



City of Knoxville Parade Request Form

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

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

**** Special Events Form and Parade Request Form must be filed with the Office of Special Events 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 time line the city will NOT be able to assist with your event.**

Permit Requested by: _____ Date _____

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 Date: _____ Start Time: _____ Finish Time: _____

Type of Event

Parade: _____ Demonstration: _____ Run: _____ Walkathon: _____ Other: _____

Description: _____

Does your organization have insurance for this event? Yes: _____ No: _____

Can the insurance be indorsed to add the City of Knoxville as an insured for this event? _____

Location of Event: Clearly state what part(s) of event will be conducted on sidewalks or in traffic lanes. Also, state whether parade will occupy all or a portion of streets.

Time of Assembly of Participants, Parade Units, etc.:

Parade 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 parade units. 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).

Expected Number of Participants: _____ Bands: _____ Floats: _____

Motorized Units: _____ Mounted Units: _____ Pedestrian Units: _____ Animals: _____

Others: _____

*Horses must be diapered or must be accompanied by a pooper-scooper/ manure attendant at all times. There are absolutely no exceptions.

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.

List all city services requested: _____

If your organization is requesting permission to use City streets on the University of Tennessee campus, approval must be obtained from the UT Police Department and attached to this request.