

Applicant: Complete application and deliver to the City Recorder, City Hall, 201 North Spring Street, fax it to 684-1423, or email it to lisa.smith@shelbyvilletn.org.

CITY OF SHELBYVILLE, TENNESSEE
APPLICATION AND PERMIT FOR A PARADE,
SPECIAL EVENT OR STREET CLOSING

Any person who desires to conduct a parade, organized event such as marathon, half-marathon, 5K, etc., with participation of more than 50 persons, on the streets of this City OR temporarily close a public street for any event OR require any traffic control measures shall make application to the City Manager or designee, for a permit authorizing such activity, and no such parade, event or street closing shall be conducted upon the streets of this City without first receiving such a permit. Application shall be made at least two weeks (10 working days) prior to the contemplated parade or temporary street closing date.

The undersigned applies to the City Manager for a permit to conduct a parade, running event, walk, march or temporarily close a street in the City of Shelbyville.

Event Name _____
Sponsoring Organization _____
Chairman, Director, etc. _____ E-mail address _____
Address _____ City _____ Zip _____ Phone _____
Purpose of parade/street closing _____
Date _____ Starting time _____ to _____

NOTE: No single parade or temporary street closing event may exceed 12 hours.

What type of roadway will the event take place on? City State/US Highway

If State/US Highway is selected, then the applicant must notify TN Dept. of Transportation –Some evidence of notification must be provided, i.e. name of contact, etc. Region 3 TDOT: (615) 350-4300.

Proposed route of parade, run, walk, march, etc. (map is required) ***If route consists of property not owned by the City of Shelbyville you must provide permission in writing from that entity with the submission of application.**

Beginning Point _____
Route _____

Ending point _____
Number and type of units anticipated _____

Do you have a policy of special event insurance? Yes No. Please attach copy.

Name, address and contact information of individual(s) who will be present and responsible for parade/event/temporary street closing the day of event Name _____
Address _____ Phone _____ E-Mail address _____

Will this event pass through or be conducted upon the grounds of any City Park--Yes No
If yes, approval of the City of Shelbyville Parks and Recreation Director must be obtained prior to the submission to any other City Department.

Parks & Rec:

Signed: _____ Title _____ Date _____

PLEASE READ AND CHECK BEFORE SIGNING APPLICATION

- I/We agree to abide by all ordinances and regulations of the City of Shelbyville and all conditions placed upon the event by the City Administration.
- I/We do swear or affirm that all of the information given in the application is true and complete.
- I/We do hereby agree to assume the defense of and indemnify, save harmless the City, its commissioners, officers, employees and agents, from all suits, actions, damages or claims, including death, to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, of such event and the activities permitted in connection therewith, and to submit a certificate of insurance prior to the event in an amount acceptable to the City administration.
- This application shall be filed not less than 14 days (10 working days) or no more than 60 days prior to the scheduled date of such event. Failure to file in a timely manner may result in denial of a permit.
- The City reserves the right to require one or more City of Shelbyville police officers or other emergency personnel be present.
- All applications will be reviewed on a case-by-case basis. Some activities may require additional risk management steps to minimize any foreseeable exposures to losses. As such, the city reserves the right to require additional steps to minimize any foreseeable exposures.

BY: _____ Date: _____ Phone _____
 (Signature of applicant)

Chief of Police:

I have examined the above application and the route, starting point and terminal point are deemed proper in consideration of minimum interruption of traffic flow.

Signed _____ Title _____ Date _____

Public Works Department:

I have examined the above application and the route; starting point and terminal point are deemed proper in consideration of minimum interruption of traffic flow, safety, and traffic control as proposed and existing.
 PERMISSION TO MARK STREETS? Yes _____ No _____

Signed _____ Title _____ Date _____

Fire Chief:

I have examined the above application and the route: starting point and terminal point are deemed proper in consideration of minimum interruption of traffic flow and safety.

Signed _____ Title _____ Date _____

City Recorder:

I have examined the above application and the route. Route is consistent with City owned property only, or applicant has provided proof of permission (in writing) to use non-City owned property as specified on route.

Signed _____ Title _____ Date _____

City Manager:

This application is approved and a permit is granted based on the information stated in the application.

Signed _____ Date _____