

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 & hosed 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, etc.)

Vending: (Food, Beverage, etc)

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, etc.
- _____ 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