



# City of Knoxville Special Events Form

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

Email: [ncappuccilli@cityofknoxville.org](mailto:ncappuccilli@cityofknoxville.org)

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

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**\*\*Special Events Meetings are held on the fourth Thursday of every month at 9:00 a.m. at the Ballroom of the Knoxville Civic Coliseum (excluding Nov. & Dec.). Please attend as you will be placed in direct contact with representatives of various City services to assist with your event. There is a non-refundable reservation fee for Market Square and Krutch Park venues; \$100 for non-profit organizations and \$200 for others. Your event will not be placed on the calendar until fee has been received; it must be filed with the Office of Special Events 45 days prior to the event. *\*\*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.***

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Presenting Organization: \_\_\_\_\_

### Set-Up Information:

Date & Time of Set-Up: \_\_\_\_\_ Date & Time of Teardown: \_\_\_\_\_

### City Services:

- Ambulance/EMS
- Fire Prevention Bureau (fireworks, tent inspections)
- Knoxville Police Department (parades, traffic issues, etc.)
- Public Service (power/lighting/trash barrels, etc)
- Traffic Engineering (barriers/meter bagging)

### Permits Needed:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Alcohol Permit                   | <input type="checkbox"/> Parade Permit | <input type="checkbox"/> Street Closure Permit |
| <input type="checkbox"/> Banner Request                   | <input type="checkbox"/> Tent Permit   | <input type="checkbox"/> Street Vendor Permit  |
| <input type="checkbox"/> Parking Permit for Market Square |  |  |

### Event Producer Responsibilities:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>**Insurance</b> | <input type="checkbox"/> Portable Toilets | <input type="checkbox"/> Press Release |
| <input type="checkbox"/> Security           | <input type="checkbox"/> Sound System     | <input type="checkbox"/> Tables/Chairs |
| <input type="checkbox"/> Tents              |   |  |

**\*\*INSURANCE is REQUIRED for any event on City of Knoxville property.**

Please list the **name, date and location of your event** on the Certificate of Insurance; listing the City of Knoxville, as the additional insured for one million dollars.

Event Description: \_\_\_\_\_

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