

Town of Dandridge Special Events Policy



I. Purpose

It is recognized that special events often bring many benefits to the community. However, when these events are held in a park, Town Roadways, or Town property, they have the potential to impact the department's resources, facilities and property. Each event has unique characteristics and will have a different impact. Therefore, events need to be considered on a case by case basis in order to promote the responsible use of publicly owned facilities and properties.

II. Policy

Events or planned occurrences on Property owned or maintained by the Town of Dandridge that exceed the normal and ordinary use of such property, may be considered a special events and are subject to review and approval by the Dandridge Board of Mayor and Alderman.

III. Permit Procedure

1. A request for all special events for the calendar year shall be submitted by January 31st of each year. This allows the town to financially prepare for the event during the budgeting process. Any events not submitted by this date may be charged for services required if approved by the Dandridge Board of Mayor and Alderman.
2. An Application for Special Event Permit along with the required support materials shall be filed with the Town Administrator 60 days prior to the event.
3. Along with the Application, the sponsor must provide a map of the event showing the proposed location of all facilities and services to include, but not limited to, concessions, rides, parking, lighting, fencing, portable toilets, dumpsters, ect. The map should show any road closures, Emergency Service Routes, and trashcans.
4. Upon approval, Event Organizers must provide a copy of Liability Insurance Coverage in the amount of at least one million dollars (\$1,000,000.00) single limit, covering both bodily injury and property damage during the term of the event. A clause specifically naming the Town of Dandridge as an "additional insured" shall be submitted at least 10 days prior to the event. Any private property owners that have agreed to allow event activities on their property should also be listed as "additional insured"

IV. Event Requirements:

- a. Rules & Regulations – Sponsors of Special Events must comply with all applicable town ordinances, traffic rules, park rules, and regulations, state health laws, and fire codes.
- b. Parking – Sponsors of Events must submit a parking plan with the application. The plan must address the number of vehicles, location of parking areas, traffic control, safety and security. The plan should also provide protection for areas in which parking would be a safety or emergency access hazard as well as private property adjacent to the event in which an agreement with the Event Sponsor is not made for parking. Any costs



Town of Dandridge Special Events Policy

associated with repair or damage from parking and driving in turf areas will be the sole responsibility of the event sponsor.

- c. Public Street or Right-of-Way Closures- All road closures or use of town roads as part of an event must be approved by the Board of Mayor and Alderman and must be maintained by the Town of Dandridge Public Works Department.
- d. Security and Safety- For the safety of an event's participants, security personnel are a necessity. Events must have security personnel at the rate of one security guard for every 600 people present. The Police Chief shall have the authority to modify this ratio, as they deem necessary. Police officers can only monitor public areas and will not monitor private businesses.
- e. Emergency Management Plan – For events with an expected attendance of more than 3,000, an Emergency Management Plan must be submitted to the Dandridge Volunteer Fire Department Chief.
- f. Fireworks, Open Flames, & Pyrotechnics – If fireworks, open flames, or pyrotechnics are part of an event, the Dandridge Volunteer Fire Department Chief must be contacted to obtain the necessary permits and regulations.
- g. Medical Services – The level of medical services required for a special event will vary depending on many factors including expected attendance, time of day, time of year, demographics of attendees, alcohol, and nature of event. At the minimum all special events shall have a first aid kit accessible on the event site. The sponsor of the event must have a plan to address medical services.
- h. Toilet Facilities – Public Toilet Facilities at ratio of 1 per 1000 attendees is required (20% Handicapped Accessible. Public Toilet Facilities may not be sufficient for a special event. In this case, portable toilets must be secured by the event sponsor. The sponsor of the event is responsible for ensuring that the toilets are kept in clean and usable condition. Any portable toilets must be removed within 72 hours of the event.
- i. Bands/Amplified Music – If an event will be having a band or amplified music, the sponsor shall ensure compliance with all noise ordinances established by the Town of Dandridge.
- j. Tents – Use and Location of tents, canopies, or other overhead coverings are subject to approval by the Town of Dandridge Public Works Department. The placement shall be shown on the site plan.

V. Event Cancellation

The Town Administrator may cancel an event without prior notice for any condition affecting the public health or safety of the Town, or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place.



Town of Dandridge Special Events Policy

Application

Host Individual/Organization _____

Address: _____ City _____ State _____ Zip _____

Email: _____ Phone: _____

Event Name _____ Event Date: _____

Event Coordinator (onsite the Day of Event): _____ Contact Number _____

Anticipated Attendance: _____

Proposed Economic Impact: _____

Event Dates & Times

Set-up Date & Time _____

Event Start Date & Operating Hours: _____

Event Cleaned & loaded Day & Time: _____

Event Location: _____

(Any Private Property Utilized must include a signed agreement for use during event)

Event Components:

Entertainment (live music, DJ, Radio, Performers, Dancing, Amplified Sound, Stage, ect.)

Vending: (Food, Beverage, ect)

Total Number of Vendors: _____ Power required: _____

Other Event Components:



Town of Dandridge Special Events Policy

Event Set up:

Portolets on-site: _____ (one per every 1,000 people and 20% handicap accessible)

Trash Cans Requested: _____ Tents: _____

Parking Location & Restrictions: _____

Required Information

_____ Site Plan of the Event showing all facilities, parking ect.

_____ Emergency Management Plan

_____ Medical Services Plan

_____ Insurance Policy

City Services Requested:

Reviewed	Department	Services Requested	Potential Costs
_____	Town Admin	_____	_____
_____	Police	_____	_____
_____	Fire	_____	_____
_____	Parks & Rec	_____	_____
_____	Activity Center	_____	_____
_____	Public Works	_____	_____

Contact Information

Town Administrator – 865-397-7420

Police Chief, Parks & Recreation & Public Works– 865-397-8862

Activity Center – 865-397-9200

Fire Department – 865-397-3192