



JIM STRICKLAND
MAYOR

CITY ATTORNEY

PERMITS & LICENSES

TENNESSEE

PARADES AND PUBLIC ASSEMBLIES APPLICATION

(Pursuant to City of Memphis Ordinances 4576/Municode 12-52)

(The List of Required Information is Attached)

(Please print or type)

SIDEWALK PARADE: \$25
STREET PARADE/ONE LANE: \$50
STREET CLOSURE: \$50 (INSURANCE REQUIRED)
(ALL APPLICATION FEES ARE NON-REFUNDABLE)

SPECIAL EVENT APPLICATIONS MUST BE SUBMITTED 14 BUSINESS DAYS PRIOR TO THE EVENT UNLESS THE EVENT MEETS EITHER OF THE FOLLOWING CRITERIA:

SPONTANEOUS EVENT: "Spontaneous events occasioned by news or affairs coming into public knowledge within three (3) days of such public assembly, provided that the organizer thereof gives written notice to the City at least twenty-four (24) hours prior to such parade or public assembly."

ALTERNATIVE PERMIT: "The Permits Office, after consultation with the Director of Police, in denying an application for a parade or public assembly permit, may authorize the conduct of the parade or public assembly at a date, time, location, or route different from that named by the applicant. An applicant desiring to accept an alternative permit shall, within twenty-four (24) hours after notice of the action of the Permits Office, file a written notice of acceptance with the Permits Office.

1. Filing Date: _____
2. Is the proposed date of the event at least 14 business days prior to the event? ___ Yes ___ No
If no, is the event in response to a spontaneous event as defined above? ___ Yes ___ No
If yes, please complete a Spontaneous Event application.
3. Name of Event: _____
Purpose of the Event: _____
4. Name of Sponsor and/or Sponsoring Organization (Applicant): _____

4A. is the Applicant a charitable organization as determined by the IRS? ___ Yes ___ No
(If yes, attach a copy of the Applicant's 501 ((3) (c) determination letters)

5. Full Address of Sponsoring Organization: _____
(Street Address) (City/State) (Zip Code)

(Telephone #) (E-mail) www. (Web)

6. Individual Submitting Application: _____
(Name) (Home #)

(Street Address) (City/State) (Zip Code) (Work #)

(Email Address) (Place of Employment)

7. Please provide:
- Date of Event: _____ Rain Date: _____ Assembly Time: _____ Start Time: _____ End Time: _____
 - Parade units: Minimum speed (mph): _____ Maximum speed (mph): _____
 - Maximum space (feet) between parade units: _____
 - Portions of streets that may be occupied by the parade or public assembly: _____

 - Maximum length of the parade in miles or fractions thereof: _____
 - Such other information as either the Permits Office or the Police Director shall find necessary to the enforcement of this permit (attach any such information).
8. What is the specific location of the event? _____
9. List the number of expected participants in this event associated with the Applicant:
- individuals: _____
 - vehicles: _____
 - animals: _____
10. Provide a description of any recording equipment, sound amplification equipment, banners, signs and/or other attention getting devices to be used in connection with the event: _____

11. When the use of drones, in association with the event is used by the applicant, the applicant must provide Drone Liability Coverage at the time of filing the application which lists the City of Memphis as an additional insured. The minimum liability coverage is \$1,000,000 for personally used drones and \$3,000,000 - \$5,000,000 for commercially used drones. Further, Civil/Non-Government Entities, and entrepreneurs flying for business pursuit will need FAA authorization via Section 333 of the FAA Modernization and Reform Act of 2012 (FMRA). The company may contact the FAA to apply for and be granted an exemption based on their use and need. Only a company holding a commercial use exemption ("333 exemption"), complying with the strict terms of that exemption, and using a licensed pilot may conduct commercial Unmanned Aircraft ("UA" or "drone") flights. In addition to a 333 exemption, every operator must have a Certificate of Authorization or Waiver (COA) from the FAA covering the parameters of their intended flight. Use of UA or drone flights must be compliant with all federal, state, and local laws and ordinances.
- Please select the type of Drone usage associated with this application, if any, by checking the appropriate box:
 Personal Commercial Not Applicable
12. For applicants requesting street closures and/or barricades, explain why they are needed: _____

- If barricades are to be used, describe the type: _____
 - Provide placement time(s): _____ Removal time(s): _____
 - Identify the individual responsible for placement and removal of any barricades.

 (Name) (Telephone #)
13. Will alcoholic beverages be served at the event either gratis or for sale? Yes No
 (If alcoholic beverages are to be sold, attach a copy of a permit and/or license for the sale of alcoholic beverages and/or a copy of any application filed and/or to be filed.)
14. Submit a copy of any other required approvals, i.e., Park Commission, Riverfront Development Corporation, etc.

REPRESENTATIONS/ACKNOWLEDGMENTS

The Applicant, represented by _____, agrees to comply with all of the requirements of the Permits Office of the City of Memphis (City) and conditions as set forth above in connection with the event, _____, scheduled for _____.

The Applicant understands that the Memphis Police Department (MPD) may, in its discretion electronically monitor the event for the purpose of protecting life and property, providing security and control of event activities, and preserving the peace of the City through its law enforcement responsibilities. Any activity of the Applicant arising out of the event resulting in injury, damage or loss to the City is the responsibility of the Applicant. Any overtime costs incurred by the MPD in the exercise of its duties and responsibilities relating to the event are the responsibilities of the Applicant. City of Memphis ordinances require the Director of Police to ensure public safety and to inform an applicant of any estimated additional costs of providing such services for the event to the applicant in advance of the event. However, the additional charges, by mutual agreement of the applicant and the City, may be adjusted based on the comparative economic, cultural, social and regional impact of the event on the community-at-large but in no event payment by the Applicant shall exceed twenty-five percent of the estimated additional costs when the impact is substantiated. All supportive information must be presented to the City at least sixty days after the event. Where an Applicant has multiple events during a calendar year, the statement shall be valid for twelve months from the initial adjustment approval and apply to all said events of the Applicant. Further, the Applicant hereby indemnifies and hold harmless the City of Memphis from any claim, demand, action, suit of any type whatsoever, directly or indirectly, resulting or alleged to have resulted from the event for which this permit is granted and I, _____, the Applicant, makes oath that the information contained herein is true and accurate, to the best of my knowledge, and acknowledge that I have read and also agree to all terms and conditions herein set forth.

By: _____
(Signature Applicant/Representative) (Date)

NOTARY

COUNTY OF _____

STATE OF _____

Before me appeared, after having provided proof of identification who affixed their signature to the above statement on this _____ day of _____, 20_____.

(Notary Public) (My Commission Expires)

PARADES AND PUBLIC ASSEMBLIES APPLICATION REQUIREMENTS

1. Obtain one (1) application for each type of event.
2. State issued ID is required for applicants applying for any Special Event permit.
3. Contact the MPD Special Events Office at 901-636-4640 to determine whether additional police effort will be necessary for traffic control. When possible, without disruption of ordinary police services or compromise of public safety, regularly scheduled on-duty personnel will be available to provide traffic control. If necessary, Police overtime personnel may be used for purposes of traffic control, therefore, you must pay the cost of this overtime. If you determine that you or the organization are unable to pay such costs, consider an alternative public forum/venue to conduct the parade, public assembly, or street closure, where there will be no additional cost or less cost to you or your organization. The criteria utilized by the Director of Police Services to determine the police resources required, (if necessary) for traffic control will be provided to you at your request.
4. Pay a non-refundable fee of **\$25.00** for special events to cover administrative cost of processing. The fee shall be paid to the City of Memphis when the application is filed if the parade or public assembly will not require the closing of public streets or diversion of the normal flow of pedestrian or vehicular traffic with barricades.

Street Closures and Block Parties, which require the closing of public streets and diversion of the normal flow of pedestrian or vehicular traffic with barricades, are available for a non-refundable fee of **\$50.00**.

5. Insurance requirement for the street closures:

General Aggregate	\$1,000,000.00
Personal Injury	1,000,000.00
Each Occurrence	1,000,000.00
Medical Expense	5,000.00

The City of Memphis, its officials, and employees shall be included as an additional insured on the automobile liability and commercial general liability policies as required by written contract. This must be stated on the policy.

6. Submit a completed application and fees at least fourteen (14) business days prior to the date of the event. The Director of Police may waive the minimum (14) business days filing period. If the Director and his designee determines that the waiver will not present a hazard despite failure of the public to adhere to the fourteen (14) business days filing requirement, and, if after investigation and consideration of these factors, it is found that the health and safety of the public is not compromised and the convenience of the public in the use of the streets and/or sidewalks would not be unduly disturbed, then the application can be processed. If the event requires temporary structures in the street, the approved permit must be forwarded to city council lead administrator.
7. Submit a hand drawn or pre-printed map to the route of the parade or street closure along with the application.
8. Execute the Indemnity and Hold Harmless Agreement.
9. Comply with any special directions and conditions deemed necessary by MPD and/or the Permit Office for the issuance of a Permit.

PLEASE BE AWARE OF THE FOLLOWING

- No permit will be issued if the sole purpose of the event is for advertising.
- Please contact MPD Special Events - Traffic about the event at 901-636-4640.
- If the event is in one of the downtown parks, please contact Riverfront Development Corporation for a Park Usage Permit at 901-312-9190.
- If the event is in the other city parks, please contact the Park Commission for a Park Lease Agreement at 901-636-4251.
- If the event is on the Mid-America Mall, please contact Downtown Memphis Commission at 901-575-0540.
- If your event includes outdoor retail sales, please contact Memphis Shelby County Code Enforcement at 901-222-8300.
- If your event is involving Beale Street, please contact Beale Street Merchants Association at 901-529-0999.
- All permits and agreements need to be with you at all times, failure to produce the documents when asked may end in the termination of your event.
- Return Application with the necessary documents to:

City of Memphis Permits Office
2714 Union Extended, Suite 100
Memphis, TN 38112
Phone (901) 636-6711
Fax (901) 323-9913

SPECIAL EVENT OVERTIME COST ADJUSTMENT PROGRAM ELEMENTS

The City of Memphis recognizes the importance of providing monetary and other City support for community festivals, parades and celebrations that are held for the general economic benefit of the City’s business community, cultural enrichment and/or promotion of the City of Memphis. In consideration of the beneficial impact of certain events, the City of Memphis provides Special Event Cost Adjustments to eligible local nonprofit organizations.

PURPOSE

The City of Memphis recognizes the importance of local civic events that serve to enrich the lives of local residents and non-resident participants. The City will adjust certain Special Events fees provided organizations continue to satisfy cost adjustment provisions. All expenditures in excess of the cost adjustment shall be borne by the sponsoring organization.

PROCESS

The cost adjustment will be based upon the economic impact as established by the offset between the revenue generated by the event and the cost to the City for providing needed services.

A letter requesting a cost adjustment must be submitted by all organizations desiring an Annual Special Event Cost Adjustment to the City of Memphis Permits Office no later than thirty (30) days post the first event of the year sponsored by the organization requesting the cost adjustment and submitted annually. The letter must indicate the following:

1. The contact and their contact information for the sponsoring organization.
2. The address of the sponsoring organization's local office/headquarters.
3. The event's mission and/or stated purpose.
4. How the event benefits the community of Memphis, TN.
5. Any organization not submitting a letter of cost adjustment request by the filing deadline will be ineligible for a cost adjustment in the upcoming calendar year.

MINIMUM COST ADJUSTMENT

A great deal of time and effort is required of both the Applicant and City staff to complete the cost adjustment process. It is not cost effective for the organization or the City to engage in the cost adjustment process without some assurance of a minimum cost adjustment, if eligible. Therefore, if a cost adjustment is awarded, the minimum award will be \$1,000.00.