



City of Knoxville Special Events Form

Office of Special Events: (865) 215-4248 ● Fax: (865) 215-4298

Email: Eleventh@cityofknoxville.org

City County Building ● P.O. Box 1631 Suite 578 ● Knoxville, TN 37901

****Special Events Meetings are held on the fourth Thursday of every month at 9:00 a.m. at the Ballroom of the Knoxville Civic Coliseum (excluding Nov. & Dec.). Please attend as you will be placed in direct contact with representatives of various City services to assist with your event. There is a non-refundable reservation fee for Market Square and Krutch Park venues; \$100 for non-profit organizations and \$200 for others. Your event will not be placed on the calendar until fee has been received; it must be filed with the Office of Special Events 45 days prior to the event. ***All service requests must be received two weeks before event date. If event needs are not submitted by the two-week time line the city will NOT be able to assist with your event.***

Event: _____ Event Date: _____

Event Location: _____ Time of Event: _____

Contact: _____ Email: _____

Phone: _____ Cell: _____ Fax: _____

Address: _____

Presenting Organization: _____

Set-Up Information:

Date & Time of Set-Up: _____ Date & Time of Teardown: _____

City Services:

- Ambulance/EMS
- Fire Prevention Bureau (fireworks, tent inspections)
- Knoxville Police Department (parades, traffic issues, etc.)
- Public Service (power/lighting/trash barrels, etc)
- Traffic Engineering (barriers/meter bagging)

Permits Needed:

- | | | |
|---|--|--|
| <input type="checkbox"/> Alcohol Permit | <input type="checkbox"/> Parade Permit | <input type="checkbox"/> Street Closure Permit |
| <input type="checkbox"/> Banner Request | <input type="checkbox"/> Tent Permit | <input type="checkbox"/> Street Vendor Permit |
| <input type="checkbox"/> Parking Permit for Market Square | | |

Event Producer Responsibilities:

- | | | |
|---|---|--|
| <input type="checkbox"/> **Insurance | <input type="checkbox"/> Portable Toilets | <input type="checkbox"/> Press Release |
| <input type="checkbox"/> Security | <input type="checkbox"/> Sound System | <input type="checkbox"/> Tables/Chairs |
| <input type="checkbox"/> Tents | | |

****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; listing the City of Knoxville, as the additional insured. Insurance amounts can be found on the Insurance Requirements for Special Events document.

Event Description: _____
