



# City of Knoxville Parade Request 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 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.**

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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? \_\_\_\_\_

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Proposed Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

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## Type of Event

Parade: \_\_\_\_\_ Demonstration: \_\_\_\_\_ Run: \_\_\_\_\_ Walkathon: \_\_\_\_\_ Other: \_\_\_\_\_

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

\_\_\_\_\_

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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? \_\_\_\_\_

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**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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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**Parade Route:** \_\_\_\_\_

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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: \_\_\_\_\_

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\*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). \_\_\_\_\_

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Please attach a draft of the entry form/release for participants.

List all city services requested: \_\_\_\_\_

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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.