City of Knoxville
Road Race Request Form

Office of Special Events ● (865) 215-4248 ● Fax: (865) 215-4298
Email: Efrank@knoxvilletn.gov
City County Building ● P.O. Box 1631 Suite 578 ● Knoxville, TN 37901

- Special Events Form and Road Race Request Form must be filed with the Office of Special Events at least 60 days prior to the event. Insurance is required for any event on City of Knoxville property.
- All service requests must be received two weeks before event date. If event needs are not submitted by the two-week deadline the city will NOT be able to assist with your event.
- Any walk or run that takes place in or that crosses a city street requires a certified City of Knoxville Police Officer on site

Permit Requested by: _____________________________ Date __________________

Event: ____________________________________________

Proposed Event Date: _____________ Sponsoring Organization: ____________________________

Main Contact: _____________________________ Email: _____________________________

Address: ________________________________________________________________________

Phone: ___________________ Cell: ___________________ Fax: ___________________

Relationship to Organization: ___________________________

Second Contact: __________________________ Email: ____________________________

Address: ________________________________________________________________________

Phone: ___________________ Cell: ___________________ Fax: ___________________

Relationship to Organization: ___________________________

Will these individuals be present at the event and be in charge? ________________________

Proposed Start Time: __________ Finish Time: __________

**Type of Event**

Road Race: _______ Run: _______ Walkathon: _______ Other: _______

Description: _____________________________________________

Expected Number of Participants: _________________________

**Location of Event**: Where will the start & finish line be?

Start: ___________________________

Finish: ___________________________

Will you be requesting closure of a road for the start/finish line? ________________________
Race Route: __________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Have you prepared a traffic control plan for the above-described route? Yes _____ No _____
If yes, attach a copy to this request. Include location of assembly area and proposed interval
between units/divisions. If your event includes vehicles or animals, describe the minimum and
maximum speeds and the minimum and maximum intervals of space to be maintained between
units.

If the event is to occur at night, on an attached sheet describe how you are going to light the event
area(s) in order to increase the safety of participants and spectators coming to and leaving the event.

Describe how you intend to mitigate the impact of this event on businesses, churches, neighbors,
motorists, mass transit users and others. (Attach additional sheet if necessary).

Is your organization requesting permission to use any City property other than streets and sidewalks
(e.g. places for refreshment stands)? __________________________________________

Please attach a draft of the entry form/release for participants, which must include a release for the
City of Knoxville.

List all city services requested: ____________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

*My signature below indicates my knowledge that I as the event organizer am responsible for the following:

- You **must** have insurance for your event, in amounts specified by the City of Knoxville Risk
  Management Division, with the City of Knoxville listed as an additional insured, in place no
  later than 5 business days prior to the event.

- If your organization wishes to use private property or streets on the University of Tennessee
  campus, approval must be obtained from property owner and, for UT streets, the UT Police
  Department. A copy of the approval must be attached to this request.

- It is the responsibility of the event organizer to obtain approval of all necessary road
  closures and to procure all necessary City services.

Applicant’s Signature: ______________________________________________________