



City of Pigeon Forge
SPECIAL EVENTS APPLICATION

Please maintain a copy of all pages of this application and its attachments for your files
and have available on site for the duration of your event.

Please complete this application and return all pages and attachments to Lo Ferrada of Public Works at City Hall, by fax to (865) 429-7322, or by email to loreto.ferrada@cityofpigeonforge.com.

Host Individual/Organization: _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Email Address: _____ **Fax:** _____

Event Name: _____

Event Coordinator: _____ **Day Phone:** _____

Email: _____ **Evening Phone:** _____

On-site Contact (if different from Event Coordinator): _____

Day Phone: _____ **Evening Phone:** _____

Event Dates: Setup Day & Date: _____ **Hours:** _____

Event Start Day & Date: _____

Event End Day & Date: _____

Event Operating Hours: _____

Load Out Day & Date: _____ **Hours:** _____

Event Location: **Public Property** - please note facility below and file appropriate additional forms. Submit with this application.

___ *Patriot Park*

Gazebo Field

___ *City Park*

Pavilion 1 Baseball Field Number of fields requested: _____ Outdoor Basketball Court

Pavilion 2 Tennis Courts Number of courts requested: _____ Volleyball Court

___ *Greenway*

___ *City Parking Lot (Teaster Ln.)*

Private Property — please provide details below

Property Address: _____

Host individual/organization

Property Owner: _____ is property owner

Hosting an event on private property, which is not that of the host individual or business, requires the completion of a "Utilize Property Agreement"

Property Contact: _____ **Phone:** _____



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Event Summary: Please briefly describe your event

Event Components – please check all that apply

Entertainment: Live Music DJ Radio/CD Performers Dancing Amplified Sound Stage

Other - _____
(Note: All amplified sound requires a Special Noise Permit. To make your request complete and submit the Special Noise Permit Application with this application)

Vending: Food Beverages Other Goods: _____

Total # of Vendors: _____ (Note: All organizers must complete the Outdoor Vending Application and be submitted with this form)

Sports Competition or Race: Baseball/Softball Tennis Basketball Volleyball
 Race (Timed Event) Run (Non-Timed Event) Walk Bicycling

(Note: If you are hosting a race, run, walk, or bicycle race please complete a Temporary Traffic Control Application and submit with this form)

Other Event Components: Parade (Note: A separate Temporary Traffic Control Application must be completed and submitted with this form)
 Inflatables/Bouncers
 Special Display/Exhibit – please describe _____

Other- _____

Event Setup:

Portolets on-site: # _____ regular # _____ handicap accessible (One (1) portolet for every 250 people and 20% of portolets should be handicap accessible)

Trash cans on-site: # _____ provided by host individual/organization

Will you be setting up any tents? Yes No If yes, what size and how many? _____

Will you be implementing any parking restrictions? Yes (If yes, please note on your included site map) No

Please check the boxes below of any city services you would like to request. (Note: some city services may warrant additional fees)

- Onsite Ambulance, EMS, or First Aid services
- Fire Prevention Bureau (Fireworks, tent inspections)
- Traffic Control Assistance (parades, races, detoured roads)
- Trashcans or rolling dumpsters (Please provide anticipated times service will be necessary below)
- Other _____



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Please expand upon and provide specifics with regards to your requests or other needs you may have:

Is this event open to the public? Yes No **Anticipated Attendance:** _____

Is there an admission charge? Yes No If yes, how much? _____

Are there any fundraisers planned in association with this event? Yes No

If yes, who would benefit from the fundraiser? _____

Is this event being advertised? Yes No If yes, where? _____

Banners: Event banners or special signage may not exceed 32 sq ft.

Total # of banners to be displayed: _____

Please provide the size (s) of the banners:

Attachments:

Site Plan Attached (A Sketched Site Plan of Area is Required)

Yes No Copy of Liability Insurance (if required)

Please list any additional attachments below:

Additional Comments, applicable to your submission, for review by the City departments and Planning Commission:
