



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 Mimi Kulp of Public Works at City Hall, by fax to  
(865) 429-7322, or by email to [mkulp@cityofpigeonforge.com](mailto:mkulp@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 and Load Out Dates (if before or after event): \_\_\_\_\_

**Event Start Day of Week & Date:** \_\_\_\_\_

**Event End Day of Week & Date:** \_\_\_\_\_

**Event Operating Hours:** \_\_\_\_\_

**Planning Commission Date (4<sup>th</sup> Tuesday at 3 PM):** \_\_\_\_\_ **Initial event will be represented (mandatory)** \_\_\_\_\_

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

\_\_\_\_ *Patriot Park (Old Mill Avenue)*

Gazebo  Field

\_\_\_\_ *Wears Farm Park (Wears Valley Road)*

Pavilion 1  Baseball Field Number of fields requested: \_\_\_\_\_

Outdoor Basketball Court

Pavilion 2  Tennis Courts Number of courts requested: \_\_\_\_\_

Volleyball Court

\_\_\_\_ *Community Center (Including Parking Lot)*

\_\_\_\_ *Greenway*

\_\_\_\_ *City Parking Lot (Teaster Lane)*

\_\_\_\_ *LeConte Center at Pigeon Forge Grounds*

**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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For Profit  Non-Profit Fundraiser  If Non-Profit: Tax ID Number \_\_\_\_\_  
\*(Attach a Copy of Tax Exempt Form with this Application)

Event Summary: Please briefly describe your event

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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 Monthly Report of Vending Form with the City Business Tax Office)

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 \_\_\_\_\_

For questions regarding this application process please call Mimi Kulp at (865) 429-7312 or email at [mkulp@cityofpigeonforge.com](mailto:mkulp@cityofpigeonforge.com).



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

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Is this event open to the public?  Yes  No Anticipated Attendance: \_\_\_\_\_

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

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:

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**Attachments:**

Site Plan Attached (A Sketched Site Plan of the Area is required with this Application)

Yes  No Copy of Liability Insurance (if required)

Please list any additional attachments below:

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

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