



**PARKS &  
RECREATION**  
Hendersonville

City of Hendersonville Special Event  
Handbook & Application

5/5/25

## **DEFINITION OF SPECIAL EVENT**

A Special Event shall be defined as any public gathering that is outside the normal usage such as a block party, festival, parade, celebration, concert, tournament or any similar occurrence to be conducted in or on any land that is owned or managed by the City of Hendersonville Parks and Recreation Department.

## **APPLICATION PROCESS**

Festival/event & tournament organizers must complete and submit a Special Event Application to the Hendersonville Parks and Recreation Department. All new events must come before the Parks Board for final approval. Application must be in the Parks office a minimum of 10 days prior to the meeting in order to be placed on the agenda. Parks Board meetings are typically the fourth Monday of each month. A representative of the event must be present at the Parks Board meeting in order for the event to be considered for approval. Special exceptions will be reviewed on a case-by-case basis.

## **APPLICATION INSTRUCTIONS**

These instructions are intended to help you complete the Special Event Application and any other associated forms. Please take the time to read these instructions prior to completing your application. If you have any questions, please do not hesitate to contact us. All information must be legibly printed in ink. It is very important that our agency and others are able to read the information. Return applications by mail or email to:

**Hendersonville Parks Department**  
**ATTN: Natalie Lankster, Special Events Program Supervisor**  
**Email: [nlankster@hvilletn.org](mailto:nlankster@hvilletn.org)**  
**101 Maple Drive North Hendersonville, TN 37075**

Please feel free to contact us at any time for additional applications or with questions regarding your application between 8:00 am and 4:30 pm, Monday through Friday at (615) 822-3898. The department's fax number is (615) 590-4621.

## **SPECIAL EVENT APPLICATION**

All events require the Special Event Application to be completed. You may be required to complete other forms depending on the size and/or features of your event. Below are descriptions of each section on the Special Event Application. Please refer to these descriptions while completing your application. If at any time the application form doesn't provide adequate space, provide the additional information on a separate sheet and write "see attached" on the application form. When additional sheets are attached, place the event name and event date at the top of each additional sheet.

### **APPLICANT INFORMATION**

**Event Name:** Enter the name of your event. This name should be the one that you are using to advertise your event.

**Event Producer:** Enter the name of the organization, corporation, neighborhood group, etc. that is producing the event.

**Primary Contact:** Enter the name of the primary person who is to be contacted regarding the application or event.

**Address, City, State, and Zip:** Enter the mailing address information of the event producer in these blanks.

**Phone (Work, Home, Cell and Fax):** Enter the primary contact's telephone numbers. It is important that the city can contact these persons(s) at all times during the event.

**Email:** Enter the primary contact's email address.

## **EVENT INFORMATION**

**Event Type:** Check the box(es) that apply

**Event Location:** Check the box(es) that apply

**Fields Requested:** Check the box(es) that apply

**Event Date(s):** Enter the date(s) that the event will be open and closed for attendance.

**Estimated Attendance:** Enter the estimated number of attendees/teams you are expecting for the entire event.

**Peak Attendance:** Enter the estimated highest number of attendees/teams you are expecting at any one time during the event.

**Hours of Operation:** Enter the hours the event will be open. If open multiple days, list hours separately for each day.

**Site Preparation:** Enter the date and time you will start to prepare the event site. If no preparation is necessary, enter "N/A".

**Event Description:** Enter a brief description of event. Please describe any unique characteristics of your event.

**Requested Services:** Check all the needs, services or features that you are requesting of the Parks Department.

**Will an admission fee be charged?** Please indicate if an admission fee will be charged. If yes, indicate the amount of the fee or fees.

**Is the Event:** Check if the event is either For Profit, Not for Profit or a Charitable Fundraiser. If selecting Not for Profit, the organization must be recognized by the Internal Revenue Service as a non-profit organization and must provide proof of this in the form of the Federal ID# and/or a copy of the IRS exempt statement. If the event is a Charitable Fundraiser, the application must be accompanied by proof of the Charity that will be receiving the profit.

## **RAIN/CANCELLATION POLICY**

Describe your rain or cancellation policy, if you have one. Also, provide alternative dates, times and locations. The Hendersonville Parks Department reserves the right to close fields/courts or cancel events for weather related issues.

- **Should severe weather occur during the event, please follow this policy regarding lightning detection.**

## **THORGUARD SYSTEM**

Beginning spring 2019 the Hendersonville Parks Department and all operating athletic leagues, programs, and events will use the ThorGuard Lightning System, an Advanced Warning System, to monitor and detect lightning throughout Drakes Creek, Memorial, Veteran's, and Volunteer at Arrowhead parks. All Players and Parents are to understand how the ThorGuard Lightning system works and follow the rules and regulations that the system has put forth.

## **HOW IT WORKS**

This system is installed on top of our Drakes Creek Parks maintenance building located in the middle of the park between the two softball/baseball quads. This system will detect lightning within a few miles of the complex.

- The system will alert all participants in the park when conditions become hazardous, and lightning is detected within a 2-mile radius of the park.

- When lightning is detected, a 15 second Warning Horn will sound, and the Strobe lights will flash (located on top of maintenance building)

- All players and visitors in the park must take shelter in their cars. DO NOT wait under trees, picnic canopies, or concession building overhangs.

- When it is safe to return to the fields, 3 consecutive horns will sound, and the strobe light will turn OFF.

### **INCLEMENT WEATHER PROCEDURE**

1. During Lightning Alerts, we ask that ALL INDIVIDUALS remain in their vehicles or inside until further notice.
2. During Lightning Alerts, we ask PARENTS WHO ARE PRESENT with their vehicles in the Sports Complex to provide a safe place for their child to wait during weather delays. Waiting under the picnic overhang or outside will not reduce the chances of getting struck by lightning. All players are asked to always be in the safest possible place.
3. Players are asked to wait in their vehicles until the following notifications:
  - The sounding of the ThorGuard Siren indicates it's safe to be outside and the strobe light turns off.

*PLEASE refer to each independent leagues' policies and procedures regarding lightning detection policy and resuming play beyond the Hendersonville Parks procedures listed above.*

### **SECURITY**

It is the responsibility of the applicant/event producer to provide adequate security for the event. The type and location of the event, availability of sufficient City police personnel, and other factors will determine the amount of security required at any event. The Hendersonville Police Department staff assigned to a particular event, will have the sole discretion in all matters regarding security, traffic and crowd control at special events in the City of Hendersonville. The event producer will be responsible for obtaining extra security personnel for the following responsibilities:

- Gate security
- Security for VIPs/celebrities
- Security of money handling room(s)
- Stage security
- Overnight security or security outside event hours
- Private parking lot security
- Security for event equipment, trailers, supplies, etc.

### **EMERGENCY MEDICAL ASSISTANCE**

Depending on the size and nature of your event, additional emergency medical services and/or security for the event patrons may be required. Every event will provide the Parks staff with their respective medical plan.

## **VENDORS**

Vendors must meet the following requirements below prior to being approved to serve during a special event and/or tournament within the City of Hendersonville's parks. Additionally, the Parks Department prohibits vendors from setting up on a regular basis for any activity other than a special event or tournament.

- A vendor Fee of \$50 must be submitted to the Parks Department made payable to the "City of Hendersonville". This fee will be billed in addition to all other event/tournament fees following the completion of the event. The organizer of the event/tournament must collect the fee from the vendors and pay upon the due date.
- A list of all vendors must be submitted to the Parks Department the week prior to the event/tournament for approval.
- The Parks Department will issue a "Special Event Vendor Permit" for all approved vendors, which must be on display at all times during the approved event.
- Vendors must provide the Parks Department proof of insurance, in the form of a certificate of Liability Insurance, naming the City of Hendersonville's Parks Department as additionally insured.
- Food vendors must provide the Parks Department with a copy of their current food permit.
- The vendor is responsible for leaving grounds in their original state. This includes removal of trash, set up, etc.

Violators of the above requirements will be removed from the parks and subject to additional fines by the police and/or parks departments.

## **ELECTRICAL SERVICE**

Please list all booths, inflatables, cooking equipment, etc. that will be requiring the use of electricity at the event. Providing for your electrical needs has certain limitations, depending on where the event is held. If the park property where you are holding your event does not have adequate electrical outlets, the producer of the event is responsible for obtaining the proper power supply to satisfy the needs of the event. This is normally in the form of gasoline powered generators. All electrical issues must be discussed with the maintenance supervisor.

## **INSURANCE**

The applicant/event producer must comply with the following insurance requirements to be considered for a Special Event. Insurance must be submitted within 14 days of the event to the Hendersonville Parks and Recreation Department. Failure to submit appropriate insurance will result in cancellation of an event. The applicant/event producer and the vendors that are contracted by them must purchase and maintain, for the duration of the event including setup and dismantling, the following types of insurance at their own cost and expense:

**1.) Comprehensive General Liability Insurance** – A general liability insurance policy, or its equivalent, written on an occurrence basis (or yearly basis), with a minimum of \$1,000,000 combined single limit of liability per occurrence for bodily injury, personal injury, and property damage is required. If food or beverages are to be served, then product liability coverage must also be included with a minimum of \$1,000,000 per occurrence.

**2.) Additional Insurance Requirements** – the applicant/event producer and all vendors must list the City of Hendersonville as Additional Insured for the event on all insurance policies with regards to event.

**3.) Carnival Rides/Inflatables** – The producer must obtain liability insurance to cover any and all carnival rides/inflatables, with a minimum coverage of \$1,000,000 per occurrence.

The City of Hendersonville reserves the right to require insurance of applicant/event producers and/or vendors for activities other than those specifically mentioned above, or to increase the minimum acceptable limits of liability with reasonable notice to the applicant/event producer.

**4.) Live Music** – the event producer must obtain all legal approval and verification for use of any live music through the proper music publishing companies. Proof of approval must be submitted to the Hendersonville Parks and Recreation Department prior to the event. Failure to obtain permission will result in bands/musicians being removed from the event. For all events that have live or amplified sound or music, the applicant/event producer must complete a Sound Permit with the City of Hendersonville.

### **MEETINGS/PREPARATIONS**

The primary contact for each event is responsible for meeting with the Parks Department either in person, over the phone or electronically in the weeks and days prior to the event to update on any needs from the Parks Department. The primary contact is responsible for meeting with the Maintenance Supervisor and Special Event Coordinator prior to event to coordinate any maintenance issues for event that may include extra trash collection, field maintenance, etc. Any and all communication with the Parks Department concerning needs or questions for events is strongly encouraged. Failure to abide by the meeting schedule will result in the date being released for the following year.

### **FEES**

There will be an application fee associated with certain special events based upon the Special Events Coordinator's discretion. This fee must be paid once the event is approved to secure the date for your event. Fee structures are listed below. It

Vendors – payment must be one sum from the producer of event (this fee occurs for ALL events)

- \$50 flat fee per vendor per event

### **EVENT FEES:**

Sports Camps: 2 weeks or less

- \$10 per participant
- No fees for camps hosted by Sumner County Schools.
- Field rental fee would also apply to organizations that do not currently operate in the Hendersonville Parks system.

### **Athletic Fields -**

- \$125 per field / per day for athletic fields
- Includes lining and dragging fields one time for the day before games begin.
- Includes lights for any fields requested.
- Additional mandatory fee of \$200 per Saturday. Fee includes additional maintenance staff.
- **Entire Soccer Complex Weeknight:** \$1000 per day on any weeknight
- **Entire Soccer Complex Weekend:** \$2000 for entire weekend (Friday-Sunday) or \$125/field/day for one day weekend tournament

### **Inline Hockey -**

- **Weekday (Monday – Thursday):** \$125/rink/day
- **Weekend (Friday – Sunday):** \$200 for first rink & \$125 for second rink/day.

### **Tennis/Pickleball**

- \$100 per day + \$2 per person head tax.
- Same for special event, USTA, or 3<sup>rd</sup> party event

### **Fishing Tournaments – this includes the use of one shelter**

- 60 Boats or Less- \$240 includes Shelter 8 full day rental plus \$5 per boat fee
- 60-100 Boats- \$360 includes Shelter 5 and 8 full day rentals plus \$5 per boat fee
- 100+ Boats- \$480 includes Shelter 5,7, and 8 full day rentals plus \$5 per boat fee

### **Other Events – this includes the use of one shelter (where applicable)**

- \$150 for small event (500 people or less) i.e.: disc golf, movies in the park, arts & entertainment
- \$300 for large event (more than 500 people) disc golf, movies in the park, arts & entertainment.
- Heritage Park: \$1,500
- Sanders Ferry Park: \$1,500

***SCHOOL FEES: The below fees apply to tournaments and events. Tournaments and Events that are apart of regular and post season play does not apply if the team is participating.***

### **Baseball/Softball/Soccer/Lacrosse**

- \$750 per tournament that lasts 5 days or more.
- \$500 per tournament for 4 days or less
- Weekend Maintenance Fee will apply.

### **Fishing Tournaments**

- \$150/tournament

### **Cross Country**

- \$350/meet

### **Rugby/Ultimate Frisbee**

- \$75/field/day

***Note: Fees for any tournament shortened due to inclement weather will be adjusted as needed by Director and Staff.***

## **ADDITIONAL ITEMS**

- Unless otherwise specified, the monthly Parks Board meeting occurs at 6:00pm the last Monday of every month. Event Organizers may join via Zoom or in person at City Hall.
- To be on that month's agenda, all applications are due by the 15<sup>th</sup> of that respective month. For example, to be added to the March agenda, the application must be submitted by the 15<sup>th</sup>.
- All events MUST submit a layout plan with their application for approval of event.
- Effective 8/1/2022 all dirt field tournaments will have a start time of no earlier than 9:00 AM. The last regularly scheduled game will be no later than 8:30 PM.
- Any adjustments to this schedule must be approved by the Parks Staff.
- Scoreboard controllers are available for use. Controllers must be returned to the designated spot at the end of each day, which will be determined by the Parks Staff. Failure to return controllers will result in inspection of controllers for damage or repairs. The event manager or company will be responsible for any repairs or replacements.
- Any event at Sanders Ferry Park will require 2 additional portable restrooms to be provided per 500 persons. (1000= 4 portable restrooms, 1500= 6 portable restrooms, ETC.)
- The event will be expected to contribute a donation or fee to the Parks or local non-profit organization that is either:
  - Recognized by the city's non-profit committee.
  - Currently using the Hendersonville Parks for play
  - Has a physical address in Hendersonville.

## **MEETING WITH FIRE, POLICE, and PARKS**

- All events, apart from team sports, with an estimated 2,500 plus attendees will require an additional meeting with members of the Fire, Police, and Parks department.



# Special Event Application

## APPLICANT INFORMATION

EVENT NAME: \_\_\_\_\_

EVENT PRODUCER: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ HOME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## EVENT INFORMATION

EVENT DATE(S): \_\_\_\_\_

HOURS OF EVENT: \_\_\_\_\_

TOTAL ATTENDANCE: MIN #: \_\_\_\_\_ MAX #: \_\_\_\_\_

WILL THIS BE AN ANNUAL EVENT?  NO  YES

**EVENT TYPE:**

Athletic Tournament		Festival		Camp		Walk/Run	
Concert		Fishing Tournament		Wedding		Other	

**EVENT LOCATION:**

Drakes Creek		Memorial		Sanders Ferry		Veterans	
Heritage Park		Volunteer Park		Rugby Park		Other	

**FACILITIES REQUESTED - \*NOTE – PARKS STAFF/PARKS BOARD HAS RIGHT TO ADJUST FACILITIES/FIELDS AS NEEDED**

- DC#1  DC#2  DC#3  DC#4  DC#5  DC#6  DC#7  DC#8  DC#9  DC#10
- DC#11  DC#12  DC#13  VET#1  VET#2  VET#3  DC FOOTBALL  MEMORIAL FIELD
- DRAKES CREEK SOCCER  PICKLEBALL COURTS  VPA SOCCER  RUGBY COMPLEX  INLINE HOCKEY
- TENNIS COURTS  GREENWAY TRAIL  GREENSPACE  SHELTERS  OTHER

SITE PREPARATION DATE & NEEDS: \_\_\_\_\_

WILL EXTRA FIELD MAINTENANCE BE NEEDED DURING THE EVENT?  NO  YES

IF YES, PLEASE PROVIDE DATES & TIMES REQUESTED: \_\_\_\_\_

**REQUESTED SERVICES:**

- EXTRA GRASS CUTTING                       CONCESSIONS                       EXTRA TRASH CANS
- EXTRA FIELD MAINTENANCE               RESTROOM MAINTENANCE       TRASH COLLECTION
- OTHER \_\_\_\_\_

ELECTRICAL SERVICES- List all booths, inflatables, cooking equipment, timing equipment, etc. that will be requiring the use of electricity at the event:

\_\_\_\_\_

VENDORS- List all vendors by name, address, and contact number along with the products and/or services that they will be providing at the event: (IF NOT KNOWN AT TIME OF APPLICATION – APPLICANT IS RESPONSIBLE FOR NOTIFYING PARKS STAFF IMMEDIATELY UPON SECURING VENDORS – PARKS STAFF HAS THE RIGHT TO DENY ANY VENDOR) \_\_\_\_\_

\_\_\_\_\_

**EVENT DETAILS:**

GIVE A BRIEF DESCRIPTION OF THE PROGRAM: \_\_\_\_\_

\_\_\_\_\_

LIST THE BENEFITS THIS EVENT WILL PROVIDE IT’S PARTICPANTS: \_\_\_\_\_

\_\_\_\_\_

**ALCOHOL SALES:**

WILL THERE BE ALCOHOL SERVED AT THE EVENT?  NO  YES

IF YES, PLEASE LIST WHO WILL BE USED AS SERVERS: \_\_\_\_\_

PLEASE INDICATE THE TYPE(S) OF ALCOHOL THAT WILL BE SERVED:  BEER  WINE  LIQUOR

I confirm have read and agree to the Parks Guidelines and Handbook for alcohol sales in city park facilities, as well as receive official approval and permit from the Beer Board prior to the event?  NO  YES

**SAFETY & EMERGENCY FACTORS:**

RAIN/CANCELLATION POLICY: Is there a rain policy for your event? If yes, please give a brief description along with optional date(s) and time(s) \_\_\_\_\_

\_\_\_\_\_

WILL EMERGENCY MEDICAL ASSISTANCE BE PROVIDED?  NO  YES LIST PROVIDER: \_\_\_\_\_

PLEASE SPECIFY MEDICAL PROVISIONS, AID, POINT OF CONTACT/NUMBER, AND OTHER MEDICAL/EMERGENCY PLANS: (All events held within the Hendersonville Parks and Recreation system must provide these)

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**PROGRAM FINANCIALS:**

WILL THERE BE A PRE-REGISTRATION FEE CHARGED FOR THIS EVENT?  NO  YES AMOUNT \_\_\_\_\_

WILL THERE BE A PARKING AND/OR GATE FEE CHARGED FOR THIS EVENT?  NO  YES AMOUNT \_\_\_\_\_

IS THIS EVENT:  FOR PROFIT  NOT FOR PROFIT  CHARITABLE FUNDRAISER

List the Non-Profit Organization that will benefit as the partner of this event: \_\_\_\_\_

List the donation amount and/or fees that will benefit the Non-Profit Organization: \_\_\_\_\_

**PLEASE RESPOND TO EACH OF THE FOLLOWING:**

I understand the event will be expected to contribute a donation or fee to the Parks or local non-profit organization that is either recognized by the city’s non-profit committee, currently using the Hendersonville Parks for league play, or has a physical address in Hendersonville.  NO  YES

I understand that I will be required to provide a current certificate of insurance naming the City of Hendersonville as an “additional insured” and accept all responsibility prior to the event taking place.  NO  YES

I understand that I will be required to provide the Parks Department a list of all vendors, their current certificate of insurance naming the City of Hendersonville as an “additional insured”, and ensure they pay the \$30 vendor fee prior to event set-up. I understand I am responsible for vendors to abide by parks policies and return grounds to original state following event.  NO  YES

If applicable, I understand that I must promote and reserve hotel blocks within Sumner County for attendees to stay. I will be required to provide the Parks Department with a list of all hotels and the reservation confirmations prior to the event.  NO  YES

I understand I will be responsible for obtaining all legal permissions and/or permits for any and all live music to be performed at the event. Permissions must be obtained from the proper licensing and/or publishing companies. Proof of permission must be given to the City of Hendersonville Parks and Recreation Department. This includes all live music performed by bands and/or musicians.  NO  YES

I understand that I will be responsible for informing the City of Hendersonville and all participants of risks involved with participation and/or use of equipment and supplies.  NO  YES

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## HOLD HARMLESS CLAUSE

Program organizer shall save and hold the City of Hendersonville and the Hendersonville Parks and Recreation Department harmless from and against all liability, claims and demands on account of personal injuries (including without limitation to the foregoing worker's compensation and death claims) or property loss or damage of any kind whatsoever, which arises out of or be in any manner connected with the performance of this contract, regardless of whether such injury, loss, or damage shall be caused by, or be claimed to be cause, by the negligence of the permit holder or the City of Hendersonville and Hendersonville Parks and Recreation Department; or by any agents or employees of any of the foregoing; or by accident; or otherwise. If application is approved, the program organizer is responsible to adhere to all rules and regulations as set forth in the Hendersonville Municipal Code. A copy of these regulations is available at City Hall or on the City's website.

**The undersigned agrees to the terms of this agreement as outlined by the City of Hendersonville Parks and Recreation Department.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## OFFICE USE ONLY

APPLICATION RECEIVED: \_\_\_\_\_ PARKS BOARD REVIEWED: \_\_\_\_\_

FINAL APPROVAL DATE: \_\_\_\_\_ STAFF SIGNATURE: \_\_\_\_\_