City of Knoxville
Road Race Request Form

Office of Special Events ● (865) 215-4248 ● Fax: (865) 215-4298
Email: Efrank@cityofknoxville.org
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 45 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: _________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please note:
• 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: _________________________________________________________

Police Department Approval: __________________________________ Date: _____________

Special Event’s Department Approval: _____________________________ Date: _____________