Special Events.

16. A Special Events Form is required by the Office of Special Events at least 60 days prior to the event.

17. Food vendors are required to place fire retardant tarps/covers on the sidewalk/lawn as well as absorbent pig matting under cooking equipment to protect the surface below. Both the vendor and the event organizers will be held responsible for any damage to City property. The Office of Special Events will provide pig matting at $3.00 per linear foot, upon request. Vendors who are cooking on site must provide a working fire extinguisher (if cooking with grease, a K Class fire extinguisher is required).

18. **It is a violation of City Code to put or allow anything down the storm drains other than storm water.** Do not pour hot liquids, ice or grease on the lawns. Please dispose of grease, chlorinated water and other types of liquids properly. They must be removed from the site. **If any grease is left behind at an event, the event coordinator will responsible for the expense of cleanup.**

19. **Fire Lanes SHALL NOT be blocked.** There must be a 15 foot clearance for emergency vehicles. For events on or near Market Square, please refer to Market Square map located in the Index. Any vehicle or equipment blocking a Fire Lane must be moved or is subject to towing. All sidewalks must remain open for public access.

20. For an event that requires a **road closure**, the event coordinator must secure a Temporary Traffic Control Permit through the City of Knoxville Engineering Department (865-215-6109). In most cases, a traffic plan will be required at additional cost to the applicant. For simple closures, Engineering Department approval may take the place of a formal plan. The Office of Special Events must be given notice of the application for a Temporary Traffic Control Permit. Every city
road closure requires a uniformed Knoxville Police Officer on site, at a cost of $30.00/hour ($35.00 per hour for supervisors) with a 4 hour minimum.

21. For events where exclusive use of the public space has been approved by the Office of Special Events, busking and other public performance or entertainment, charitable, non-charitable and any other type of solicitation and any other commercial or non-commercial activity within the perimeter of the event is allowed only with the permission of the event coordinator.

22. Tables and benches on Market Square and Suttree Landing Park are for the use of the general public, and except for events where exclusive use of the public space has been approved by the Office of Special Events, may not be reserved, appropriated for or incorporated into any booth, exhibit, demonstration or show, including busking.

23. Pursuant to Appendix B, Article VIII, Section 3 and Section 19-158 of the Knoxville City Code, advertising signs are prohibited on Market Square and Suttree Landing Park. Temporary signs associated with and in immediate proximity to vendors may be used during and within the boundaries of an event approved by the Office of Special Events.

24. Vendors should come prepared with equipment (dollies, etc.) to assist with unloading and loading of equipment, hoses and extension cords. Special Events Staff does not have any extra to loan. Extension cords must be at least a #12 gauge and should be at least 100 feet long to avoid daisy-chaining cords. Vendors or event participants with electrical needs of 20 amps or more are required to bring tails.

25. The Fire Marshall and Health Department may be onsite at the event, and if asked vendors are required to allow inspection of booths.

26. No open flame devices are permitted underneath any tent or canopy.

27. All L-P/CO2 tanks must be secured.

28. Open flames or open-flame devices used in conjunction with any public or theatrical performance are allowed only with and within the terms of a permit issued by the Knoxville Fire Department.

29. Any mobile food vending unit operating within the perimeter of an event formally approved by the Office of Special Events must be permitted through and comply with the rules and regulations of the City of Knoxville Mobile Food Vendor Pilot Program or any subsequently adopted rules or ordinances for mobile food vending units. “Mobile food vending unit” is defined as an enclosed unit, truck, or trailer, or similar vehicle-mounted unit that is 1) mobile or capable of being moved by a licensed motor vehicle; 2) independent with respect to water, waste water, and power utilities; 3) used for the preparation, sale, or donation of food products and beverages; and 4) no larger than thirty-five (35) feet. For more information about the City of Knoxville Mobile Food Vendor Pilot Program, please visit http://www.knoxvillete.gov/mobilefood/ or contact:

Carter Hall, Policy and Strategic Projects Manager
City of Knoxville Mayor’s Office
Phone: 865-215-2543
chall@knoxvillete.gov
30. The Bill Lyons Pavilion at Market Square is closed from midnight to 7 a.m. No activity shall be allowed on the Pavilion during these hours without express permission from the Office of Special Events. Sleeping or camping in the Pavilion is expressly prohibited at all times.

31. Absolutely no paint is to be sprayed or otherwise applied on the lawn, concrete or other public areas unless prior written approval is granted by the Office of Special Events. Certain non-permanent color applications may be permitted, if requested and approved in advance by the Office of Special Events.

32. Event organizers are responsible for providing a Crisis Management Emergency Plan 45 days in advance of the event. The organizer must establish a means of public address which can be heard throughout all areas of the event (stage sound system, bull horns, etc.) by which a pre-approved message along with crucial instructions during an emergency can be announced. Event organizers will conduct a briefing just prior to the event with staff and volunteers along with representatives with the City agencies (Police, Fire, Special Event, Public Service), to ensure all parties are aware of the detailed plans.

PARADE AND ROAD RACE RULES AND REGULATIONS

Parades

A Parade Request Form along with a written detailed route of the proposed parade must be submitted to and approved by the Office of Special Events for all parades utilizing city streets or sidewalks. The parade route must be approved by the Chief of Police. The event coordinator will be responsible for meeting any applicable insurance requirements.

- **Time:** Units are not allowed to stop more than 30 seconds along the parade route to perform.
- **Horses:** Horses are not allowed in parades unless permitted by the Special Events Office. Horses must be diapered and must be accompanied by a pooper-scooper/manure attendant at all times. There are absolutely no exceptions. Proof of negative Coggins Test must be provided.
- **Dogs:** Must be effectively restrained by chain or leash not exceeding eight (8) feet in length. Person having custody of a dog shall have the responsibility for cleaning and disposing of waste in a sanitary manner. Proof of rabies vaccination must be provided upon request.
- The event coordinator will be responsible for the expense of cleanup of any remaining animal waste.
- **Throwing Objects:** To ensure the safety of people watching the parade from the city streets, the City of Knoxville does **NOT** allow objects to be thrown from the parade line.

Road Races and Walks
A Road Race Form along with a written detailed route of the road race, run or walk must be submitted to and approved by the Office of Special Events for all road races, runs or walks utilizing city streets or sidewalks. The application and proposed route shall be submitted no less than 45 days prior to the event. The route of the road race, run or walk must be approved by the Chief of Police. Event insurance is required in accordance with the guidelines set forth above, and the event coordinator will be responsible for meeting any applicable insurance requirements.

- Any walk or run that takes place in or crosses a city street will require uniformed Knoxville Police Officers to close the street. It is the event coordinator’s responsibility to hire officers at $30 per hour ($35.00 per hour for supervisors) with a four hour minimum, and to notify the public of any street or sidewalk closures.
- The event coordinator is also responsible for securing the services of the Knoxville Fire Department’s EMS (see page 5).
- **Color Runs:** Any race, run or walk with color powder or cornstarch thrown on participants must submit a clean-up plan for prior approval. The event coordinator will be responsible for any additional clean-up expenses if the area is not sufficiently cleaned after the event.

**ACCESSIBILITY ISSUES**

The City of Knoxville is committed to ensuring that all residents and visitors can enjoy our special events and public spaces. For this reason, we make every attempt to provide equal access to people with disabilities, seniors and their companions and ask you to do the same. In order to achieve accessibility, we ask that you complete this checklist for each proposed event and attach it to the event permit prior to submission to the City of Knoxville.

People with disabilities sometimes need a reasonable accommodation in order to participate in an event. To obtain information or an accommodation regarding accessibility, a contact person capable of providing requested information and accommodations must be designated. Notice shall be provided to alert the public of the name of the person responsible for providing accommodations or information related to accessibility.

An example notice: “If information or accommodation is required due to a disability, please contact name/title at phone or email no less than ___ hours prior to event.”

**ADVERTISING**—Be sure to alert people with disabilities about the event. One easy way to do this is to include the international symbol for accessibility on event materials. Event advertisements (media releases, newspaper ads, flyers, online notices, etc.) provide current contact information for the person responsible for providing accommodations to people with disabilities.

**ACCOMMODATIONS**—Event organizers must provide appropriate accommodations to people with disabilities upon request. Examples include:
- Interpreters for the deaf
- Materials in alternative formats (large print, Braille, disk/flash drive, etc.)

**PARKING**—accessible parking is provided in all City parking garages and designated on public streets, unless prohibited by signage or a bagged meter. Any non-City, event-specific parking must be properly advertised and offer appropriate accessible parking.
TRANSPORTATION—if an event offers transportation to the general public, accessible transportation options should be available to people with disabilities, including those who use service animals, wheelchairs or scooters.

EVENT LAYOUT—Vendor booths, food/drink and information areas must take into account how a person with a disability might access goods and services.
- Event staff and volunteers should be aware of all accessible routes throughout event, to parking areas, restrooms and emergency personnel.
- Event staff, volunteers and emergency personnel should be aware of proper drop-off areas near event entrances for people with limited mobility.

PEDESTRIAN ROUTES—any route that is utilized by the “walking” public during an event is a pedestrian route
- All sidewalks, curb cuts or curb ramps must remain un-blocked by vehicles, trailers, displays, furniture, items for sale, etc. at all times except for limited periods of time when blocking is required for loading or unloading.
- If streets or sidewalks are closed for the event, an accessible route around the closure must be provided. Intersections where sidewalks are closed should offer signage alerting pedestrians to the need to “cross street now”.
- A minimum of 36” clear path of travel must be provided throughout the event venue and entrance points must be accessible. (If any entrance is not accessible, information about the location of accessible entrance points shall be provided upon request and at all inaccessible entrances.)
- Obstacles along the route that are between 27” and 80” off the ground shall not be wider than (i.e. “protrude more than”) 4 inches.
- Power or other cords that lie on the ground across the walking surface in the public path of travel must be covered by appropriate material in order to provide access to people with mobility impairments and help prevent tripping hazards.

SPECTATOR AREAS—events that provide entertainment of any sort (including but not limited to musicians, dramatic presentation, public speaking, street performing and parades) must offer an area where people with disabilities are able to enjoy the entertainment to the highest degree possible.
- Designated accessible seating areas should be provided along parade routes that allow seated patrons the ability to see the majority of the parade participants without standing patrons impeding their line of sight.
- Areas where there is designated audience seating should provide an area that does not allow standing patrons in front of the seats, so that seated spectators may see the performance more clearly.
- Pulsing or “strobe” lights are discouraged, due to their propensity to trigger a seizure in persons who have a seizure disorder.

SERVICE ANIMALS—are allowed to go anywhere the general public may go.
- A service animal relief area should be provided in addition to directions to the area, to be provided upon request.

REST ROOMS—at locations where port-o-lets are stationed, there must be at least one accessible port-o-let in each “grouping”. Pedestrian clearance around or past port-o-lets must be no less than 36” wide.
To obtain further information about how to make your event accessible, contact the Disability Services Office at (865) 215-2034 (voice) or (865) 215-4581 (TTY).